



भारत सरकार  
Government of India  
गृह मंत्रालय

Ministry of Home Affairs  
जनगणना कार्य निदेशालय, पश्चिम बंगाल

Directorate of Census Operations, West Bengal

जनगणना भवन, आई.बी.- 199, सेक्टर-III, साल्ट लेक, कोलकाता-700106.

Janganana Bhawan, IB-199, Sector-III, Salt Lake, Kolkata -700106.

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पत्र संख्या/Letter No: इ-12017/हिन्दी/निरीक्षण/2022/953

दिनांक/Date 30-09-2022

### NOTICE INVITING QUOTATIONS

Scaled quotations are hereby re-invited from reputed/Local Vendors/Co-operative Societies/Firms for procuring 04 (Four) nos. Transparent Sticker Type, 04 (Four) nos. Metal Board and 89 (Eighty-Nine) nos. Acrylic Board (Specification & Words shown below in the Annexure) Store Items for official purpose as per this office requirement.

The quotation are to be submitted in two bid system into seal envelope superscripting. **“Technical Bid and Financial Bid”** for procuring of **04 (Four) nos. Transparent Sticker Type, 04 (Four) nos. Metal Board and 89 (Eighty-Nine) nos. Acrylic Board**, latest by 14<sup>th</sup> October, 2022 up to 3.00 p.m. and quotation will be opened on the same day at 4.00 p.m. in this office, in presence of bidders or their representatives.

The quotations are to be dropped in the “Tender Box” placed in the right-hand side of the office entrance at Ground Floor of Directorate of Census Operations, West Bengal, Janganana Bhawan, IB-199, Sector – III, Salt Lake City, Kolkata – 700106 or through speed post to be received on or before due date. If any successful bidder denies supplying as per their offered rate, action will be taken as per Government of India Rules & Regulations. Each page of the rate quotation must have sealed and signed of the bidder. Quotation received after the specified date and time will not be entertained.

The Directorate of Census Operations, West Bengal, however reserves the right to reject any or all quotations without assigning any reason thereof.

#### -: Technical Bid Criteria :-

1. Certified copy of PAN card shall be attached with the Bid document.
2. The agency should be registered with GST. Certified copy of the registration shall be attached with the Bid Document.

#### Financial Bid Criteria:-

Sl. No.	Particulars	Quantity	Items Specification	Rate per item	Total Amount
1	Transparent Sticker Type	04			
2	Metal Board	04			
3	Acrylic Board	89			

Financial Bid will be considered if the Bidder qualifies the Technical Bid.

#### Terms & Conditions:-

- a) All tender documents and enclosures are to be signed and stamped.
- b) **Work must be completed within 10 days after awarding the Bid.**
- c) Payment will be released on submission of bill in triplicate within 7 days after satisfactory supplying of the items as mentioned.


*A. Chatterjee* 30/9/2022  
( A. Chatterjee  
Joint Director (IT)

1. All members of Tender/purchase committee.
2. ORGI website [www.censusindia.gov.in/tender](http://www.censusindia.gov.in/tender).
3. Office Notice Board.

Details in words to be Trilingual

Sl. No.	Particulars Items	Words to be Trilingual (Hindi, English and Bengali )	Items Specification in centimeters(cm.) (Landscape)
1	Transparent Sticker Type (03)	i. Data Capture Centre	24 x 18
		ii. Data Capture Centre	24 x 18
		iii. Map Section	24 x 18
		iv. Conference Room	24 x 18
2	Metal Board (04)	i. Director's Chamber	30 x 14
		ii. JD (IT)'s Chamber	30 x 14
		iii. JDCO's Chamber	30 x 14
		iv. DRG's Chamber	30 x 14
3	Acrylic Board (90)	I. No Smoking	40 x 20
		II. No Smoking	
		III. No Smoking	
		IV. No Smoking	
		V. No Smoking	
		VI. No Smoking	
		VII. No Smoking	
		VIII. No Smoking	
		IX. No Smoking	
		X. Fire Hydrant Zone	40 x 20
		XI. Fire Hydrant Zone	
		XII. Fire Hydrant Zone	
		XIII. Fire Hydrant Zone	
		XIV. Fire Hydrant Zone	
		XV. Fire Hydrant Zone	
		XVI. Fire Hydrant Zone	40 x 20
		XVII. CESC Room	
		XVIII. Meter Room	
		XIX. LIFT	40 x 20
		XX. Lift not in USE	40 x 20
		XXI. Lift not in USE	
		XXII. Lift not in USE	
		XXIII. Lift not in USE	
		XXIV. Lift not in USE	
		XXV. Lift not in USE	
		XXVI. Lift not in USE	
		XXVII. Lift not in USE	
		XXVIII. Lift not in USE	
		XXIX. Lift not in USE	
		XXX. Lift not in USE	
XXXI. Lift not in USE			
XXXII. Lift not in USE			
XXXIII. Lift not in USE			
XXXIV. Lift not in USE			
XXXV. Lift not in USE	40 x 20		
XXXVI. FIRE Exit			
XXXVII. FIRE Exit			
XXXVIII. FIRE Exit			
XXXIX. FIRE Exit			

XL.	FIRE Exit	40 x 20
XLI.	FIRE Exit	
XLII.	FIRE Exit	
XLIII.	FIRE Exit	
XLIV.	FIRE Exit	
XLV.	FIRE Exit	
XLVI.	FIRE Exit	
XLVII.	FIRE Exit	
XLVIII.	FIRE Exit	
XLIX.	FIRE Exit	
L.	FIRE Exit	30 x 14
LI.	FIRE Exit	
LII.	EXIT	
LIII.	EXIT	
LIV.	EXIT	
XV.	EXIT	
LVI.	EXIT	
LVII.	EXIT	
LVIII.	EXIT	
LIX.	EXIT	
LX.	Officer's Toilet (Gents)	40 x 20
LXI.	Gents Toilet	40 x 20
LXII.	Gents Toilet	
LXIII.	Gents Toilet	
LXIV.	Gents Toilet	
LXV.	Ladies Toilet	40 x 20
LXVI.	Ladies Toilet	
LXVII.	Ladies Toilet	
LXVIII.	Ladies Toilet	
LXIX.	Ladies Toilet	
LXX.	Server Room	40 x 20
LXXI.	Authorized Person only	40 x 20
LXXII.	Authorized Person only	
LXXIII.	UPS Room	40 x 20
LXXIV.	UPS Room	
LXXV.	Stores Room	
LXXVI.	Stores Room	40 x 20
LXXVII.	Stores Room	
LXXVIII.	Cash Section	
LXXIX.	Don't Switch off	40 x 20
LXXX.	Don't Switch off	40 x 20
LXXXI.	Officer's Toilet (Ladies)	40 x 20
LXXXII.	CANTEEN Store	40 x 20
LXXXIII.	CANTEEN	40 x 20
LXXXIV.	Serving Window	40 x 20
LXXXV.	Billing Counter	40 x 20
LXXXVI.	Take Away Food	40 x 20
LXXXVII.	KITCHEN	40 x 20
LXXXVIII.	Wash Basin	22 x 10
LXXXIX.	Billing Counter	40 x 20

  
 ( A. Chatterjee )  
 Joint Director (IT)

30/9/2022