

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

NOTICE INVITING TENDER

Scaled 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 Supply of Office Bag and other stationery articles in Government Offices, for the items required as denoted in the enclosed list mentioned as Annexure-I.

Offers will be received till 27.11.2012 up to 02.00 p.m. at this office (including 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) Professional Tax Challan with current validity.
- 5) Credential (Successful Completion) Certificate of similar nature for order values exceeding Rs. 1.00 lakh (Rupees One 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 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.10, 000.00 (Rupees Ten 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.** 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 27.11.2012 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 27.11.2012 at 3.00 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 up to 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 the Office Notice Board of District Election Section, North 24-Parganas, Barasat. However, print out of **Technical Bid Form & Financial bid Form** downloaded from website will only have to be used for submission of Bid.

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 (Elec)
North 24-Parganas, Barasat

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.
- 10-31) Block Dev. Officer-----10) District Information & Cultural Officer,
North 24-Parganas
- ✓ 32) District Informatics Officer, National Informatics Centre, North 24-Parganas with a request to
put up on the District Website.
- 33) C.A to District Magistrate, North 24-Parganas.

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

FINANCIAL BID FORM
IN CONNECTION WITH NOTICE INVITING TENDER NO. E-14012/2/2012-ELEC/37112(33) dated.21.11.2012
FOR Supply of Office Bag, Identity Card and stationary articles.

Sl. No	Particulars	Quantity	Price (in Rs.)
1	Water Proof Office Bag (18"lenth x 12" hight) Good quality.	8253 pcs.	Rs.....(in words) (Rupeesonly)
2	BLO's Identity Card with Jacket	8253 pcs.	Rs.....(in words) (Rupeesonly)
3	Writing Pad (Maximum 100 pgs)	8253 pcs.	Rs.....(in words) (Rupeesonly)
4	Blank Register, 8no.	8253 pcs.	Rs.....(in words) (Rupeesonly)
5	Pen (Good quality),	8253 pcs.	Rs.....(in words) (Rupeesonly)
6	Wooden Pencil (Good quality)	8253 pcs.	Rs.....(in words) (Rupeesonly)
7	Eraser (Good quality)	8253 pcs.	Rs.....(in words) (Rupeesonly)
8	Good Rular ,12"	8253 pcs.	Rs.....(in words) (Rupeesonly)

Date:
Place:

Signature of Tenderer (s) along with Seal

TECHNICAL BID FORM

In response to the NIT No.: E-14012/2/2012-
ELEC/37112(33) dated 21.11.2012 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 2011 - 2012 :
- 4) Professional Tax Challan with current validity :
- 5) Credential (Successful Completion) Certificate for order values exceeding 1.00 (Rupees One) Lakh, in the last Financial Year (2011-2012) from any Government Department only :

Details of Earnest Money deposited for an amount of Rs.10, 000.00 (Rupees Ten Thousand) only

Drawee Bank : Drawee Branch :

Draft Number : Date :

Date:

Place:

Signature of the
Authorised Representative
With Seal