



# COOCHBEHAR KRISHI VIGYAN KENDRA

UTTAR BANGA KRISHI VISWAVIDYALAYA

PUNDIBARI- 736165

COOCHBEHAR, WEST BENGAL

Phone: 03582-270587/ 270 826, Fax: 03582-270587

Email: [cobkvk@yahoo.co.in](mailto:cobkvk@yahoo.co.in); website: [www.cobkvk-ubkv.com](http://www.cobkvk-ubkv.com)



**Dr. Bikash Roy**  
**Senior Scientist & Head**

Phone: 03582-270587/270926, Fax:03582-270587

Ref No. KVK/COB/2020-2021/378

Date:23/02/2021

## NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited from the bonafied firms/supplier/dealers/Printer/Co-Operatives for rate contract for supply of Office Printing materials to be supplied to Cooch Behar Krishi Vigyan Kendra at Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar round the year as and when required basis.

### **Terms and Conditions:**

1. Quotation document to be submitted in the receiving section of the Office of the Coochbehar Krishi Vigyan Kendra, UBKV, Pundibari, Cooch Behar.
2. The proposals must be submitted with a forwarding letter on his/her own official letter pad mentioning NIQ reference number & date in a single sealed envelope containing the followings:
  - a) Financial Proposal as per format given in the Annexure –I.
  - b) Self-attested photocopy of valid Trade License, PAN, GST Registration, IT return of last 2yrs. and the relevant certificates must be submitted along with the bid.
3. The authority reserves the right to reject or accept any tender without showing any reason thereof.
4. The terms and arrangement will initially for a period of one year from the date of contact which however may be renewed/modified on every year subject to satisfactory performance of the vendor and on mutually agreed upon terms and condition.
5. Validity of the quoted rate must be for one year.

Tender Schedule:

Last date of submission of Quotation :08/03/2021, 4 p.m

Opening date of Technical Bids :08/03/2021, 5 p.m

Sd/-  
Senior Scientist & Head

Ref. No. KVK/COB/2020-21/378, date-23/02/2021.

Copy for information to:

1. Register office, UBKV, Pundibari, Coochbehar
2. Coochbehar KVK Notice board
3. BDO office,Pundibari Coochbehar
4. Panchayet Samity Coochbehar II office, Pundibari Coochbehar
5. Office Copy

Senior Scientist & Head

Annexure -I

Name of the Bidder..... date.....

Sl/No	Printing Materials/Items	Unit	Rate(Rs.)
1	Flex Standard quality	per square ft	
2	Flex Star quality	per square ft	
3	Digital page printing single side	Per page	
4	Digital page printing both side	Per page	
5	A3 size cover page	Per page	
6	A3 size cover page with lamination(1-10 page)	Per book	
7	A3 size cover page with lamination(1-20 page)	Per book	
8	A3 size cover page with lamination(1-30 page)	Per book	
9	Binding hard	Per book	
10	Binding thesis	Per book	
11	Leaflet printing, 1/2 size both side printing and multicolor	01 pc	
12	Booklet printing 1-15 page, cover page digital and bunding	01booklet	
13	Leaflet printing 110 GSM chrome art paper (1000Pc)	Per 1000 pc	
14	Leaflet printing 110 GSM chrome art paper (2000Pc)	Per 2000 pc	
15	Leaflet printing 110 GSM chrome art paper (3000Pc)	Per 3000 pc	
16	Register 02 No	01 pc	
17	Register 04 No	01 pc	
18	Register 06 No	01 pc	
19	Register 08 No	01 pc	
20	Register 10 No	01 pc	
21	Training attendance sheet (100 page, Comcast)	01 pc	
22	Adjustment/Reimbursement bill 100 page, Maplitho)	01 pc	
23	Contingent bill (100 page, 17/27)	01 pc	
24	Stock Register 02 No	01pc	
25	Stock Register 04 No	01 pc	
26	Note sheet (100 page ,Comcast)	01 pc	
27	Muster Roll for input distribution (100 page, 17/27)	01 pc	
28	Tour Approval Slip (100 page, Sen cu star)	Per book	
29	Form of application for leave (100 page, Sen cu star)	Per book	
30	Hired vehicle approval (100 page, Sen cu star)	Per book	
31	Flex Vinyl Printing	Per square ft	
32	Blank Pad (1-6 Size) 20 page, White demi page	Per pad	
33	Blank Pad (1-8 Size) 12 page, White demi page	Per pad	
34	Single A4 printing	Per pc	
35	Both side A4 printing	Per pc	

Date-

Signature with seal & date

Place-