



Memo No. 1141 /Elec (D)

Dated : 20 /12 / 2017

NOTICE INVITING TENDER

Sealed offers are invited from competent, reputed & eligible agencies having experience of supply of Stationery articles for the work detailed below in connection with Bye-Election to 107-Noapara Assembly Constituency.

SL. No.	Description of Items	Quantity Required
01.	Voting Compartment of Corrugated Plastic Sheet (Flex Board) of Steel Gray Colour. The Compartments will be of three fold having dimension of 24"x 36"x 30" ( Length x Width x Height ) with three side printings with prescribed text.	360 Nos (Approx)

The Agencies should submit the documents (duly attested) as mentioned in the Technical Bid form alongwith agency offering rate (AOR) in the name of the agency.

The AOR must submit the Technical BID and Financial Bid in two different sealed envelopes and the said two envelopes must again be inserted into another sealed envelope and also submit sample material of the said item at District Election Section, North 24-Parganas before 2.00 p.m on 04-01-2018 with the name of the agency written on it. Preference will be given to agency having credential certificate of same nature of work of any Government Deptt. / Offices.

The AOR must enclose one Demand Draft amounting to Rs. 5,000.00 (Rupees five thousand) only drawn in favour of "DISTRICT MAGISTRATE, NORTH 24-PARGANAS" as earnest money alongwith the Technical Bid. The earnest money will be refunded back on final completion of tender process, only on proper claim by the tenderer.

Upon receiving the sealed tenders, the Technical Bid only will be taken out of the examined in presence of intending tenderer or their representatives. If any AOR fails to fulfill the criteria mentioned in the Technical Bid, then the Financial Bid will not be accepted for consideration in the Tender process.

The schedule of submission and opening of tender documents is as follows:

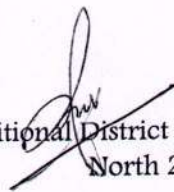
Description	Date	Time	Place
Last date of submission of Tender	04.01.2018	Upto 2:00 PM	Office chamber of the Additional District Magistrate (General), North 24 Parganas, 1 <sup>st</sup> floor of Administrative Building, Barasat, North 24 Parganas
Opening of Technical Bid	04.01.2018	At 3:00 PM onwards	
Opening of Financial Bid	04.01.2018	At 3:30 PM onwards	

Details for the Tender will be available in the website [www.north24parganas.gov.in](http://www.north24parganas.gov.in) and in the Office Notice Board of District Election Section, North 24 Parganas, Barasat. However, print out of Technical Bid Form and Financial Bid Form downloaded from website will only be allowed to be used for submission of Bid.

The agencies should quote the rates against each item in their own letter head along with all supporting papers and submit the same in sealed envelope subscribed with the NIT Number and date, and the same is to be dropped in the box kept for the purpose in District Election Section, North 24 Parganas during office hours within 2:00 PM on 04.01.2018.

The specifications of the work, Terms and Conditions are enclosed in Annexure-A and B respectively with this NIT.

The undersigned reserves the right to allot any agency to work or to reject any or all of the offers without assigning any reasons whatsoever.

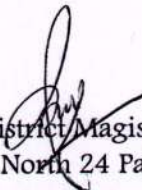
  
Additional District Magistrate (Election)  
North 24 Parganas

Memo No: 1141(12)/2017/ Elec. (D)

Date: 20 /12 / 2017

Copy Forwarded for information with a request for wide publicity to:

1. The Learned District Judge, North 24 Parganas
2. The Secretary Zilla Parishad, North 24 Parganas
- 3-7. The Sub-Divisional Officer (All), \_\_\_\_\_ Sub-Division.
8. The Officer-in-Charge, District Election Section, North 24 Parganas.
9. The Nezarath Deputy Collector, North 24 Parganas
10. The District Information and Cultural Officer, North 24 Parganas
11. The District Informatics Officer, North 24 Parganas with a request to put up on the District Website.
12. CA to the District Magistrate, North 24 Parganas.

  
Additional District Magistrate (Election)  
North 24 Parganas




Specifications of Work

01.	Voting Compartment of Corrugated Plastic Sheet ( Flex Board) of Steel Gray Colour. The Compartments is three fold having dimension of 24"x 36"x 30"( Length x Width x Height ) with three side printings with prescribed text.
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Text to be printed in front & sides of Voting Compartment ( The content / language of text may be modified, if needed)

ON ONE SIDE - FACING THE WEB CAMERA



Name of State/UT:  
 AC/PC Name:  
 AC/PC Number:  
 Date of Poll:  
 Polling Station Name:  
 Polling Station Number:

