

**NOTICE INVITING PRE-QUALIFICATION-CUM-TENDER ( 2 COVER SYSTEM)  
NOTICE INVITING E-TENDER NO. 03 /ELEC/2023-24**

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**1. STATEMENT OF PURPOSE AND BID OUTLINE**

The avowed aim is to publish error free photo electoral roll.  
The works will start from Final publication of Electoral Roll-2024, Continuous Updation considering multiplying qualifying dates till Draft publication before Annual Summary Revision,2025 and any mid-term election work if needed. However, the final time line will be specified in the work order.

**2. SCOPE OF WORK**

Polling Station wise PDFs generated for a particular Assembly Constituency will be supplied to the agency.  
Printing of error-free Photo Electoral Roll in digital printing for all the polling stations.

1. A4 size milky white 75 GSM paper both side 60 images, i.e, 30 in each page,
2. A4 size milky white 75 GSM paper one side 30 images.

**3. TIMELINE OF TENDER**

PARTICULAR	DATE & TIME
Date of publication of e-NIT	18/08/2023 at 18.00 hrs.
Document Download Start Date & Time	18/08/2023 at 18.00 hrs.
Document Download end Date & Time	01/09/2023 upto 14.00 hrs.
Bid submission Start Date & Time	19/08/2023 at 10.00 hrs.
Bid Submission end date & Time	01/09/2023 upto 15.00 hrs.
Opening of Technical Bid	05/09/2023 at 15.00 hrs.
Opening of Financial Bid	After scrutiny



#### 4. ELIGIBILITY CRITERIA

- Experience: The Bidder must be a company/firm, registered under The Companies Act,1956/The Partnership Act 1932 or a Proprietary one with valid trade license applicable in North 24 Parganas. Bidders should have experience in digital printing of Photo Electoral Rolls.
- Mandatory documents: Bidder must accompany self-attested copies of valid PAN card, GST registration certificate with current challan, current Professional Tax clearance challan, audit report of last three financial years and the latest I.T. return (2022-2023).
- Credentials: Credential Certificate in the form of payment Certificate of works having value of Rs. 15,00,000/- ( Rupees Fifteen lakh) or above in the financial year 2020-2021,2021-2022,2022-2023 from any Government Office. **Credential Certificate of only Digital Printing of Photo Electoral Rolls will be considered.**
- Value of other works should not be mixed with said works in the Credential Certificate, if other works mixed with the said works as state above, authority may not allow such credential. Actual work done in the last SRER are as follows :-

Nature of Work	SRER – 2023 ( Draft ) no. of pages	SRER 2023 ( Final) no of pages
Duplex Printing for roll	148961	154447
Simplex Printing for roll	4234	4258
Perforation to Voter Slip	-	-

An approximate (Not exhaustive) estimate of proposed electoral works during one year is:-

Sl. No.	Name of the Work	Approximate work value
01.	Draft Publication of E Roll	Rs. 22,00,000.00
02.	Final Publication of E Roll	Rs.22,00,000.00
03.	Printing of Voter Slip with perforation	Rs .8,00,000.00

- Annual turnover: The willing agency must have an average annual (financial year wise) turnover of minimum Rs. 40,00,000/- (Rupees Forty lakh) only for the Last Three consecutive financial year.
- **EMD:** The intending Bidder must upload scanned copy of one Demand Draft amounting to **Rs 1,04,000.00 ( Rupees One Lakh Four Thousand)** only drawn in favour of "DISTRICT ELECTION OFFICER & DISTRICT MAGISTRATE, NORTH 24 PARGANAS" as Earnest Money during filling up the e-tender document. Bidder has to physically submit the Demand Draft accompanied with a forwarding letter with due signature of the bidder in a sealed envelope to the District Election Section, North 24 Parganas at New Administrative Building (1<sup>st</sup> Floor), Barasat, Kolkata-700124 in any working day **before opening Date & Time of Technical Bid i.e. 05.09.2023 up to 15.00** Hrs. Offers (not accompanied by the scanned copy of Demand draft along with original demand draft will summarily be rejected). To avail exemption on EMD, the bidder must submit (upload) proper documents during participation in the tender process subject to the condition that other necessary terms and conditions as stated in the tender notice must be fulfilled. The earnest money deposited will be forfeited in cases as per the following :-
  - A. The Bidder withdraws from tender after opening of tender or after acceptance.
  - B. The selected Bidder fails to accept work order, refuses either wholly or partly the offer that would be made by the undersigned.
  - C. The selected Bidder fails to do the work or supply materials as per specification.



