



Cooch Behar Zilla Parishad (Press Unit)

কোচবিহার জিলা পত্রিকা (প্রেস ইউনিট)

Rajbari Complex :: P.O. & Dist. Cooch Behar :: Pin -736101 (West Bengal)  
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Memo No. 1845/CZP-Press/XIII-72/18-19

Date 04.07.18

### QUOTATION

Sealed quotations are invited from the reputed Book binding Agencies / Book binders inviting rate of binding of National Text Books of Primary Education in Cooch Behar Zilla Parishad Press, Cooch Behar subject to fulfillment of the terms & conditions noted below.

Quotations should be reached to the Office of the Secretary, Cooch Behar Zilla Parishad, Cooch Behar within 2:00 PM of 18/07/18 in sealed cover to be superscripted as QUOTATION FOR BOOK BINDING by way of dropping into the DROP BOX duly kept in his office or by Regd. Post/Speed Post. Quotation will be opened at 3:00 PM on 18/07/18 in presence of the willing quotationers or their representatives.

#### Terms & Conditions :

1. The quotationers should be experienced in book binding works at least for 3 years.
2. Experience Certificate on book binding works from Govt. Press or reputed Pvt. Press where 4 colour Web Offset, 4 colour sheet fed and other modern accessories are exits. The certificate should be within the period of last 3 years. Full address of the issuing authority should be mentioned for verification if needed.
3. Rate should be quoted in Forma wise i.e., 16 inner pages inclusive of taxes if any. The fraction of Forma will be counted proportionately. No charges will be paid for Cover Pages.
4. The following documents should be attached to the quotation –
  - a. GSTIN (15 Digit Goods & Service Tax Identification Number)
  - b. Photo Copy of PAN CARD
  - c. Photo Copy of Trade License.
  - d. Credential Certificate.
5. If the selected quotationer fails to conduct the work properly or occurs any damage from his end legal action will be taken. Further binding finishing should be of good quality. In case of any discrepancy in finishing of binding penalty will be imposed.
6. Books should be binded in 2 (Two) types viz. Middle Stitching & Side Stitching with Gum Pasting.
7. Work should be started immediately after receiving the work order.
8. Quotationer should also ensure the quantity of books that can be binded in a week.
9. Rate will be accepted on the basis of lowest rate offered but same time assurance of binding of books in a week will also be taken into consideration.
10. Selected quotationer should arrange the binding materials like Stitching Wire, Gum, Sutli and others.
11. All the works of cutting, binding & packeting should be completed. Cut papers should be staged being inserted in plastic sacks as per instruction of the authority.
12. An agreement should be executed on terms & conditions between the successful quotationer and the CZP authority on non judicial stamp paper worth of Rs. 50.00
13. Part payment will be made on 75% of binded ready books.
14. No accommodation for staying of the binding workers will be provided.
15. Regarding quotation if any dispute arise, case can be lodged only having jurisdiction of COB. District.
16. The authority reserve the right to cancel the quotation without assigning any cause thereof.

*dm* 04/07/18  
Addl. Executive Officer

Cooch Behar Zilla Parishad, Cooch Behar.

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#### Copy for information to :

1. The Sabhadhipati, Cooch Behar Zilla Parishad.
2. The Dist. Magistrate, Cooch Behar.
3. The Secretary, Cooch Behar Zilla Parishad.
4. The FC & CAO, Cooch Behar Zilla Parishad.
5. The Dist. Engineer, Cooch Behar Zilla Parishad.
6. The Chairman, Cooch Behar Municipality.
7. The SDO, Sadar, Cooch Behar.
8. The O/S., Cooch Behar Zilla Parishad.
9. The DIO, NIC with request to upload the matter in [www.coochbehar.nic.in](http://www.coochbehar.nic.in)
10. The Adv. Manager \_\_\_\_\_ for publishing the matter.

*dm* 04/07/18  
Addl. Executive Officer

Cooch Behar Zilla Parishad, Cooch Behar.