

**Government of West Bengal  
Information & Cultural Affairs Department  
325 S.C. Road Nabanna, Howrah-711102**

**Memo. No. 5826 - ICA(N)**

**Date: 05.12.2025**


**Rate Contract Notice**

In connection with the "Pre-publication DTP job before printing of books of the different Academies of Information & Cultural Affairs Department, sealed rates are invited by the undersigned on behalf of the Information & Cultural Affairs Department, Government of West Bengal from the bona fide and reputed agencies having sufficient experience for fixing of rates for different pre-publication in DTP job in this Deptt.. Interested bidders may be submitted their rate contract papers as per annexure.

The relevant Rate Contract documents and other related documents, terms & conditions etc. shall be obtained from the following address on the basis of the applications of the interested bidders.

Room No. 907, 9th Floor, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102 or Rate Contract form may be downloaded from the website: [www.wb.gov.in](http://www.wb.gov.in) / [www.egiyebangla.gov.in](http://www.egiyebangla.gov.in)

The Rate Contract documents will be available between 12 noon. to 5 P.M. from 05.12.2025 to 11.12.2025 excluding Saturday, Sunday and other Government holidays and the last date of submission of duly filled up Rate Contract papers is on 12.12.2025 up to 1.00 pm and duly filled up Rate Contract paper shall be submitted at above mentioned address. Technical bid will be opened on 12.12.2025 at 2.00 pm in the Conference Room, Room No. 901, 9th Floor, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102.


  
**Special Commissioner & E.O. Director of Culture  
I & CA Department, Govt. of W.B  
Nabanna, Howrah**

**Memo. No. 5826/(12) -ICA(N)**

**Date: 05.12.2025**

**Copy forwarded for favour of kind information and necessary action for wide publicity:**

1. All Member of the Departmental Tender Committee
2. The CEO, Nandan, 1/1 AJC Bose Road, Kolkata -700020
3. The Senior Additional Director, Nabanna, Howrah- 711102
4. OSD & E.O. Additional Director of Culture and Secretary, Paschimbanga Bangla Academy, 1/1 AJC Bose Road, Kolkata -700020
5. The Joint Director of Culture and A.O. Sisir Mancha, 1/1 AJC Bose Road, Kolkata -700020
6. The Administrative Officer, Rabindra Sadan and JDI, KIC , 1/1 AJC Bose Road, Kolkata -700020
7. The Administrative Officer, Paschim Banga Natya Academy, 1/1 AJC Bose Road, Kolkata -700020
8. The Administrative Officer, Madhusudan Mancha, Dhakuria, Kolkata -700031
9. The Administrative Officer, Girish Mancha, 76/1 , Bagbazar Street , Kolkata -700003
10. P.A. to the Pr. Secretary, I & CA Department, Govt. of West Bengal, Nabanna, Howrah- 711102
11. Section Officer, Cell-IV, I & CA Department, Nabanna, Howrah- 711102
12. Copy for Guard file

  
**Special Commissioner & E.O. Director of Culture  
I & CA Department, Govt. of W.B  
Nabanna, Howrah**

**Bid Letter Form**

(To be filled by the bidder)

**From :** \_\_\_\_\_

**Date:** .....

(Registered name and address of the Bidder.)

**To:** Special Commissioner & E.O. Director of Culture,  
Department of Information & Cultural Affairs,  
325, Sarat Chatterjee Road,  
Howrah-711102.

Sir / Madam,

Having examined the Rate Contract documents, I/we the undersigned, offer the rates as per prescribed Financial Bid Format for the following works as per detailed in the bid document in response to your **Notice inviting Rate Contract vide your No. -ICA(N) dated 05.12.2025:**

Pre-publication in DTP job before printing of books of the different Academies of Information & Cultural Affairs Department.

