

OFFICE OF THE ISLAMPUR MUNICIPALITY

P.O. – ISLAMPUR: DIST. – UTTAR DINAJPUR
Email : islampurmunicipality@gmail.com

S.T.D. : 03526
Ph. : 255153, 258071 (O)

Memo No: 1226/IM/2017

Date: 26/10/2017

Notice No: 01/First call

Date: 26/10/2017



NOTICE FOR QUOTATION

Quotations are invited under sealed cover from reputed & experienced authorized agencies/organizations for printing of Books of Accounts for **150 copies of each books used in SHGs maintenance (Cash Book, General Ledger, Meeting Resolution Book, Savings Ledger, Loan Ledger, and Cash Receipt Voucher)** and 2250 copies of Individual Pass Book as per the following specifications.

Specifications of the work: 01

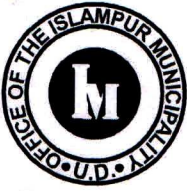
1. Work: SHGs (Cash Book, General Ledger, Meeting Resolution Book, Savings Ledger, Loan Ledger, and Cash Receipt Voucher)
2. Quantity: 150 Copies of each books
3. Size: 28'' X 20'' [Legal]
4. Colour: Black and White
5. Pages: 60 pages [both side Printing]
6. Paper: 60 GSM
7. Process: Offset
8. Binding: Sewing and Pasting with Book Binding
9. Art work: Complete art work supplied from the NULM Section, Islampur Municipality

Specifications of the work: 02

1. Work: Individual Pass Book
2. Quantity: 2250 Copies
3. Size: As per Bank Passbook
4. Colour: Black and White
5. Pages: 30 pages [both side Printing]
6. Paper: 60 GSM
7. Process: Offset
8. Binding: Sewing and Pasting with Book Binding
9. Art work: Complete art work supplied from the NULM Section, Islampur Municipality

Agencies eligible to submit Quotation:

1. Reputed bonafide agencies/organizations having experience and well conversant with similar nature of works executed successfully in time in Government departments or other reputed organizations for the last two Years
2. PAN Card and Income Tax Return / Clearance (Last Financial year) and GST



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Terms & Conditions:

1. Each agency/organization should submit their rates on the respective letter head in a sealed covers super subscribing the name of work, notice number
2. The rate should be quoted both in figure and words clearly. The rate should be inclusive of all taxes
3. The payment will be made after successful completion of work. No payment of extra work beyond the restricted amount will be made.
4. Acceptance of lowest quotation is not obligatory and the undersigned reserves the right to reject or accept any or all of the quotations received at his discretion without assigning any reason what - so -ever at any stage.
5. The undersigned will not entertain any loss or damage due to transit, theft or in any other natural calamity. No claim will be entertained for any increase in any kind of freight and market price.
6. The agencies/organizations who does not fulfill any or all of the above noted condition and submit incomplete quotation the same will be summarily rejected. This quotation notice will form a part of agreement.
7. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.
8. After opening of the quotations the result would be communicated to the selected agency/organization over phone/through mail

The quotations should be addressed to “**The Chairman, Islampur Municipality, Uttar Dinajpur 733202**” should reach this office within five working days from the date of publication of this notice.



**Chairman
Islampur Municipality**

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Islampur Municipality
Islampur, U/Dinajpur**