



GOVT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE &
DISTRICT PANCHAYAT ELECTION OFFICER
North 24-Parganas
Ph. No. 033- 2552 4078

Memo No. 988 / con(T)

Date: 22.03.2013

Tender Notice No.

Sealed Tender is invited from the bonafide Tenderers/ bidder/ Agencies having experience in similar type of works. The intending tenderers/ Agency may collect the tender papers on payment of Rs.1,000.00 on Demand Draft by 1/4/13 up to 2.00 P.M. against an application to be submitted by them within 4 P.M. on 1/4/13 at the office of the Project Officer-cum-District Welfare Officer, North 24 Parganas.

TERMS AND CONDITIONS

- A. Tenders for printing of Ballot Papers in Bengali for Panchayat General Election of Gram Panchayats, Panchayat Samitis and Zilla Parishads of the State of West Bengal in three different colour for each category are invited.
- B. Tenders received only up to 4 P.M. on 1/4/13 are eligible for consideration as per tender notice and shall be further subject to the following terms and conditions, including scope of work.
- C. Details of Ballot Papers:-

Approximately 1,13,37,000 Ballot papers are required to be got printed as per details given in Annexure-A. The quantity mentioned in the Annexure-A is tentative and may vary.

Ballot papers are to be printed with secret/ security mark of the printer, the sizes of papers depending upon the number of candidates and no. of seat/ seats as under.

- 1) The form of the Ballot papers shall be as prescribed in the said rules with subsequent amendments (i.e. Form 13 (1) & 13 (2) for Gram Panchayats Elections, Form 13A for Panchayat Samiti Elections and Form 13B for the Zilla Parishad Elections).
- 2) The colour of the Ballot papers shall be:
 - a) Cream Wove (White) for Gram Panchayat Elections.
 - b) Pink for Panchayat Samiti Elections and
 - c) White for Zilla Parishad Elections.(Paper will be supplied from the end of the District Panchayat Election Officer, North 24 Parganas)
- 3) Every ballot paper shall have a counterfoil portion as shown in the prescribed form, attached to it at the top and its depth shall not ordinarily exceed 6.50 centimeter and separated by a perforated rule/ dis-jointed line. There shall be stitching at the top centre within the space of the counterfoil portion.
- 4) There shall be a black thick rule at the top of the counterfoil portion. There shall also be black thick rule on both sides of the perforation line. The gap between the rule may be 1 centimeter.

- 5) The serial number of the Ballot paper shall be printed by hand- numbering machine on the left hand side of the back of the Ballot paper and of the counterfoil portion. That is, the same number shall be printed twice, once on the ballot paper and again on the counterfoil.
- 6) a) The width of the Ballot paper shall be 10 centimeter (approximately 4" inches).
b) In case of Form 13 (2) for Gram Panchayat Elections from constituencies having two (2) seats the width of the Ballot paper and its counterfoil shall be 21.50 centimeter instead of 10 centimeter width from top to bottom separation the two halves for the two seats of the constituency.

7) The width of the space allotted to each candidate shall be 2.75 centimeter and the width of the double line thick rule between the space allotted to any two candidates shall be 1.25 centimeter. There shall be a black thick rule at the bottom.

8) The size of each symbol may not be more than 3.5 centimeter x 2.5 centimeter.

9) The name of the candidates shall be printed in Bengali.

10) a) The names of candidates shall appear in correct alphabetical order (in the same order as in Form 7) one below the other on the left hand side and his symbol on the right hand side in the panel.

b) In case of Gram Panchayat Constituencies having two seats, names of candidates shall appear in separate columns for each seat, in the same order as in Form 7 along with the symbol appearing to the right of the name. In case of unequal number of candidates in the two seats, the corresponding panels in the column having lesser number of candidates shall be left blank.

11) Where the number of contesting candidates exceeds nine (except in case of Form 13 (2) for Gram Panchayat Constituency having two seats when the length of the Ballot paper shall increase in order to accommodate higher number of candidates), the width of the ballot paper and its counterfoil may be 20.50 centimeter instead of 10 centimeter. Along the middle there shall be a double line thick black rule of 1.50 centimeter width from top to bottom. The names of half the number of contesting candidates, arranged in the correct alphabetical order one below the other, shall be on the left hand half of the Ballot paper and the names of the remaining contesting candidates shall appear in the same manner on the other half. Where the number of contesting candidates is odd, the last panel on the right hand half of the Ballot paper shall be left blank.