## 5. EVALUATION OF THE TECHNICAL BID

It is essential to engage at least 02 (two) Computers per AC during the time of printing and the computer set should have the following requirement like, Monitor (TFT), RAM – 8 GB, Hard Disk Drive more than 1 TB, DVD Writer – Combo, UPS ( Minimum 500 VA) with the on connectivity among computers through hub / router. The Computer shall have to be deployed.

Essential software like operating system, updated antivirus, as abode distiller etc, must be provided as and when required

## 6. EVALUATION OF THE FINANCIAL BID

- After the evaluation of technical competence, the office of the District Election Officer and District Magistrate, North 24 Parganas will upload in the e-tender website the names of ONLY those agencies whose proposals meet the requisite criteria indicating that ONLY their financial proposals will be opened. The notice of Financial Bid will be put in the e-tender website accordingly.
- For the purpose of selection of lowest bidder the following procedure will be followed :-
  - ❖ 97% of rate quoted in the printing of duplex to be taken into consideration.
  - ❖ 2 % of rate quoted in the printing of simplex to be taken into consideration.
  - ❖ 1% of the rate quoted in the perforation charges to be taken in the consideration.All bidders must keep in mind that the L1 ( Lowest Bidder) will be selected taking into account the lowest value of the Total Item rate as mentioned in Col 'e' of Table A considering the above procedure.  
The lowest rate against individual item mentioned in BOQ at Col. 'd' of Table A will not be taken into consideration at the time of selection of the lowest bidder.
- The names of the agencies and the offered prices will be recorded when the financial proposals are opened, and a copy of this record will be retained. The details of financial bid is given hereunder :-

**Table : A**

Sl No	Description of items	Specification	Rate (in Rs.) inclusive all taxes & GST	Weightage of item rate against in col. (d)
(a)	(b)	(c)	(d)	(e)
1	Digital Printing of Photo Electoral Rolls/Voters' Information Slip (Duplex)	Paper Size:A4 Quality of Papers:75 GSM, Milky White. Matter: Text and Graphics, Black & White		97%
2	Digital Printing of Photo Electoral Rolls/Voters' Information Slip (Simplex)	Paper Size:A4 Quality of Papers:75 GSM, Milky White. Matter: Text and Graphics, Black & White		2%
3	Perforation Charge for Voters' Information Slip	Paper Size:A4 Quality of Papers:75 GSM, Perforation Charge for Voters' Information Slips for each and every elector		1%
<b>Total</b>				

## 7. TERMS & CONDITION

- The rate should be quoted for each item as per specification mentioned against each in the list both in figure & words simultaneously. The rate should be inclusive of all taxes and carriage. The decision of the undersigned as regards quality of the work/ materials supplied will be final.
- The successful Bidder will have to deposit **Rs. 1,04,000.00 ( Rupees One Lakh Four Thousand)** as security money which will be refunded only after completion of entire work/ supply.
- Income tax will be deducted from the bill as per Govt. order.
- This is Election urgent. As time is the essence of the contract, the works should be completed within due time. Failure of any part of compliance of the order will attract prevailing election rules with penal provisions.



- The Bidder will have to supply the all materials as per work order at their own cost at any/all the Sub-Divisional H.Q.s or any/all offices of EROs or Block Offices within this district.
- No transportation or fooding charge will be borne by this office.
- This office shall have the right and discretion to terminate the contract and forfeit the security money deposited in the event of any sort of breach of contract.
- The District Administration shall have the right to accept or reject any tender without assigning any reason.
- Previously terminated or suspended or black listed agencies from this district or any other district or CEO, WB or any other Government organizations due to their illegal work as well as their negligence to work properly WILL NOT BE ALLOWED to take part in this proceeding in his/ her name or in new name/ entity. A declaration in this regard should be submitted.
- Payment of bill will be made as per availability of fund. No claim for delay of payment due to non availability of fund will be entertained.
- At the time of payment of each bill, necessary deduction will be made as per Govt. norms.
- This office is not bound to accept lowest rate and this office can seek explanation or cost benefit analysis from the agencies if rate quoted by them is found to be higher than prevalent market rate.
- BIDDER INFORMATION FORM duly filled should be uploaded, if not tender will be treated as cancelled.
- After finalization of Vendor a non- disclosure agreement must be signed in terms of Memo No. 1114-Home (Elec), dated-16-04-2018 of the Chief Electoral Officer, West Bengal within 3( three) days from the date of acceptance.

