



NIT No. 1949 /Elec(D)

Dated: 27 / 09 /2019

NOTICE INVITING TENDER

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PART 1 - STATEMENT OF PURPOSE AND BID OUTLINE

- The avowed aim is to publish error free photo electoral roll.
- The works will start from Draft publication of SRER-2020, Continuous Updation-2020, till Draft publication of next SRER 2021 and any mid-term election work if needed; However, the final time line will be specified in the work order.

SCOPE OF WORK

- Polling station wise PDFs generated for a particular Assembly Constituency will be supplied to the agency.
- Printing of error-free Photo Electoral Roll in digital printing for all the polling stations. 1.A4 size milky white 75 GSM paper both side 60 images, i.e, 30 in each page, 2. A4 size milky white 75 GSM paper one side 30 images.

SCHEDULE OF IMPORTANT DATES

| <u>PARTICULAR</u> | <u>DATE & TIME</u> |
|-----------------------------------|-------------------------------|
| Date of publication of NIT | 27/09/2019 |
| Last date of Submission of Tender | 21/10/2019 Upto 2.00 PM |
| Opening of Technical Bid | 21/10/2019 At 3.00 PM Onwards |
| Opening of Financial Bid | 21/10/2019 At 3.00 PM Onwards |

ELIGIBILITY CRITERIA

- **Experience:** The Bidder must be a company/firm, registered under The Companies Act, 1956/The Partnership Act, 1932 or a Proprietary one. They must have valid trade licence applicable in North 24 Parganas. Bidders should have a minimum 5 (five) years of experience **exclusively in Electoral Roll printing works**. The bidders should have their **own printing setup** and experience of printing of electoral rolls for minimum of 10 (Ten) ACs. District Administration may visit / inspect the place of printing. Government organization / press are requested to participate; preference will be given to them.
- **Mandatory documents:** Tenderer must accompany **self-attested copies** of Current Trade License, valid PAN card, GST registration certificate, Professional Tax clearance challan (2019-20), audit report of last three financial years and the latest I.T. return (2018-19).
- **Credentials:** Tenderer should enclose the credential certificates in the form of payment certificate of works having value Rs. 10,00,000/- or above in the financial year 2018-2019 from any Government Office.

[1. Credential Certificate of work of digital printing of Electoral Roll/Voter's slip will only be accepted. Value of other works shall not be mixed with said digital printing works in the Credential certificate.

2. Credential certificate shall be issued in the office letter head of issuing office with legible letters and designation of issuing officer shall also be legible.]
- **Annual turnover:** The willing agency must have an **average annual (financial year wise) turnover of minimum Rs. 40,00,000/- (Rupees forty lakh)** only for the past **THREE** consecutive years.
- The AOR must enclose one Demand Draft amounting to Rs. 40,000 (Rupees forty thousand) only drawn in favour of "DISTRICT MAGISTRATE ,NORTH 24 PARGANAS" as Earnest Money along with the Technical Bid. The Earnest Money will be refunded back after completion of Tender process, only on proper claim by the Tenderer. Application without Earnest Money will summarily lead to rejection of the Bid. 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 and examined in presence of intending tenderer or their representatives.

N.B: In case a bidder does not match the criteria for eligibility as mentioned above, his financial bid will not be opened.

TECHNICAL ITEMS NEEDED

- It is ESSENTIAL to engage ATLEAST TWO (02) computers per AC during the time of Printing and the computer set should have the following requirements like --- monitor (TFT), RAM (8 GB), hard-disk drive (more than 1TB), DVD writer (combo), UPS (minimum 500VA), with inter-connectivity among computers through hub/router. The computers shall have to be deployed.
- Essential software like operating system, updated Antivirus, as abode distiller etc. must be provided as and when be required.

EVALUATION OF THE FINANCIAL BID

- All bidders must keep in mind that the L1 should be selected taking into account the lowest value of THE TOTAL ITEM RATE.
- The names of the agencies and the offered prices will be recorded when the financial proposals are opened, and a copy of this record will be retained. The details of financial bid is given hereunder:--

| SI No | Description of items | Specification |
|-------|--|---|
| 1 | Digital Printing of Photo Electoral Rolls/Voters' Information Slip (Duplex) | Paper Size:A4 Quality of Papers:75 GSM, Milky White. Matter: Text and Graphics, Black & White To be printed and prepared by the supplier and delivery at this end in due time. |
| 2 | Digital Printing of Photo Electoral Rolls/Voters' Information Slip (Simplex) | Paper Size:A4 Quality of Papers:75 GSM, Milky White. Matter: Text and Graphics, Black & White To be printed and prepared by the supplier and delivery at this end in due time. |
| 3 | Perforation Charge for Voters' Information Slip | Perforation Charge for Voters' Information Slips for each and every elector |

TERMS & CONDITION

- The Agencies Offering rate (AOR) should submit the documents(duly self attested) as mentioned in the Technical Bid Form & Financial Bid Form in the name of the Agency.
- The rate should be quoted for each item as per specification mentioned against each in the list both in figure & words simultaneously. The rate should be inclusive of all taxes and carriage. The decision of the undersigned as regards quality of the work/ materials supplied will be final.
- The AOR must submit the Technical Bid & Financial Bid in two different sealed envelopes and said two envelopes must again be inserted into another sealed envelope.
- The successful tenderer will have to deposit Rs. 40,000/- (Rupees Forty Thousand) as security money which will be refunded only after completion of entire work/supply and submission of receipt challan along with bill.
- This is Election urgent. Failure of any part of compliance of the order will attract with penal provisions as decided by the authority.
- The tenderer will have to supply the all materials as per work order at their own cost at any/all the Sub-Divisional H.Q.s or any/all the Block H.Q.s within this district.
- This office shall have the right and discretion to terminate the contract and forfeit the security money deposited in the event of any sort of breach of contract.

