



"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/78268

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 of Photo Electoral Roll 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.5.00 lakh (Rupees five 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.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 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.

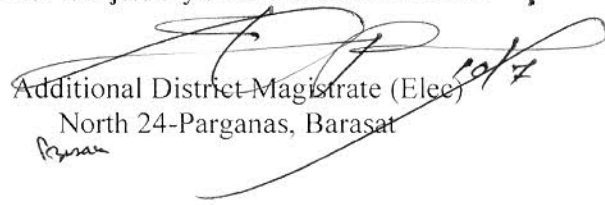
The Financial Bid for the selected AOR only, will be opened on 13.8.2013 at 2.30 p.m.

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](http://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 (Election)  
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) 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  
10/7

## TECHNICAL BID FORM

In response to the Memo No.: No: E-14012/2/2013-ELEC/78268/1(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 5.00 (Rupees Five lakh) in the last Financial Year (2012 - 2013) from any Government Department. : .....

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 vide Memo NO. E-14012/2/2013-ELEC/78268  
dated.10.07.2013 FOR Printing of Photo Electoral Roll under District North 24-Parganas.

Sl.No	Items	Specification		Rate per Unit (In)
1	Digital Printing of Photo Electoral Roll	Size-A4	Sheet	
		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		
2	Digital Printing of Photo Electoral Roll	Size-A4	Sheet	
		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		

Signature of the  
Authorised Representative of the AOR with Seal