



Government of West Bengal  
Office of the District Magistrate  
&  
District Election Officer  
North 24-Parganas  
(Material Cell)

NIT No.: 02/T - P / Material Cell / 2011

Date: 10/03/2011

**NOTICE INVITING TENDER**

Sealed offers are invited on behalf of District Magistrate & District Election Officer, North 24-Parganas by the undersigned only from willing bonafide, competent, reputed & eligible Printing Press, having adequate experience in Printing & Supplying to Government Offices, in connection with ensuing General Election to West Bengal Legislative Assembly, 2011; for the items required as denoted in the enclosed list mentioned as Annexure - I.

Offers will be received till 17.03.2011 upto 02.00 p.m. at this Office (except Government Holidays in both the cases).

All Agencies Offering Rates (AOR) should submit the following documents (duly attested by any Gazetted Government Officer only) in the name of the Agency:

- 1) Current Trade License for 2010 - 2011.
- 2) Value Added Tax (VAT) Registration Certificate.
- 3) Income Tax Return for the Assessment Year 2009 - 2010.
- 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 Rupees 2.00 (Two) Lakhs, in a Single Order in the last Financial Year (2009 - 2010) from any Government Department only.

SAMPLE CAN BE SEEN & EXAMINED BY AOR, ANY TIME DURING OFFICE HOURS.

The AOR should quote rates inclusive of all taxes for 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 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 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 17.03.2011 at 03.00 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 17.03.2011. immediately thereafter.

The "Intending AOR" if selected as a supplier, must comply exactly with the same rate quoted for all articles, for supply of any volume until completion of the election process, i.e. nearly July 2011.

Earnest Money submitted by AOR will be converted as Security Deposit for those who will be selected as a Supplier. Again the same will be retained with this office until July 2011.

Details of the Tender will be available on [www.north24parganas.nic.in](http://www.north24parganas.nic.in) and this Office Notice Board. Print out from Website or photocopy of the Tender document can be used for submission of Bid. However the Bid must be in the Format as specified in the enclosed document marked as Technical Bid Form & Financial Bid Form respectively.

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



Government of West Bengal  
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&  
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North 24-Parganas  
(Material Cell)

NIT No.: 02/1 (15)/T - P / Material Cell / 2011

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Copy forwarded for information to the:

- 1 - 3) District Magistrate - South 24 Parganas, Howrah & Hooghly; with a request for wide publicity.
- 4) Secretary, Zilla Parishad, North 24 Parganas.
- 5 - 9) Sub-Divisional Officer - Barasat, Basirhat, Barrackpore, Bongaon & Bidhannagar.
- 10) Officer - in - Charge, District Election Department, North 24 Parganas
- 11) Nazareth Deputy Collector, North 24 Parganas.
- 12) District Information & Cultural Officer, North 24 Parganas; with a request for wide publicity.
- 13) District Informatics Officer, National Informatics Centre, North 24 Parganas; with a request to put up on web.
- 14) Stock - in - Charge, Paschim Banga Sarva Siksha Mission, District Project Office, North 24 Parganas to monitor the process.
- 15) Office Copy.

  
Additional District Magistrate (General)  
North 24 Parganas

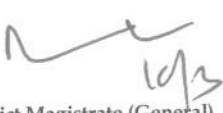
**List of Printing Items required by Material Cell, North 24 Parganas**  
**w.r.t. NIT No.: 02/T - P / Material Cell / 2011 dated 10 / 03 / 2011**

Sl. No.	Item	Specification	Unit
1	Address Tag	Size: 9 cm x 7 cm Quality of Board: Grey Back Duplex Board Matter: Text & Graphics - Single Colour Single side Printing Metal Ilet on Left Top side To be printed & prepared by the Supplier	1000 sheet
2	Adhesive Sticker	Size: 6" x 4" Quality of Paper : Art Paper, White Colour Matter: Text & Graphics - Multi Colour Single side Printing with Pre-adhesive on the rear side To be printed & prepared by the Supplier	1000 sheet
3	Adhesive Sticker	Size: 8.5" x 2.5" Quality of Paper : Art Paper, White Colour Matter: Text & Graphics - Multi Colour Single side Printing with Pre-adhesive on the rear side To be printed & prepared by the Supplier	1000 sheet
4	Adhesive Sticker	Size: 8" x 12" Quality of Paper : Art Paper, White Colour Matter: Text & Graphics - Multi Colour Single side Printing with Pre-adhesive on the rear side To be printed & prepared by the Supplier	1000 sheet
5	Envelope	a) Paper Quality: Unreaved Craft Paper b) Size: 12.5 cm x 10 cm c) Print Matter: Text & Graphics - Single Colour d) Pre Adhesive in the Flap for sticking e) To be supplied in a packet containing 200 Envelopes	no.
6	Envelope	a) Paper Quality: Unreaved Craft Paper b) Size: 28 cm x 12 cm c) Print Matter: Text & Graphics - Single Colour d) Pre Adhesive in the Flap for sticking e) To be supplied in a packet containing 200 Envelopes	no.
7	Envelope	a) Paper Quality: Unreaved Craft Paper b) Size: 42 cm x 25 cm c) Print Matter: Text & Graphics - Single Colour d) Pre Adhesive in the Flap for sticking e) To be supplied in a packet containing 200 Envelopes	no.
8	Envelope	a) Paper Quality: Unreaved Craft Paper b) Size: 43 cm x 14 cm c) Print Matter: Text & Graphics - Single Colour d) Pre Adhesive in the Flap for sticking e) To be supplied in a packet containing 200 Envelopes	no.
9	Envelope	a) Paper Quality: Unreaved Craft Paper b) Size: 44 cm x 26 cm c) Print Matter: Text & Graphics - Single Colour d) Pre Adhesive in the Flap for sticking e) To be supplied in a packet containing 200 Envelopes	no.
10	Envelope	a) Paper Quality: Coloured Map Litho b) Size: 12.5 cm x 10 cm c) Print Matter: Text & Graphics - Single Colour d) Pre Adhesive in the Flap for sticking e) To be supplied in a packet containing 200 Envelopes	no.
11	Envelope	a) Paper Quality: Coloured Map Litho b) Size: 28 cm x 12 cm c) Print Matter: Text & Graphics - Single Colour d) Pre Adhesive in the Flap for sticking e) To be supplied in a packet containing 200 Envelopes	no.