- The District Administration shall have the right to accept or reject any tender without assigning any reason.
- Previously terminated or suspended or black listed agencies from this district or any other district or CEO, WB or any other Government organizations due to their illegal work as well as their negligence to work properly WILL NOT BE ALLOWED to take part in this proceeding in his/ her name or in new name/ entity. An affidavit in this regard should be submitted.
- Payment of bill will be made as per availability of fund. No claim for delay of payment due to non availability of fund will be entertained.
- At the time of payment of each bill, necessary deduction will be made as per Govt. norms.
- After finalisation of Vendor a non-disclosure agreement will be signed in terms of Memo No. 1114-Home (Elec), dated-16-04-2018 of the Chief Electoral Officer, West Bengal

The "Intending AOR", if selected as a vendor, 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).

Details for the Tender will be available in the website www.north24parganas.gov.in and in the Office Notice Board of District Election Section, North 24 Parganas, Barasat. However, printout of the Technical Bid Form and Financial Bid Form downloaded from the website will only be allowed to be used for submission of the 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 the Office chamber of the Additional District Magistrate (Election), North 24 Parganas during office hours within 2.00 PM on 21.10.2019.

The District Election Officer and District Magistrate, North 24 Parganas reserves to the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reason whatsoever.

Additional District Magistrate (Election)
North 24 Parganas

Dated : 27 / 09 / 2019

Memo No : 1949(8)/

Copy forwarded for information with the request to display the tender notice in his office notice board to :

1. The Learned District Judge, North 24 Parganas
2. The Secretary Zilla Parishad, North 24 Parganas.
3. The District Land & Land Reforms Officer, North 24 Parganas.
4. The Sub-divisional Officer, Barasat Sadar / Barrackpore / Basirhat / Bongaon / Bidhannagar.
5. The Nezarat Dy. Collector, North 24 Parganas Collectorate.
6. The District Information & Cultural Officer, North 24 Parganas for wide publicity with the request to publish the said notice to two daily newspapers. Copy of the notice to be published in daily newspaper is attached herewith.
7. DIO, NIC, North 24 Parganas with a request to publish the notice in the District Website
8. C.A. to D.M.

Additional District Magistrate (Election)
North 24 Parganas

TECHNICAL BID FORM

In connection with the NIT No. Dated for Digital Printing of Photo Electoral rolls/Voters' Information Slip 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 2019-20 :
2. GST Registration Certificate :
3. Income Tax Return for the assessment Year 2018-19. :
4. Professional Tax Challan with current validity upto 31.03.2019. :
5. Credential Certificate in the form of payment Certificate of works having value Rs 10,00,000/- or above in the Financial Year 2018-2019 from any Govt. office. :
- [1.Credential Certificate of work of printing of Electoral Roll/ Voter Slip will only be accepted. Value of other works shall Not be mixed with said digital printing works in the credential certificate.
2. Credential Certificate shall be issued in office letter head of the issuing office with legible letters and designation of issuing officer shall also be legible.] :

Details of Earnest Money Deposited for an amount of Rs 40,000.00 (Rupees Forty Thousand) only.

Drawee Bank:

Drawee Branch:

Draft Number:

Date :

Date : _____

Place : _____

Signature of the Authorized Representative of the AOR with Seal

FINANCIAL BID

In connection with the NIT No. _____ / Elec (D) Dated. _____ for Digital Printing of Photo Electoral Rolls / Voter's information slip under District Election Section, North 24 Parganas

ERO Net Specification

| SL No | Description of Items | Specification | Rate per sheet (in Rs.) including GST |
|-------|---|---|---------------------------------------|
| 1. | Digital Printings of Photo Electoral Rolls / Voter's information slip (Duplex) | Paper Size : A4 Quality of Papers : 75 gsm, Milky white Matter : Text and Graphics, Black & White To be printed and prepared by the supplier and delivery at this end in due time. | |
| 2. | Digital Printings of Photo Electoral Rolls / Voter's information slip (Simplex) | Paper Size : A4 Quality of Papers : 75 gsm, Milky white Matter : Text and Graphics, Black & White To be printed and prepared by the supplier and delivery at this end in due time. | |
| 3. | Perforation Charge for Voters' Information Slip | Perforation Charge for Voters' Information Slip for each and every elector | |

Date :

Place :

Signature of the Authorized Representative of the
AOR with Seal