

Govt. of West Bengal  
Office of the District Magistrate, Nadia  
&  
District Project Director, SSM, Nadia.

## Notice inviting Tender

Memo No. 1049 / SSM

Dated: - 12.07.2012

Sealed Tender are invited from the bonafied Contractors / Suppliers on their own letter head to supply **Cash Book**, **Ledger Book** and **Different Registers** of accounts work for VEC/WEC, CLRC, District level. Detailed List of printable items is attached herewith.

Sl. No.	Name of the Books	Quantity (Copies)	Pages	Size, Colour and page specification	Printing & Binding Specification
1.	CASH BOOK	2380 NOs	200 Pages	Size - 13"/8" Register Book 13"x16" page, Good Quality conquest Paper and printing, Colour—Top side-Red Boarder, Line and inner column - Light Blue	Cover with centre stitching and binding
2.	LEDGER BOOK	38 NOs	200 Pages	Size - 13"/8" Register Book 13"x16" page, Good Quality conquest Paper and printing, Colour—Top side-Red Boarder, Line and inner column - Light Blue	Cover with centre stitching and binding
3.	CHEQUE ISSUE REGISTER	38 NOs	100 Pages	Size - 13"/8" Register Book 13"x16" page, Good Quality conquest Paper and printing, Colour—Top side-Red Boarder, Line and inner column - Light Blue	Cover with centre stitching and binding
4.	ACTIVITY WISE REGISTER	2340 NOs	25 pages	Size - 13"/8" Register Book 13"x16" page, Good Quality conquest Paper and printing, Colour—Top side-Red Boarder, Line and inner column - Light Blue	Cover with centre stitching and binding
5.	WORK REGISTER	2380 NOs	25 pages	Size - 13"/8" Register Book 13"x16" page, Good Quality conquest Paper and printing, Colour—Top side-Red Boarder, Line and inner column - Light Blue	Cover with centre stitching and binding

Sl. No.	Name of the Books	Quantity (Copies)	Pages	Size, Colour and page specification	Printing & Binding Specification
6.	ASSET REGISTER	2380 NOs	25 pages	Size - 13"/8" Register Book 13"x16" page, Good Quality conquest Paper and printing, Colour—Top side-Red Boarder, Line and inner column - Light Blue	Cover with centre stitching and binding
7.	ADVANCE REGISTER	2380 NOs	50 pages	Size - 13"/8" Register Book 13"x16" page, Good Quality conquest Paper and printing, Colour—Top side-Red Boarder, Line and inner column - Light Blue	Cover with centre stitching and binding
8.	STOCK /STATIONARY/TLM REGISTER	2380 NOs	25 pages	Size - 13"/8" Register Book 13"x16" page, Good Quality conquest Paper and printing, Colour—Top side-Red Boarder, Line and inner column - Light Blue	Cover with centre stitching and binding
9.	UNIFORM DISTRIBUTION REGISTER	2340 NOs	25 pages	Size - 13"/8" Register Book 13"x16" page, Good Quality conquest Paper and printing, Colour—Top side-Red Boarder, Line and inner column - Light Blue	Cover with centre stitching and binding
10.	FREE TEXT BOOKS DISTRIBUTION REGISTER	2340 NOs	25 pages	Size - 13"/8" Register Book 13"x16" page, Good Quality conquest Paper and printing, Colour—Top side-Red Boarder, Line and inner column - Light Blue	Cover with centre stitching and binding
11.	DISPATCH REGISTER	38 NOs	50 pages	Size - 13"/8" Register Book 13"x16" page, Good Quality conquest Paper and printing, Colour—Top side-Red Boarder, Line and inner column - Light Blue	Cover with centre stitching and binding
12.	MONTHLY ACCOUNS OF RECEIPTS AND PAYMENTS REGISTER	38 NOs	25 pages	Size - 13"/8" Register Book 13"x16" page, Good Quality conquest Paper and printing, Colour—Top side-Red Boarder, Line and inner column - Light Blue	Cover with centre stitching and binding
13.	BILL REGISTER	38 NOs	25 pages	Size - 13"/8" Register Book 13"x16" page, Good Quality conquest Paper and printing, Colour—Top side-Red Boarder, Line and inner column - Light Blue	Cover with centre stitching and binding