  
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 North 24 Parganas


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Sl. No.	Item	Specification	Unit
12	Envelope	a) Paper Quality: Coloured Map Litho b) Size: 42 cm x 25 cm c) Print Matter: Text & Graphics - Single Colour d) Pre Adhesive in the Flap for sticking e) To be supplied in a packet containing 200 Envelopes	no.
13	Envelope	a) Paper Quality: Coloured Map Litho b) Size: 43 cm x 14 cm c) Print Matter: Text & Graphics - Single Colour d) Pre Adhesive in the Flap for sticking e) To be supplied in a packet containing 200 Envelopes	no.
14	Envelope	a) Paper Quality: Coloured Map Litho b) Size: 44 cm x 26 cm c) Print Matter: Text & Graphics - Single Colour d) Pre Adhesive in the Flap for sticking e) To be supplied in a packet containing 200 Envelopes	no.
15	Form	Size: ¼ demy Quality of Paper : Map Litho Colour Paper Matter: Text & Graphics - Single Colour Both side Printing To be printed & prepared by the Supplier	1000 sheet
16	Form	Size: ¼ demy Quality of Paper : Map Litho Colour Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	1000 sheet
17	Form	Size: ¼ demy Quality of Paper : Map Litho White Colour Paper Matter: Text & Graphics - Single Colour Both side Printing To be printed & prepared by the Supplier	1000 sheet
18	Form	Size: ¼ demy Quality of Paper : Map Litho White Colour Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	1000 sheet
19	Form	Size: ½ demy Quality of Paper : Map Litho White Colour Paper Matter: Text & Graphics - Single Colour Both side Printing To be printed & prepared by the Supplier	1000 sheet
20	Form	Size: ½ demy Quality of Paper : Map Litho White Colour Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	1000 sheet
21	Form	Size: ¾ demy Quality of Paper : Map Litho Colour Paper Matter: Text & Graphics - Single Colour Both side Printing To be printed & prepared by the Supplier	1000 sheet
22	Form	Size: ¾ demy Quality of Paper : Map Litho Colour Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	1000 sheet

  
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Sl. No.	Item	Specification	Unit
23	Form	Size: $\frac{1}{8}$ DFC Quality of Paper : Map Litho Colour Paper Matter: Text & Graphics - Single Colour Both side Printing To be printed & prepared by the Supplier	1000 sheet
24	Form	Size: $\frac{1}{8}$ DFC Quality of Paper : Map Litho Colour Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	1000 sheet
25	Identity Card	Size : 14 cm x 10 cm Quality of Paper : Art Board, White Colour Matter: Text & Graphics - Multi Colour, Digital Print Both side Hot Lamination with 225 Micron Pouch Lanyard: 30" Nylon Lace (White & Blue) To be printed & prepared by the Supplier	set
26	Identity Card	Size : 14 cm x 10 cm Quality of Paper : Art Board, White Colour Matter: Text & Graphics - Multi Colour, Digital Print Single Hole at the top for inserting Safety Pin (including) To be printed & prepared by the Supplier	set
27	Label	Size: 21 cm x 17 cm Quality of Paper : Coloured Art Paper Matter: Text & Graphics - Single Colour Single side Printing with Pre-adhesive on the rear side To be printed & prepared by the Supplier	1000 sheet
28	Label	Size: 33 cm x 10 cm Quality of Paper : Coloured Art Paper Matter: Text & Graphics - Single Colour Single side Printing with Pre-adhesive on the rear side To be printed & prepared by the Supplier	1000 sheet
29	Label	Size: 33 cm x 21 cm Quality of Paper : Coloured Art Paper Matter: Text & Graphics - Single Colour Single side Printing with Pre-adhesive on the rear side To be printed & prepared by the Supplier	1000 sheet
30	Log Book	a) Paper Quality: Ledger Paper b) Cover: Grey Back Duplex Board c) Page Size: 6.5" X 8" d) No. of Page: 16 e) Binding: Centre Stitch f) Sticker on cover To be prepared & printed by the supplier	book
31	Receipt Book for Challan Fees	a) Paper Quality: Ledger Paper b) Cover: Grey Back Duplex Board c) Page Size: 6.5" X 8" d) No. of Page: 12 e) Binding: Centre Stitch f) Sticker on cover To be prepared & printed by the supplier	book

  
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