



भारत सरकार • Government of India
घर मंत्रालय • Ministry of Home Affairs

जनगणना कार्य निदेशालय, पश्चिम बंगाल
Directorate of Census Operations, West Bengal



जनगणना भवन

JANGANANA BHAWAN

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F.No.S – 14001/03/SRS-W.B./Vol.II/555

Date : 25.06.2018

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RE-TENDER NOTICE FOR PHOTOCOPYING

Sealed rate quotations superscribing "Quotation for photocopying of SRS Forms No. 4, 5, 6 & 7" is invited from reputed photocopier agencies by the Directorate of Census operations, West Bengal. The quotations must reach this office on or before 06.07.2018 upto 3 p.m. and will be opened on the same day at 4 p.m. in presence of authorized representatives of the firms, if any.

Specifications of different SRS Forms that are to be photo copied in good quality are as follow. Quoted Rate may be indicated in this format.

Name of the item	Total Unit	Rate per unit photocopying (inclusive all taxes)	Specification	Period of completion of work
Form - 4	1800 nos.		Legal size – Both sides	Within 7 (seven) days from receipt of order.
Form - 5	1200 nos.		Legal size – Both sides	Within 7 (seven) days from receipt of order.
Form - 6	7400 nos.		A-4 size – Single side	Within 7 (seven) days from receipt of order.
Form - 7	6800 nos.		A-4 size – Single side	Within 7 (seven) days from receipt of order.

Interested Bidders are requested to submit all relevant documents against their credentials as shown in "Tender Proforma" in connection with the items. All documents must be signed.

The Directorate, however, reserves the right to accept or reject or cancel the Tender as a whole or part without assigning any reason thereof.


(Keka Ghosh)
Deputy Director

To:

All Prospective Bidders:

Copy to:

- Members of Tenders/Purchase Committee
- ORGI website www.Censusindia.gov.in/tender - Shri Prashant Kumar, DPA, Gr.A for necessary uploading pl.
- Notice Board(Salt Lake/Behala).

**PROFORMA FOR SUBMISSION OF QUOTATION VIDE TENDER NOTICE NO. S-14001/03/SRS-W.B./Vol.II/555
DATED : 25.06.2018**

1.	NAME & ADDRESS OF THE AGENCY	
2.	DETAILS OF EARNEST MONEY SUBMITTED	2(a) DRAFT NO. with amount _____ 2(b) DATE OF ISSUE _____ 2(c) NAME OF BANK _____
3.	TELEPHONE NO./MOBILE NO./EMAIL ID	
4.	DETAILS OF DOCUMENTS SUBMITTED WITH QUOTATION (SELF ATTESTED AND STAMPED)	
4(a)	WHETHER COPY OF TRADE REGISTRATION CERTIFICATE SUBMITTED BY THE AGENCY. YES/NO	
4(b)	WHETHER COPY OF GST CERTIFICATE SUBMITTED. YES/NO	
4(c)	WHETHER COPY OF PAN CARD SUBMITTED . YES/NO	<i>'optional'</i>
4(d)	WHETHER COPY OF WORK ORDER FOR SIMILAR NATURE OF WORK OF ANY OTHER CENTRAL GOVT. OFFICE(S) /STATE GOVT. OFFICE(S) OR PSU SUBMITTED. YES/NO	
4(e)	WHETHER SELF CERTIFICATE OF NON BLACKLISTING (DULY SIGNED) SUBMITTED . YES/NO	
5.	RATE QUOTED AMOUNT INCLUSIVE ALL TAXES /TRANSPORTATION/CARRYING CHARGES AS PER SPECIFICATIONS IN THE NOTICE.	Form-4 Form-5 Form-6 Form-7

I/We agree to the terms and conditions as mentioned in Tender Notice F.No. S – 14001/03/SRS-W.B./Vol.II/555

dated: 25.06.2018 issued by DCO, WEST BENGAL.

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Signature with date

Name of Agency: _____ Name: _____

Office Seal of the Agency