12) Where the number of contesting candidates exceeds 18 [except in case of Form 13(2) for Gram Panchayat Constituency having two seats] the width of the Ballot paper and its counterfoil may be 30 centimeter. There shall be three rows of contesting candidates and in between any two rows there shall be a double line thick rule of 1.50 centimeter width from top to bottom. The names of one-third of the number of contesting candidates shall appear in the correct alphabetical order one below the other in the first row and the names of remaining contesting candidates will appear in the second and third rows in similar manner.

In case of the poll in respect of one seat in a two-member Gram Panchayat Constituency, ballot paper of 10 centimeter approximately width should be printed in Form 13 (1).

The above details relating to measurement has been provided on the basis of relevant order of the West Bengal State Election Commission and is subject to minor change.

D. Validity Period: The bids shall be valid for two months with effect from the date of work order.

E. Eligibility Conditions for the bidders: The bidder must fulfill the following eligibility conditions or consideration of his tender:

i) The bidder must be financially sound (annual turn around should not be below 5 lakhs).

ii) The press should have sufficient space for sitting arrangement of officials and staff (at least fifteen official).

F. Other Terms & Conditions:-

i) The Tenders should be submitted at the specified box kept at the chamber of the Additional District Magistrate (Treasury), North 24 Parganas, Barasat on any working day during the office hours on or before 1/4/13 within 4.00 P.M. in a sealed envelope super scribed as "Tender for printing of Ballot papers for Panchayat Election-2013".

ii) Tender will be opened on 1/4/13 at 5.00 P.M. in the office chamber of the Additional District Magistrate (Treasury), in presence of the bidders or their authorized representatives, who wish to be present along with valid photo identity card. The information furnished by the bidder is subject to scrutiny and verification, including inspection of presses, printing machines etc. by the Returning Officer.

iii) Presses located at Basirhat will quote rate for printing of ballot papers of all constituencies (P.S., Z.P., G.P.) under Basirhat Sub- Division.

Presses located at Barasat will quote rate for printing of ballot papers of all constituencies (P.S., Z.P., G.P.) under Barasat (Sadar) Sub- Division.

Presses located at Barrackpore will quote rate for printing of ballot papers of all constituencies (P.S., Z.P., G.P.) under Barrackpore Sub- Division.

Presses located at Bongaon will quote rate for printing of ballot papers of all constituencies (P.S., Z.P., G.P.) under Bongaon Sub- Division.

iv) Earnest money to the tune of Rs. 30,000.00 (Rupees thirty thousand) only is to be deposited through Bank Draft along with the tender papers in favour of the District Magistrate, North 24 Parganas.

v) Attested photo copies of up to date VAT return, I.T. Certificate, P. Tax clearance certificate, Trade License, PAN Card should be submitted.

vi) All intending tenderers should submit credential certificates of similar nature of work. Any interim payment order will not be treated as credential documents.

vii) No escalation of price will be accepted once rates are approved by the tender committee.

G. Tender once submitted will not be allowed to be withdrawn, altered or cancelled in part or in whole.

H. The rates should be quoted in words and figures. The delivery of the printed ballot papers will be taken at the premises of the press by designated official (s) of the Returning Officer deputed to supervise the printing work.

I. Delivery period/ schedule: Ballot papers shall be printed within a span of seven (7) days. This period of seven days will be counted from the date of handing over the (Form-7) of the ballot paper to the firm. Accordingly, the tendering firm must confirm this delivery scheduled in their tender.

J. The bidder (s) entrusted with the printing work will have to carry out the work under the supervision of the staff of Returning Officer at the presses. In no case, manuscript specimen (MSS) of the ballot paper will be allowed to be shifted to any other press. In case of any such default, beside forfeiture of earnest money and other securities lying with the District Panchayat Election Officer the bidder may be blacklisted and debarred from doing business with this office as well as the State Government. The decision of the District Panchayat Election Officer shall be final in this regard.

K. The designated official staff deputed by the Returning Officer on the spot will approve proofs and the bidder concerned will have to make arrangements for necessary furnished office accommodation for the staff without any charges.

