



"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)

Memo No:E-14012/2/2013-ELEC/78265

Dated: 10.07.2013

NOTICE INVITING TENDER

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 **different type of Election related Form to Government Offices**, for the items required as noted in the enclosed list mentioned as **Annexure-I**.

Offers will be **received till 13.08.2013 up to 02.00 p.m.** at this office (excluding Government Holidays).

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

- 1) Current Trade License for 2013-2014.
- 2) Value Added Tax (VAT) Registration Certificate.
- 3) Income Tax Return for the Assessment year 2012-1013
- 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 (2012-2013) from any Government Department.

Formats & Sample can be seen & examined by AOR, any time during office hours at the District Election Section, North 24-Parganas, Barasat.

The AOR should quote rates for entire District inclusive of all taxes for supply of volume. It 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.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.** 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 **13.8.2013 at 2.30 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. **No Agency will be allowed to participate in the tender process having report of being penalized either on financial or on administrative ground by any Government Deptt. / Office.**

The **Financial Bid** for the selected AOR only, will be opened on **13.8.2013 at 2.30 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 in 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 be allowed 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 allot any agency to work or to reject any or all of the offers without assigning any reasons whatsoever.

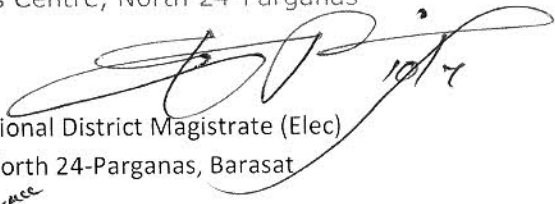
Additional District Magistrate (Elec)
North 24-Parganas, Barasat

Barasat

10/7

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
- 11) District Informatics Officer, National Informatics Centre, North 24-Parganas with a request to put up on the District Website.
- 12) C.A to District Magistrate, North 24-Parganas.


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

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TECHNICAL BID FORM

In response to the Memo No.: No: E-14012/2/2013-ELEC/78265/1(12) Date: 10.07.2013 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 2013 – 2014 :
- 2) Value Added Tax (VAT) Registration Certificate :
- 3) Income Tax Return for the Assessment Year 2012 – 2013 :
- 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 (2012 – 2013) from any Government Department. :

Details of Earnest Money deposited for an amount of 10,000.00 (Rupees Ten 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 VIDE MEMO NO: E-14012/2/2013-ELEC/78265/1(12) Dated: 10.07.2013
UNDER DISTRICT ELECTION DEPARTMENT, NORTH 24-PARGANAS.

Sl. No.	Item	Specification	Unit	Rate per Unit (in)
1	Form ID ECI-EPIC - 001C	Size: $\frac{1}{8}$ Double Demy Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	sheet	
2	Form 6	Size: $\frac{1}{4}$ Double Demy Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Both side Printing To be printed & prepared by the Supplier	sheet	
3	Form 7	Size: $\frac{1}{4}$ Double Demy Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Both side Printing To be printed & prepared by the Supplier	sheet	
4	Form 8	Size: $\frac{1}{4}$ Double Demy Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Both side Printing To be printed & prepared by the Supplier	sheet	
5	Form 8A	Size: $\frac{1}{4}$ Double Demy Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Both side Printing To be printed & prepared by the Supplier	sheet	
6	Form 9	Size: $\frac{1}{8}$ Double Demy Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	sheet	
7	Form 10	Size: $\frac{1}{8}$ Double Demy Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	sheet	
8	Form 11	Size: $\frac{1}{8}$ Double Demy Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	sheet	
9	Form 11A	Size: $\frac{1}{8}$ Double Demy Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	sheet	

10	Form 12	Size: 1/8 Double Demy Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	sheet	
11	Form 13	Size: 1/8 Double Demy Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	sheet	
12	Form 14	Size: 1/8 Double Demy Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	sheet	
13	Form 15	Size: 1/8 Double Demy Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	sheet	
14	Form Proforma - A	Size: 1/8 Double Demy Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	sheet	
15	Form Proforma - B	Size: 1/8 Double Demy Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	sheet	
16	Form Proforma - C	Size: 1/8 Double Demy Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	sheet	
17	Form Proforma - D	Size: 1/8 Double Demy Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	sheet	
18	Form Proforma - E	Size: 1/8 Double Demy Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	sheet	

Signature of the
Authorised Representative with Seal