



Government of West Bengal  
Office of the District Magistrate  
District Election Department  
North 24-Parganas



Greater Participation for a Stronger Democracy

NIT No.: 138 / Elec (D) / XII /107 / 2011 - 2012

Date: 12 / 03 / 2012

**NOTICE INVITING TENDER**

Sealed offers are invited on behalf of District Magistrate, North 24-Parganas by the undersigned only from willing bonafide, competent, reputed & eligible Agencies, having adequate experience in Printing & Supplying to Government Offices, for the items required as denoted in the enclosed list mentioned as Annexure - I.

Offers will be received till 20.03.2012 upto 02.00 p.m. at this Office (except Government Holidays).

All Agencies Offering Rates (AOR) should submit the following documents (duly self attested only) in the name of the Agency:

- 1) Current Trade License for 2011 - 2012.
- 2) Value Added Tax (VAT) Registration Certificate.
- 3) Income Tax Return for the Assessment Year 2010 - 2011.
- 4) Permanent Account Number (PAN) Card.
- 5) Professional Tax Registration Certificate.
- 6) Professional Tax Challan with current validity.
- 7) Credential (Successful Completion) Certificate of similar nature for order values exceeding 2.00 (Rupees Two) Lakh, in a Single Order in the last Financial Year (2011 - 2012) from any Government Department only.

Formats & sample can be seen & examined by AOR, any time during office hours from the District Election Department.

The AOR should quote rates inclusive of all taxes for supply of any volume, also must include cost of delivery charges to any offices within this district & incidental charges (if any).

The AOR must submit the Technical Bid & Financial Bid in two different sealed envelopes & the said two envelopes must again be inserted into another sealed envelope.

All AOR must enclose along with the Technical Bid, Demand Draft in favour of "District Magistrate, North 24 Parganas" for an amount of ` 5,000.00 (Rupees Five Thousand) only, as Earnest Money. The Earnest Money will be refunded back on final completion of the Tender process, only on proper claim by the quotationer. Non submission of Earnest Money will summarily lead to rejection of the Bid. Also, proper documents are to be furnished in case of claiming exemption from the same.

Upon receiving the sealed quotations, the Technical Bid only will be taken out & examined on 12.08.2011 at 3.00 p.m. in presence of intending quotationers or their representatives. If any AOR fails to fulfill the criteria set forth for Technical Bid, then the Financial Bid will not be accepted for consideration into the Tender process.

The Financial Bid for the selected AOR only, will be opened on 20.03.2012. at 4.30 p.m.

The "Intending AOR" if selected as a supplier, must comply exactly with the same rate quoted for all articles, for supply of any volume upto 1 (one) year from the date of acceptance of the rate (s).

Further more the selected supplier will be required to submit a Security Deposit immediately on receiving the Agreement of Enlistment from this end, vide Demand Draft in favour of "District Magistrate, North 24 Parganas" for an amount of 5,000.00 (Rupees Five Thousand) only, to be retained with this office until completion of the contract period. The contract will be terminated if the selected supplier fails to submit the Security Deposit.

Details of the Tender will be available on [www.north24parganas.gov.in](http://www.north24parganas.gov.in) and the Office Notice Board of District Election Department. However print out of Technical Bid Form & Financial Bid Form from Website will only have to be used for submission of Bid.

The sealed offers (both Technical Bid & Financial Bid) should only be submitted in the proper Tender Paper alongwith a forwarding letter addressed to the undersigned in the own Letter Head of the AOR. Notice Inviting Tender Number & Date must be written in bold on the sealed envelope.

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

Additional District Magistrate (General)  
North 24 Parganas

**TECHNICAL BID FORM**

**In response to the NIT No.: 138/ Elec (D) / XII/107/11-12 dated 12.03.2012 of  
District Election Department, North 24 Parganas**

Name of the Firm : .....

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 2011 - 2012 : .....
- 2) Value Added Tax (VAT) Registration Certificate : .....
- 3) Income Tax Return for the Assessment Year 2010 - 2011 : .....
- 4) Permanent Account Number (PAN) Card : .....
- 5) Professional Tax Registration Certificate : .....
- 6) Professional Tax Challan with current validity : .....
- 7) Credential (Successful Completion) Certificate for order values exceeding 2.00 (Rupees Two) Lakh, in a Single Order in the last Financial Year (2011-2012) from any Government Department only : .....

**Details of Earnest Money deposited for an amount of 5,000.00 (Rupees Five Thousand) only**

Drawee Bank : ..... Drawee Branch : .....

Draft Number : ..... Date : .....

Date:

Place:

\_\_\_\_\_  
Signature of the  
Authorised Representative  
With Seal

**FINANCIAL BID FORM**

IN CONNECTION WITH NOTICE INVITING TENDER NUMBER - 138/ Elec (D) / XII / 107 / 2011 - 2012 Dated 12.03.2012

**FOR PRINTING JOBS**

Sl. No.	Item	Specification	Unit	Rate per Unit (In `)
1	printing of Leaflet	Size: 1/4 Demai Quality of Paper : 60 gsm Maplitho Matter: Text & Graphics - Multi Colour Single side Printing To be printed & prepared by the Supplier	sheet	

Signature of the  
Authorised Representative of the AOR with Seal



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Copy forwarded for information with a request for wide publicity to the:

- 1) Learned District Judge - North 24 Parganas.
- 2) Secretary, Zilla Parishad, North 24 Parganas.
- 3 - 7) Sub-Divisional Officers - Barasat, Basirhat, Barrackpore, Bongaon & Bidhannagar.
- 8) Officer - in - Charge, District Election Department, North 24 Parganas
- 9) Nazareth Deputy Collector, North 24 Parganas.
- 10) District Information & Cultural Officer, North 24 Parganas.
- 11) District Informatics Officer, National Informatics Centre, North 24 Parganas; with a request to put up on the District Website.
- 12) C.A to District Magistrate, North 24-Parganas.

  
Additional District Magistrate (General)  
North 24 Parganas