

Government of West Bengal
Office of the District Magistrate, Nadia
Disaster Management Section

Quotation

Memo No. AG2 /Relief

Dated 25.05 /2017

Sealed Quotation are invited from the competent and bonafied agencies for printing of 150(one hundred fifty) copies of District Disaster Management Plan Book for the year 2017-2018 as per following specification . Intending bidder may submit their sealed quotations within 25.05.2017 to 09.06.2017 upto 3.00P.M. (on working days) in the drop Box placed .at the Chamber of Officer-in- Charge , Disaster Management Section, Nadia Collectorte"A Block",2nd Floor,Krishnagar , Nadia and will be opened at 300P.M. on 09. 06.2017 at the Chamber of Additional District Magistrate(General), Nadia in the 1st Floor , Nadia Collectorte"A Block",Krishnagar , Nadia.

The supplier or representative may remain present during the opening of the Quotation.

Specification District Disaster Management Plan Book for the year 2017-2018 of Nadia.

1. Number of pages will be around 250-300 to be black and white of size A-4.
2. Number of Photographs and maps to be around 50 each in multicolor.
3. Process of production- Offset both side.
4. Text paper 90GSM Maplitho .
5. Cover page & back page in imported Art Card paper 300GSM glossy/ laminated.
6. Separators to be placed.
7. Binding- Section sewing and cover pasted on outer cover.
8. Design, printing and production will be first grade.
9. First Proof should be supplied within 2 days of the date of receiving temporary work order. Final Selection will be made on the satisfaction of the first proof upon the quality of the Book. No payment will be made for the specimen copy if not selected for final order .
After receiving final Work order ,3(three) copies of the Book to be supplied within next two days as 2nd and final proof.
10. All the copies to be supplied in four days of receiving final work order.
11. Designing- to be attempt at the press and final approval will be of the department(Sample to be shown)
12. Cover page to be designed by the agency. Final approval will be of the Department(Sample to be shown)
13. Contents and colour of the photographs(soft copies) to be provided by the Department.
- 14.The printer should arrange to bring the copies of the proof for approval of the Department at his/her own cost. All the copies of Annual District Disaster Management Plan Book for the year 2017-2018 of Nadia should be supplied to the Department in one lot .
15. The printing jobs can be terminated summarily by the department at any point of time without assigning any reason.
16. Any dispute arising out at any stage in the matter, the decision of the Department shall be final.

Terms and condition.

1. First Proof should be supplied within 2 days of the date of receiving temporary work order. Final Selection will be made on the satisfaction of the first proof upon the quality of the Book. No payment will be made for the specimen copy if not selected for final order .
After receiving final Work order ,3(three) copies of the Book to be supplied within next two days as 2nd and final proof.
2. The Bidder must have the experience of printing of Administrative Books/ Reports in book form in the last two years.


Additional District Magistrate(General),
Nadia

Memo No. 462/1(30) /Relief

Dated 25.05 /2017

Copy forwarded for information and taking necessary action with request to display in the Notice Board.

1. Honorable District Judge, Nadia.
2. Honorable Sabhadhipati, Nadia.
3. The Superintendent of Police, Nadia.
- 4-7. The Sub- Divisional Officer, Sadar/ Tehatta/ Ranaghat/ Kalyani, Nadia
8. . The Station Manager, Krishnagar Railway Station.
9. Superintendent of Post Master, Krishnagar Head Post Office, Nadia.
- 10-26)The Block Development Officer Krishnagar-I/
Krishnagar-II/Nabadwip/Nakashipara/Kaliganj/Krishnaganj/
Chapra/Tehatta-I/Tehata-II/Karimpur-I/Karimpur-II/Hanskhali/Santipur/
Ranaghat-I/Ranaghat-II/ Chakdaha/Haringhata Development Block
27. The Nezarath Deputy Collector, Nadia Collectorate.
28. The D.I.O.NIC with the request to publish the document in D.M.Website.
29. The District Information and Cultural Officer, Nadia for publication in two local newspaper(matter to be supplied very shortly)
30. Notice Board of (Disaster Management Section), Nadia.



Additional District Magistrate(General),
Nadia

**PROFORMA FOR DISTRICT DISASTER MANAGEMENT PLAN BOOK FOR THE YEAR
2017-2018 OF NADIA DISTRICT**

SI NO	ITEM	DESCRIPTION
1.	NAME & ADDRESS OF THE AGENCY.	
2	MOBILE NO.	
3	E-MAIL- NO. IF ANY.	
4	TRADE LICENCE(WITH PHOTOCOPY).	
5	VAT LICENCE(WITH PHOTOCOPY).	
6	SERVICE TAX REGISTRATION NO (WITH PHOTOCOPY).	
7	PAN CARD NO (WITH PHOTOCOPY).	
8	ADHAR CARD NO(WITH PHOTOCOPY).	
9	RATE OFFERED/PER PIECE OF BOOK .	
10	COPIES OF TESTIMONIAL/CREDENTIAL/CERTIFICATE REGARDING SERVICE/EXPERIENCE ETC.	

SIGNATURE