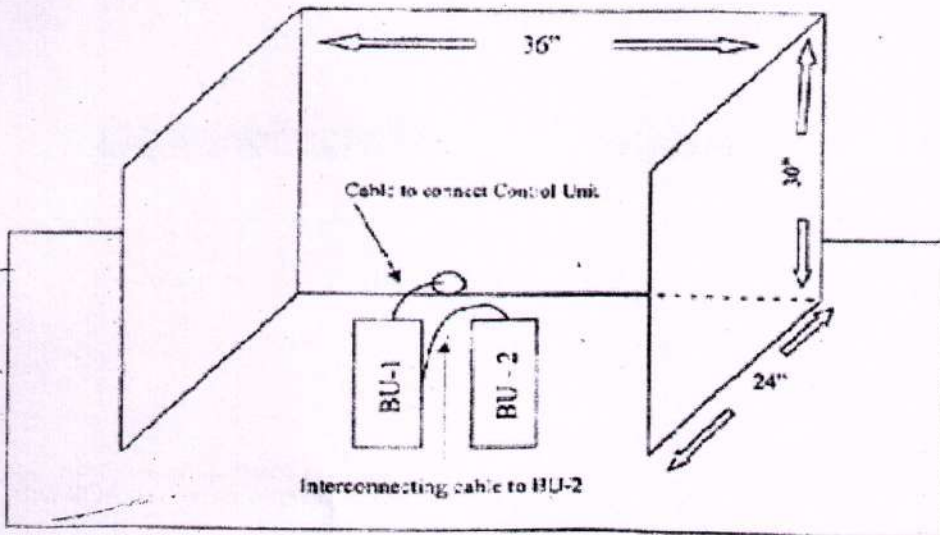
ON REMAINING TWO SIDES OF THE VOTING COMPARTMEN

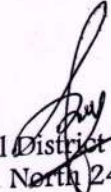


भारत निर्वाचन आयोग  
 मतदान कम्पार्टमेंट

ELECTION COMMISSION OF INDIA  
 VOTING COMPARTMENT

**Sample picture of voting Compartment**



  
 Additional District Magistrate (Election)  
 North 24 Parganas

**TECHNICAL BID FORM**

In response to the NIT No. \_\_\_\_\_ /2017/Elec(D) dated \_\_\_\_\_ .12.2017 for Supply of Voting Compartment under District Election Section, North 24 Parganas

Name of the Firm / Agency : .....

Address : .....

Name of Contact Person With Designation : .....

Contact Number : .....

Attached alongwith this paper are the following documents, duly self attested only in the name of the Agency  
(Declare in Yes / No)

- 1. Current Trade License for 2017-2018 : .....
- 2. Income Tax Return for the Assessment Year 2016-2017 : .....
- 3. GST Registration Certificate : .....
- 4. Professional Tax Challan with current validity (2017-2018) : .....

Details of Earnest Money Deposited for an amount of Rs. 5,000=00 (Rupees Five Thousand) Only.

Drawee Bank : .....

Drawee Branch : .....

Draft Number : .....

Date : .....

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_/

Place: \_\_\_\_\_

Signature of the Authorized Representative of the AOR with Seal

# FINANCIAL BID FORM

In connection with the NIT No. \_\_\_\_\_ /2017/Elec(D) dated \_\_\_\_\_ .12.2017 for Supply of Voting Compartment  
under District Election Section, North 24 Parganas

Sl No.	Description of Work	Rate (In Rs.) including all taxes (Rate to be quoted per piece basis)
1	Voting Compartment of Corrugated Plastic Sheet ( Flex Board) of Steal Gray Colour. The Compartments is three fold having dimension of 24"x 36"x 30"( Length x Width x Height ) with three side printings with prescribed text.	

Date: \_\_\_\_\_ / \_\_\_\_\_ /2017

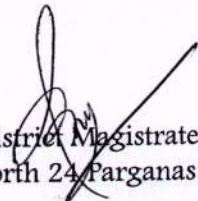
Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Authorized Representative of the AOR with  
Seal



Terms and Conditions

1. No transportation charge will be borne by this office.
2. Payment will be made after successful completion of works within due time and deductions will be made from bills as per existing rules.
3. Payment will not be disbursed if the selected agency fails to supply the item(s) as per the specifications and within the time schedule. Action may be taken against the agency.
4. This office is not bound to accept the lowest rate and this office can seek explanation or cost benefit analysis from the agencies if the rate quoted by them is found to be higher than prevalent market rate.
5. The undersigned reserves the right to reject any or all the rates tendered without assigning any reasons.
6. Rate shall be quoted inclusive of all charges including delivery cost and incidental charges, if any.
7. Delivery of the items shall be made at District Head Quarter / Barrackpore Sub Division as per the order of the authority.

  
Additional District Magistrate (Election)  
North 24 Parganas