



WEST BENGAL BIODIVERSITY BOARD
(Department of Environment, Government of West Bengal)

No. 722 /SK(Bio)-10/2017

Date: 01 /11/2022

NOTICE FOR EMPANELMENT OF PRINTERS

APPLICATION FOR EMPANELMENT OF PRINTERS FOR PRINTING OF BOOKS, PROCEEDINGS, REPORTS ETC.

West Bengal Biodiversity Board invites sealed tenders from reputed, bonafide and experienced printers for empanelment under the above categories. Interested printers will be required to fill the questionnaire form placed below and submit all the details called for in the application form. Necessary supporting documents should also be enclosed along with the application form.

The applications received will be scrutinized on the basis of fulfilment of the conditions for empanelment and Board Officials may undertake inspection visit for verification of records and information furnished in the Application Form of only those V e n d o r s who are found *prima facia* eligible for empanelment on the basis of documents/information submitted. Any dispute arising out of or relating to this empanelment shall be deemed to have arisen at the Board's Office placing the order and shall be subject to adjudication by the Kolkata High Cour.

The Application in the prescribed format along with the enclosures as per Annexure 'A', should be sent to the following address in a closed envelope superscribed as "APPLICATION FOR EMPANELMENT OF PRINTERS PRINTING OF BOOKS, PROCEEDINGS, REPORTS ETC." so as to reach on or before 15:00 hrs on 14/11/2022. The applications should be addressed to 'The Member Secretary, West Bengal Biodiversity Board, Department of Environment, Govt. of West Bengal, Prani Sampad Bhawan 5th floor, LB 2, Sec – III, Salt Lake City, Kolkata – 700 106'. The tender documents may be downloaded from the Board's Website at <http://www.wbbb.wb.gov.in>.

Empanelled printers will be communicated accordingly.

Senior Research Officer
W.B.Biodiversity Board

Contd. On Pg./2

Particulars to be furnished

1.	Name of the printing press			
2.	Address with telephone/ e-mail address a) Office b) Press (owned or rented)			
3.	Nature of Ownership (Proprietorship/Partnership/Company/Others)			
4.	Name & Mobile No. of contact person			
5.	Date of Inception			
6.	Turn Over (during last three financial years)			
7.	PAN			
8.	GST Registration No.			
9.	Valid Trade License No. (copy to be attached)			
10.	Description of machines & accessories a) Letter Press Machine b) Offset Machine c) Cutting & Stitching Machine d) Binding Machine e) Other machine and accessories	No.	Type	Make/Model
11.	Other infrastructural; facilities, if any a) IN-house Developing system b) In-house Photograph Processing system c) IN-house Binding system d) In-house Design & DTP systems	Yes		No
12.	No. of employees			
13.	Experience			
14.	Credentials			
15.	Delivery System			
16.	Other relevant information			

17.	I/We willing to be empaneled for	i) Printing of Books, Proceedings etc.	ii) Printing of Reports etc.	iii) For both (i) & (ii)
	Kindly Tick (√)			
18.	I/We hereby declare that all the information furnished above are true to the best of my/our knowledge and belief. If any information furnished is found incorrect and false at any subsequent stage, I/We shall have no right to raise any objection for enlistment as an approved printer, and the enlistment would be cancelled for such incorrect and false statement.			
	<hr/> Signature and designation of authorized representative with seal			

General Terms & Conditions:

1. Panel would be prepared for printing of Books, Proceedings, Reports etc.
2. The panel will remain valid for twelve months from the date of enlistment. The Board, however, may extend the validity of enlistment or cancel the enlistment at any time before expiry of the tenure without assigning any reason. After expiry of the tenure, the Board, if desires, may go for fresh enlistment.
3. Copies of valid Trade License/GST registration/PAN should be submitted along with the offer. If enlisted, renewal of the above-mentioned documents has to be made in time during validity period of the panel.
4. The Board reserves the right to reject or cancel any or all the tenders without assigning any reason whatsoever.
5. For printing works as and when necessary, rates would be invited from all the empaneled printers. However, if any empaneled printers fail to offer rate for three consecutive quotations, its empanelment shall be cancelled without further notice.
6. Self-attested photocopies of the credentials shall have to be submitted along with the offer.
7. The printer should comply with the provisions of Child Labour Act. The printer will be required to submit a declaration in compliance with this Act, if found eligible for empanelment.

Tender document in sealed envelope superscribed as “ENLISTMENT OF PRINTERS FOR THE WEST BENGAL BIODIVERSITY BOARD” addressed to the Member Secretary, West Bengal Biodiversity Board, Prani Sampad Bhawan, 5th Floor, LB 2, Sector – III, Salt Lake City, Kolkata-700106 should be dropped in the tender box marked for the purpose at the office of the Board