L. The office also reserves the right to distribute the work among the presses according to their optimum capacity, infrastructure and other ground situations, which will be determined by the District Panchayat Election Officer on basis of scrutiny of offer of the bidder and/ or inspection of their premises. The decision of the District Panchayat Election Officer shall be final and binding on the bidder.

M. In case a printer fails to execute the work fully or partly, their earnest money & pending payments will be forfeited and he may be blacklisted, debarred from doing business with the Returning Officer as well as State Government, besides being liable for civil & criminal action in this regard as per the provisions of the law.

N. Payment Terms: Payment will be released to the bidder immediately after receipt of satisfactory delivery of ballot papers. No bill would be entertained unless it is submitted in triplicate and accompanied with the acknowledged satisfactory delivery receipt.

O. The bidder should sign all the conditions on each and every page with stamp of the press in order to authenticate his acceptance of the terms and conditions of the tender.

P. Clearance of Income Tax Certificate for the last three years should also be attached.

Q. Any departure from the conditions mentioned in the tender document will be liable to disqualify the tender.

R. The District Panchayat Election Officer reserves the full right to accept or reject the lowest tender or all the tenders without assigning any reason. It is not necessary that work will be allotted to all the presses which participate in the bid.

S. The bidder shall give an undertaking as below (please refer to the para of the PROFORMA-I)

“Certified that I/ We have read the conditions carefully and undertake to abide by them faithfully. It is further certified that I/ We will be able to print requisite Ballot Papers within the stipulated time frame. In case of failure I/ We shall not only be responsible for the lapse/ delay but also attract all civil and criminal liabilities in the this regard as per the provisions of the law”.

T. WARNING: The job work of printing of ballot papers for the General Elections to Gram Panchayat, Panchayat Samitis and Zilla Parishads is a DATE BOUND, SENSITIVE AND SECURITY JOB. Any person/ printer undertaking the same shall be personally liable for all legal actions and penalties as per the provisions of law, besides, the forfeiture of earnest money, security deposit, blacklisting and debarring of doing business with this office and Government of West Bengal therefore, it must be undertaken with full sense of responsibility and commitment to avoid any lapse.


Additional District Magistrate (Treasury)
North 24 Parganas, Barasat

Date: 22.03.2013

Memo No. 988(13)/cont

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

1-3 The Additional District Magistrate (General)/ Additional District Magistrate (L & LR) & DLRO /Additional District Magistrate (Dev.), North 24 Parganas.

4-7 The Sub- Divisional Officer, Barasat (Sadar)/ Barrackpore/ Bongaon/ Basirhat Sub- Division, North 24 Parganas.

8 The District Panchayat & Rural Development Officer, North 24 Parganas.

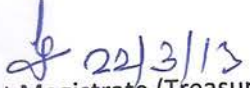
9 The Nezarat Deputy Collector, North 24 Parganas.

10 The D.I.O., NIC with a request to upload in District Website, North 24 Parganas.

11 The D.I.C.O., North 24 Parganas.

12 The C.A. to District Magistrate, North 24 Parganas.

13 Notice Board.


Additional District Magistrate (Treasury)
North 24 Parganas, Barasat

Annexure - A

Sl. No.	Block	Total number of Ballot papers to be printed	Rounded up to next
			100
1	BAGDAH	608214.3	608300
2	BONGAON	924720.75	924800
3	GAIGHATA	762001.5	762100
4	HABRA-I	528957.45	529000
5	HABRA-II	405402.6	405500
6	AMDANGA	433799.55	433800
7	BARASAT-I	658122	658200
8	RAJARHAT	400807.2	400900
9	BARASAT-II	422190.3	422200
10	DEGANGA	704476.2	704500
11	BARRACKPORE-I	451401.45	451500
12	BARRACKPORE-II	449169.3	449200
13	SWARUPNAGAR	634058.25	634100
14	BADURIA	662303.4	662400
15	HAROA	443390.55	443400
16	MINAKHAN	397032.9	397100
17	SANDESHKHALI-I	358027.2	358100
18	SANDESHKHALI-II	336682.05	336700
19	BASIRHAT-I	374707.95	374800
20	BASIRHAT-II	491711.25	491800
21	HASNABAD	460126.5	460200
22	HINGALGANJ	428455.5	428500
Total		11335758.15	11337100