If our Bid is accepted, we undertake to:

- 1) Earnest Money of **Rs. 2,000/- (Rupees Two Thousand only)** by Demand Draft drawn in favour of **"Secretary, Folk and Tribal Cultural Centre"**, payable at Kolkata shall be deposited along with the offer. EMD is exempted from those bidders like State/Central Govt., PSUs and Autonomous Body and MSME certified agency.
- 2) Execute all contractual documents as required in the bid document.
- 3) Abide by all the terms & condition as mentioned in the Rate Contract Documents.
- 4) Maintain validity of the contract until the rate remains valid as specified in the bid documents that shall remain binding upon us on acceptance of our offer.
- 5) All Rate Contract papers duly signed by the authorized person are enclosed herewith.

Dated. this \_\_\_\_\_ day of \_\_\_\_\_.

Witness:

Signature:

Address: (in the capacity of Duly Authorised to sign bid for and on behalf of .....).

**A. General Terms and Conditions:**

1. The Rate Contract papers should be submitted in the following manner:
  - a) One sealed envelope should contain documents for Technical Bidding with the mention on the envelope as "TECHNICAL BID DOCUMENTS"
  - b) Another sealed envelope should contain the Financial Quotation with the mention on the envelope as "FINANCIAL BID- Not to be opened before Technical Bidding.
  - c) The above mentioned two envelopes should be put in a bigger envelope **with the mention of category i.e. (Annexure)** and it should be submitted in a sealed manner.
2. **The technical bid documents will contain the following papers:**
  - a) **Copy of previous work orders having such type of services rendered with I & CA Department.**
  - b) **All papers as mentioned in the heading "Qualifying Requirements (QR)"**
  - c) **Earnest Money of Rs. 2,000/- (Rupees Two Thousand) only by Demand Draft drawn in favour of "Secretary, Folk and Tribal Cultural Centre", payable at Kolkata shall be deposited along with the offer. EMD is exempted from those bidders like State/Central Govt., PSUs and Autonomous Body and MSME certified agency.**
3. The rates will be inclusive of all charges except GST.
4. The rates are to be quoted both in words and figures. The evaluation would be made on technical merits and financial quotes as per prescribed evaluation policy.
5. The last date and time for submission of quotation is on **12<sup>th</sup> December, 2025 up to 1 pm.** The quotation will be opened on **12<sup>th</sup> December, 2025 at 2 pm.** The bidders or his authorized person may like to present at the time of opening of the Rate Contract.
6. The authority reserves the right to accept or reject any Rate Contract without assigning reason whatsoever.
7. The Rate Contract needs to be submitted in favour of **The Special Commissioner & E.O. Director of Culture, Department of Information & Cultural Affairs, Nabanna, 325 Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah - 711102.**
8. The agency should have at least 3 years of work experience of same nature and volume of work during past 3 years from the date of inviting rates.
9. Average work value in each of last 3 financial years is more than Rs. 5 Lakh.
10. **Empanelment of agency(s) should be done on the basis of rates submitted by the bidders.**
11. In order to assure quality of job for the different Academies of Information & Cultural Affairs Department, evaluation of the bids will be made taking into consideration of both the technical (non-price criteria) and financial (price bid) parameters. The Financial Proposal will be opened only for those bidders whose technical proposal receive the minimum qualifying marks by the Evaluation Committee, i.e. more than 65 marks out of 100 marks.
12. The agency should have their own digital and offset 4 colour/ 1 colour machinery provision for the said job.

