



**GOVERNMENT OF WEST BENGAL**  
**INFORMATION & CULTURAL AFFAIRS DEPARTMENT.**  
**OFFICE OF THE DISTRICT INFORMATION AND CULTURAL OFFICER, BIRBHUM,**  
**SURI, BIRBHUM**

Memo No:- 424 /INF/BIR

Date:-09-07-2018

**Notice Inviting Quotation.**

Name of the Work: - Selection of Agency for putting up Hoardings including selection of rate for printing, fixing, removing flex in Birbhum District, for the year 2018-2019.

Expression of interest is being invited from the reputed and bona fide agencies for putting up Hoardings (size 20`X10`) to display government messages at different places in Birbhum District. Agencies may submit Expression of interest observing the following terms and conditions.

1. The monthly rental charges inclusive of all taxes of each hoarding should be stated clearly in the letter head of the agency.
2. The Printing charges of the flex (per sq.ft) should be stated separately.
3. Fixing and removing charges of the flex (per sq.ft) should be stated separately.
4. The agency shall be liable to replace /remove flex of the hoarding as and when required without extra cost.
5. The intending agencies should submit applications along with attested photo copies of the valid Trade licence, Tax clearance certificate.
6. They need to submit credential of the work of similar nature of government sector.
7. Agency must have an Office at District Headquarter, i.e at Suri.
8. Procedure of acceptance of the sealed quotations will commence on and from 12-07-18 at 10:30 a.m. Quotations should be posted in the designated quotation box kept in the office of the District Information & Cultural Officer, Birbhum. Closing time and date of acceptance of quotations is 4:00 p.m.on 20-07-18.
9. Properly received bids will be opened at 4:30 p.m. on 20-07-18 in presence of the bidders.
10. The authority reserves right to accept any bid or reject any or all bids without assigning any reason.

District Information & Cultural Officer,  
Birbhum.

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