Intending bidders may download tender documents from e-procurement portal of the website <http://wbtenders.gov.in> as per the schedule mentioned above. District Election Officer and District Magistrate, North 24 Parganas does not take any responsibility for the delay caused due to non-availability of internet connection or network congestion or any other causes beyond the control of District Magistrate, North 24 Parganas.

The pre-qualification documents (technical documents) will be opened on **05/09/2023 at 15.00 hours** by the Addl. District Magistrate (Election), North 24 Parganas in presence of bidders.

The District Election Officer and District Magistrate, North 24 Parganas reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reason whatsoever.


  
Additional District Magistrate (Election)  
North 24 Parganas

Memo No : 660(11) /Elec(D)

Dated : 18.08.2023 /

Copy forwarded for information with the request to display the tender notice in his office notice board to :-

1. The Additional District Magistrate (Dev/LR/Treasury) for information.
- 2-6. The Sub-divisional Officer, Barasat/ Bongaon/ Barrackpur/ Basirhat/ Bidhannagar.
8. The Nezarat Dy. Collector, North 24 Parganas Collectorate.
9. The District Information & Cultural Officer, North 24 Parganas for wide publicity with the request to publish the said notice to three daily newspapers in English, Bengali & Hindi. Copy of the notice to be published in daily newspaper is attached herewith.
10. DIO, NIC, North 24 Parganas with a request to publish the notice in the District Website.
11. C.A. to District Magistrate for kind appraisal of the District Magistrate & District Election Officer, North 24 Parganas.

  
Additional District Magistrate (Election)  
North 24 Parganas



**FORM FOR THE TECHNICAL PROPOSAL**

To  
The Additional District Magistrate (Election),  
North 24 Parganas.

Sir,

I/ We hereby submit the Technical Bid for the District, North 24- Parganas for execution of the work as mentioned in this Tender document.

1	Name of the Bidder:	
2	Constitution of the Bidder (Whether Company/ Partnership etc. Attach copy of Registration, Partnership Deed/ Articles of Association / Bye Laws of the Company/Firm)	
3	Address (In capital letters only)	
4	Contacts:	
	Office :	
	Residence:	
	Fax:	
	E-mail:	
	Mobile No.	
5	Name of Chief Executive Officer and Telephone No.	
6	Year of Establishment	
7	Name(s), contact number and address(s) of proprietor or partners or Directors	
8	Other branches/agencies of the Bidder in the state of West Bengal. (Enclose list if any)	
9	Demand Draft no.	
10	Whether claiming for exemption of EMD ( if "Yes" then upload necessary documents)	
11	GST Registration No. & Latest GST Return/ Challan	
12	Income Tax/ PAN/GIR No. of the firm / Company/ Agency	
13	Income tax clearance certificate /Latest IT Return(2022-23)	
14	TAN No of the Firm / Company/ Agency	
15	TIN No of the Firm / Company/ Agency	
16	Annual Turnover of the last three years	
17	Audit Report of the last three financial year (2020-2021,2021-2022,2022-2023)	
18	Name & Address of the Banker	
19	List of Major orders executed ( details be given separately)	
20	Past experience in Digital Printing of Photo Electoral Roll (This is to be supplied along with documentary evidence)	
21	Credential in the form of Payment Certificate for the financial year 2020-2021,2021-2022,2022-2023.	
22	Work in hand with documentary evidence.	
23	Current professional tax clearance Challan	

I/We accept the terms and conditions mentioned in the tender document.

Signature of the Bidder  
with Stamp & Date

N.B Attach extra sheet wherever necessary. All documents /Annexures uploaded /submitted in Technical & Financial bids should be duly signed and stamped by authorized signatory of bidder.