Sl. No.	Name of the Books	Quantity (Copies)	Pages	Size, Colour and page specification	Printing & Binding Specification
14.(a)	DEBIT VOUCHER (2340 VEC/WEC x 200 + 37 CLRC x 300 + 1 DPO x 500)	4,79,600 NOs. i.e 4796 pad books	100 pages per pad book	YELLOW , GOOD QUQLITY PAPER ½ A4 SIZE	Cover with centre stitching and binding
14.(b)	CREDIT VOUCHER (2340 VEC/WEC x 100 + 37 CLRC x 200 + 1 DPO x 300)	2,41,700 NOs. i.e 2417 pad books	100 pages per pad book	PINK , GOOD QUALITY PAPER ½ A4 SIZE	Cover with centre stitching and binding
15.	ALLOTMENT REGISTER	38 NOS	25 pages	Size - 13"/8" Good Quality conquest Paper , Colour—Top side- Red Boarder, Line-Light Blue	Cover with centre stitching and binding
16.	UC RECEIPT REGISTER	38 NOS	25 Pages	Size - 13"/8" Good Quality conquest Paper , Colour—Top side- Red Boarder, Line-Light Blue	Cover with centre stitching and binding
17.	CLRC REGISTER	1 NO	25 Pages	Size - 13"/8" Good Quality conquest Paper , Colour—Top side- Red Boarder, Line-Light Blue	Cover with centre stitching and binding
18.	VEC / WEC REGISTER	37 NOS	25 Pages	Size - 13"/8" Good Quality conquest Paper , Colour—Top side- Red Boarder, Line-Light Blue	Cover with centre stitching and binding
19.	STOCK BOOK	38 NOS	25 Pages	Size - 13"/8" Good Quality conquest Paper , Colour—Top side- Red Boarder, Line-Light Blue	Cover with centre stitching and binding
20.	FUND RECEIPT REGISTER	38 NOS	25 Pages	Size - 13"/8" Good Quality conquest Paper , Colour—Top side- Red Boarder, Line-Light Blue	Cover with centre stitching and binding

## **B. ELIGIBILITY**

1. The bidder must have necessary clearances, such as VAT, IT, PT etc. These documents must be accompanied with the Tender. Necessary "attested / true copy" of such certificate / clearance must be attached with the tender.
2. Shall have a **work experience** of such type of works / supplies in the last three financial years.
3. Bidders with **experience of having worked in Nadia** would be preferred.
4. Submit the **receipt of having purchased this bid document** amounting to Rs. 500/- BY BANK DRAFT as the bid document purchase price.
5. Submit a DD / Bank draft of Rs. 5,000/- as an **earnest money deposit** payable in favour of the **Sarva Siksha Abhiyan, Nadia**.
6. Submit **a cover letter on the entity's letter head that the entity affirms adherence to each and every clause of this bid** without bias, coercion, fear or prejudice and has no objections or reservations whatsoever.
7. Sample copy (conquest paper and A4 paper) must submitted with the tender documents.
8. No Tender will be received by post or by hand. Tender papers drop only in the particular tender box.

## **OTHER CONDITIONS:**

The bidder must:

1. **Submit Samples .**
2. The last date and time for submission of tender at the Office of the District Magistrate, Nadia & District Project Director, SSM, Nadia is 7/8/12 up to **2.00** P.M.
3. Tender will be opened at the chamber of District Project Officer , SSM, Nadia at **3.00 P.M.** on 14/8/12
4. The **right to accept the quality of the samples** and work would lie with the District Project Director, Sarva Siksha Mission, Nadia and his decision would be final and binding. Any failure to comply with any of the conditions enshrined in this bid document or any condition that contravenes the Govt. Rules, Acts or the Statute would be ipso facto a nullity and the bid would stand rejected.

## **ON SELECTION OF THE SUCCESSFUL BIDDER:**

The successful bidder would

1. Have to enter into a Service Agreement with the District project Director, Sarva Shiksha Mission , Nadia.
2. Have to supply the said order under this bid within 20 days from the date of issue of the work order to the office of the District Project Director, Sarva Shiksha mission, Nadia.
3. The EMD of the successful bidder would be kept with the SSM, Nadia as Performance Security that would be returned upon the successful completion of the said work duly attested by the District Project Director, Sarva Shiksha Mission, Nadia.

## **PAYMENT SCHEDULE:**

- ⊗ 80% on delivery and issuance of "quality satisfaction certificate"
- ⊗ 20% on receipt of "completion certificate"

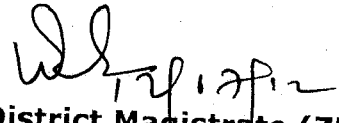
All the certification would be done by the District Project Director, Sarva Siksha Mission, Nadia and his decision would be final and binding.

(However, to aid and assist in his decision making a committee would recommend the quality of samples shown and received from the bidder).

- ⊗ Payment will be made by a/c payee cheque after total completion of the work.

District Project Office, SSM, Nadia, Old Zilla Parishad Dak Bunglow, PO – Krishnagar, Dist – Nadia, Pin – 741101.

Phone No: 03472 – 223077, email ID: [ssanadia@gmailmail.com](mailto:ssanadia@gmailmail.com)



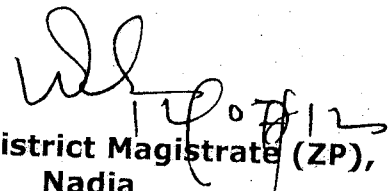
**Additional District Magistrate (ZP),  
Nadia**

**Memo No. 1049/1/(5)/SSM**

**Dated : 12-07-2012**

Copy forwarded for kind information & taking necessary action for displaying of his / her Office Notice Board to the: -

- 1) C.A. to the District Magistrate, Nadia.
- 2) C.A. to the Addl. District Magistrate (Dev), Nadia.
- 3) C.A. to the Addl. District Magistrate & Addl. Exe. Officer, Nadia Zilla Parishad.
- 4) Chairperson, D.P.S.C, Nadia.
- 5) DIO-NIC, with request to published in district website.



**Additional District Magistrate (ZP),  
Nadia**