



Government of West Bengal  
Office of the District Magistrate  
District Election Department  
North 24-Parganas



Greater Participation for a Stronger Democracy

NIT No.: 1881 / Elec (D) / XII / 94 / 2011 - 2012

Date: 20 / 07 / 2011

**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 & Supplying to Government Offices, for the items required as denoted in the enclosed list mentioned as Annexure - I.

Offers will be received till 12.08.2011 upto 02.00 p.m. at this Office (except Government Holidays).

All Agencies Offering Rates (AOR) should submit the following documents (duly self attested only) in the name of the Agency:

- 1) Current Trade License for 2011 - 2012.
- 2) Value Added Tax (VAT) Registration Certificate.
- 3) Income Tax Return for the Assessment Year 2010 - 2011.
- 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 ₹ 1.00 (Rupees One) Lakh, in a Single Order in the last Financial Year (2010 - 2011) from any Government Department only.

Formats & sample can be seen & examined by AOR, any time during office hours from the District Election Department.

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 ₹ 5,000.00 (Rupees Five 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 12.08.2011 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 12.08.2011. at 4.00 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 upto 1 (one) year from the date of acceptance of the rate (s).

Further more the selected supplier will be required to submit a Security Deposit immediately on receiving the Agreement of Enlistment from this end, vide Demand Draft in favour of "District Magistrate, North 24 Parganas" for an amount of ₹ 10,000.00 (Rupees Ten Thousand) only, to be retained with this office until completion of the contract period. The contract will be terminated if the selected supplier fails to submit the Security Deposit.

Details of the Tender will be available on [www.north24parganas.gov.in](http://www.north24parganas.gov.in) and the Office Notice Board of District Election Department. However print out of Technical Bid Form & Financial Bid Form from Website will only have to be used for submission of Bid.

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.

  
20/7/11

Additional District Magistrate (General)  
North 24 Parganas



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Government of West Bengal  
Office of the District Magistrate  
District Election Department  
North 24-Parganas



Greater Participation for a Stronger Democracy

Date: 20/07/2011

NIT No.: 1881/1 (16)/Elec (D)/XII/94/2011 - 2012

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

- 1) Learned District Judge - North 24 Parganas.
- 2 - 4) District Magistrate - South 24 Parganas, Howrah & Hooghly.
- 5) Superintendent of Police - North 24 Parganas.
- 6) Secretary, Zilla Parishad, North 24 Parganas.
- 7 - 11) Sub-Divisional Officer - Barasat, Basirhat, Barrackpore, Bongaon & Bidhannagar.
- 12) Officer - in - Charge, District Election Department, North 24 Parganas
- 13) Nazareth Deputy Collector, North 24 Parganas.
- 14) District Information & Cultural Officer, North 24 Parganas.
- 15) District Informatics Officer, National Informatics Centre, North 24 Parganas; with a request to put up on the District Website.
- 16) UDA, District Election Department, North 24 Parganas; with a request to monitor the process.

  
Additional District Magistrate (General)  
North 24 Parganas

List of Printing Items required by District Election Department, North 24 Parganas  
w.r.t. NIT No.: 1881 / Elec (D) / XII / 94 / 2011 - 2012 Dated 20 / 07 / 2011

Sl. No.	Item	Specification	Unit	Remarks
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	Rates are invited for mentioned paper sizes & specifications for preparation of Forms as detailed here. Rate furnished per Sheet must also include cost of Composing the Matter provided, alongwith need based Binding for particular requirement respectively. Matter in hard copy only will be provided by the Department. Agencies Offering Rates must submit Sample of Paper for any particular size.
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: $\frac{1}{4}$ Double Fools' Cap 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: $\frac{1}{4}$ Double Fools' Cap 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: $\frac{1}{4}$ Double Fools' Cap 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: $\frac{1}{4}$ Double Fools' Cap 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: $\frac{1}{4}$ Double Fools' Cap Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Both side Printing To be printed & prepared by the Supplier	sheet	
11	Form 13	Size: $\frac{1}{4}$ Double Fools' Cap Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Both side Printing To be printed & prepared by the Supplier	sheet	

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w.r.t. NIT No.: 1881/Elec (D)/XII/94/2011 - 2012 Dated 20/07/2011

Sl. No.	Item	Specification	Unit	Remarks
12	Form 14	Size: 1/4 Double Fools' Cap Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Both side Printing To be printed & prepared by the Supplier	sheet	Rates are invited for mentioned paper sizes & specifications for preparation of Forms as detailed here. Rate furnished per Sheet must also include cost of Composing the Matter provided, alongwith need based Binding for particular requirement respectively. Matter in hard copy only will be provided by the Department. Agencies Offering Rates must submit Sample of Paper for any particular size.
13	Form 15	Size: 1/4 Double Fools' Cap Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Both side Printing To be printed & prepared by the Supplier	sheet	
14	Form Proforma - A	Size: 1/4 Double Fools' Cap 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: 1/4 Double Fools' Cap 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: 1/4 Double Fools' Cap 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: 1/4 Double Fools' Cap 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: 1/4 Double Fools' Cap Quality of Paper : 60 gsm Cream Wove Paper Matter: Text & Graphics - Single Colour Single side Printing To be printed & prepared by the Supplier	sheet	