



"Greater Participation for a
Stronger Democracy"

Government of West Bengal
Office of the District Election Officer & District Magistrate
North 24-Parganas, Barasat
(District Election Section)

No: E-14015/5/2012-ELEC/21914/1

Date: 19.07.2012

NOTICE INVITING TENDER

1/8/12

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 of Photo Electoral Roll to Government Offices, for the items required as denoted in the enclosed list mentioned as Annexure-I.

Offers will be received till 17.08.2012 upto 02.00 p.m. at this office (Except Government Holidays).

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

- 1) Current Trade License for 2012-2013.
- 2) Value Added Tax (VAT) Registration Certificate.
- 3) Income Tax Return for the Assesment year 2011-1012.
- 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 Rs. 5.00 lakh (Rupees Five lakh) 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 Section, North 24-Parganas, Barasat.

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 envelop.

All AOR must enclose along with the Technical Bid, Demand Draft in favour of "DISTRICT MAGISTRATE, NORTH 24 PARGANAS" for an amount of Rs.50,000.00 (Rupees Fifty 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 tenderer. **Non submission of 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 tenders, the **Technical Bid** only will be taken out & examined on 17.08.2012 at 4.00 p.m. in presence of intending tenderers or their representatives. If any AOR fails to fulfill the criterial set forth for **Technical Bid**, 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 17.08.2012 at 4.00 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).

Furthermore the selected vendors 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 Rs. 1,00,000.00 (Rupees One lakh) 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 for the Tender will be available on www.north24parganas.gov.in and the **Office Notice Board of District Election Section, North 24-Parganas, Barasat.** However, for submission of Bid print out of **Technical Bid Form & Financial bid Form** downloaded from the abovenoted website will only have to be used.

The sealed offers (Both Technical & Financial Bid) should only be submitted in the proper Tender paper along with 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(Election)
North 24-Parganas, Barasat.

2/12

No: E-14015/5/2012-ELEC/21914/1

Dated. 19.07.2012.

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 Officer, Barasat, Barrackpur, Basirhat, 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. **He is requested to arrange for brief referral advertisement of the Tender Notice in 3(Three) leading daily newspaper of which one must be in Bengali.**
- 11) District Informatics Officer, National Informatics Centre, and North 24-Parganas with a request to put up on the District Website.
- 12) C.A to District Magistrate, North 24-Parganas.


19/7
Additional District Magistrate(Elec)
North 24-Parganas, Barasat.

TECHNICAL BID FORM

In response to the NIT No.: No: E-14015/5/2012-ELEC/21914/1 Date: 19.07.2012 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 2012 - 2013 :
- 2) Value Added Tax (VAT) Registration Certificate :
- 3) Income Tax Return for the Assessment Year 2011 - 2012 :
- 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 ` 5.00 (Rupees Five) 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 ` 50,000.00 (Rupees Fifty 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 -E-14015/5/2012-ELEC/21914/1 dated. 19.07.2012
FOR DIGITAL PRINTING OF PHOTO ELECTORAL ROLL.**

Sl. No.	Item	Specification	Unit	Rate per Unit (In `)
1	Digital Printing of Photo Electoral Roll.	Size: A4 Quality of Paper : 75 gsm Maplitho Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier and delivery at this end in due time.	sheet	
2	Digital Printing of Photo Electoral Roll.	Size: A4 Quality of Paper : 75 gsm Maplitho Matter: Text & Graphics - Single Colour Both side Printing To be printed & prepared by the Supplier and delivery at this end in due time.	sheet	

Signature of the
Authorised Representative of the AOR with Seal