**Procedure of evaluation of bid would be as follows:**

<b>Stage -1</b>			
<b>Technical evaluation (Non-price criteria)- 100</b>	<b>Criteria</b>	<b>Maximum Score</b>	<b>Marks allotted by the evaluator</b>
<b>1</b>	Experience/ Credentials of handling similar nature of work for any Department/ agency in the State Government in the past 3 years 1) 3 years to 4 years = 10 marks 2) 4+ years to 5 years = 15 marks 3) 5+ years = 20 marks	20	
<b>2</b>	Experience/ Credentials of handling similar nature of work for Information and Cultural Affairs Department of the State Government in the past 3 years 1) 3 years to 4 years = 10 marks 2) 4+ years to 5 years = 15 marks 3) 5+ years = 20 marks	20	
<b>3</b>	Quality of performance / service delivered in similar nature of work for Information and Cultural Affairs Department of the State Government in the past 3 years	20	
<b>4</b>	Average Work value in the last 3 years 1) Rs. 5,00,000 to Rs. 10,00,000 = 10 marks 2) Rs. 10,00,001 to Rs. 15,00,000 = 15 marks 3) Rs. 15,00,001 and above = 20 marks	20	
<b>5</b>	Own digital and offset 4 colour/ 1 colour machinery provision for the said job	20	
<b>Total marks scored at stage 1</b>		<b>100</b>	

**Selection Stage – I (Technical Bid Evaluation)**

On the basis of technical evaluations a short list will be prepared on the basis of the marks obtained by the respective bidder and the list will be prepared. To qualify for the financial bid, the bidders must have to score more than 65 marks for technical bid.

**Selection Stage – II (Financial Bid Evaluation)**

The Financial Proposal will be opened only for those bidders whose technical/creative proposals receive the minimum qualifying 65 marks by the Evaluation Committee. If a Technical Bid does not receive the minimum specified marks, the corresponding Financial Bid will not be opened.

**Process of empanelment:-**

- The agency(ies) will be empanelled for a pre-publication DTP job on the basis of the L1 discovered rates in the "Rate Contract" quotation. All the qualified agencies who are willing to do the prescribed job at L1 discovered rate for each item of works will be empanelled for the works upto a period of 2 years from the date of acceptance of Rate Contract, provided that the original L1 quoted agency for each item of job may be given on priority while allotting/ distributing works during the valid period of empanelment.
- The work will be assigned to the empanelled agencies on Round Robin basis keeping in mind the equity measures.
- The empanelment shall remain valid for a period of 2 years from the date of acceptance of rate contract.

**Qualifying Requirements (QR):**

**The Bidder shall provide:**

(a)	Trade License in relevant field
(b)	Copy of GST Return upto Financial Year 2024-25 (Q4) (if applicable)
(c)	PAN Card
(d)	Testimonial from clients
(e)	P Tax Registration Certificate
(f)	Copy of Income Tax Return for last 3 years upto assessment year 2024-25
(g)	Last one year audit report (optional)
(h)	The Agency should have experience of having executed atleast ten similar type of work for Government Department/ Govt. Organisation/ Government Agency/ Local Self Government/ PSU/ Parastatal body amounting to Rs. 50,000/- during last 3 years.
(i)	Work order/ credentials in atleast last 3 Financial years.
(j)	Earnest Money of <b>Rs. 2,000/- (Rupees Two Thousand only)</b> by Demand Draft drawn in favour of " <b>Secretary, Folk and Tribal Cultural Centre</b> ", payable at Kolkata shall be deposited along with the offer. EMD is exempted from those bidders like State/Central Govt., PSUs and Autonomous Body and MSME certified agency.

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

Signature

Address:

(in the capacity of Duly Authorized to sign bid for and on behalf of .....).

**ANNEXURE**

(Enclosure to Rate Contract notice no. -ICA(N) dated 05.12.2025)

**Financial Bid Format**

(Price to be quoted here in this sheet)

**Rate for pre-publication DTP jobs for printing of books by different Academy of Information & Cultural Affairs Department**

Per Format rate for composing with page setting			Per Format rate for page setting without composing			Composing with layout
Double Demy 1/16	Double Crown 1/16	Royal	Double Demy 1/16	Double Crown 1/16	Royal	A4 per page (24.5 x 16.5 cm)

**Note:-**

- i) Composing will be done with 12.5 Point Size and 14.4 leading in every case.
- ii) Only raw rates in INR to be quoted. GST will be added to the raw quoted rates in INR as applicable.
- iii) Rate should be quoted in Rupees.
- iv) Bidder has to quote rates in INR for all columns.

Date :

Signature of the Bidder

Stamp: