



Government of West Bengal  
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR  
NORTH 24-PARGANAS  
LAND ACQUISITION DEPARTMENT

Administrative Building, 3<sup>rd</sup> Floor, Barasat, Kolkata-700124  
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Memo. No. 45/MCCN/NBLA-2016/BS

Dated: 06/3/2016

## **Quotation Notice**

**Sub: Supply of stationery and materials, Envelopes, etc. in connection with the ensuing the General Election to the West Bengal Legislative Assembly, 2016**

Sealed Quotations are invited on behalf of **Materials Management Cell, North 24 Parganas** for supply of stationery and materials, Envelopes, etc. in connection with **General Election to the West Bengal Legislative Assembly, 2016**.

Interested Agencies, who have complete infrastructures for the said work and sound financial condition may **purchase Quotation paper within 3 p.m. sharp on 14.03.2016 and submit Quotation on or before by 2 P.M. sharp on or before 18.03.2016**. No Quotation will not be received after due date and time. **The Quotations will be opened on 18.03.2016 at 3.00 pm at the Chamber of Special Land Acquisition Officer, North 24 Parganas, 3<sup>rd</sup> Floor, Administrative Building, Barasat. The Financial bids of only those Tenderers will be opened whose Technical bids are found to be in order.** Tenderer/Bidder or their representative may present during opening of the said Quotation. The conditional bids shall not be considered and will be out rightly rejected in very first instance.

The Quotations have been invited under two Bid System, i.e., Technical and commercial Bids. The interested Agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid for supply of materials, Envelopes, etc. in connection with General Election to the West Bengal Legislative Assembly, 2016**" and "**Commercial Bid for supply of stationery and materials, Envelopes, etc. in connection with General Election to the West Bengal Legislative Assembly, 2016**". Both sealed envelopes should be kept in a third sealed packet super scribing "**Quotation for supply of stationery and materials, Envelopes, etc. in connection with General Election to the West Bengal Legislative Assembly, 2016**". All rates should be quoted in prescribed Formats of Commercial Bid. Technical Bid, Commercial Bid for **stationery and materials** & Commercial Bid for **Envelopes, etc.** details which are placed at Annexure 'A'.

The quotation should be accompanied by **Earnest Money Deposit (EMD) of INR. 1,000/-** in form of Demand Draft in favour of "**District Magistrate, North 24 Parganas**" payable at **State Bank of India, Barasat Branch** failing which the Quotation shall be rejected. The EMD in respect of the Agencies which do not qualify, the Quotation shall be returned to them without interest. However, the EMD in respect of the successful tenderer, the EMD will be returned after completion of successful work.

Quotation Paper	<u>Venue</u>	
	<u>Purchasing</u>	<u>Submission</u>
	Office of the Special Land Acquisition Officer, North 24 Parganas, Barasat, Administrative Building, 3 <sup>rd</sup> Floor.	Office of the Special Land Acquisition Officer, North 24 Parganas, Barasat, Administrative Building, 3 <sup>rd</sup> Floor.
Date & Time	<b>Upto 3.00 p.m. of 14.03.2016</b> (Excluding Saturday, Sunday and Holidays.)	On or before 18.03.2016 upto 2 p.m. sharp (Excluding Saturday, Sunday and Holidays.)

The Tenderer should quote all rates abide by the terms and conditions mentioned below :-

### **Terms and Conditions**

1.	All material should be supplied to irrespective of Office of the Sub –Divisional Officers throughout the North 24 Parganas District.
2	The firm should be registered and shall submit copy of PAN /TAN & VAT Registration be enclosed with the bid along with Technical bid of the Tender paper.
3	The Firm shall have Credential Certificate for order values exceeding Rupees 50,000/- (Rupees fifty thousands) in a single Order in the last three (3) financial years from any Government Department only.
4	The Office will not pay any advance to the firm for any binding assignment. The firm will have to carry out the assigned job on its own and the payment will be made only after satisfactory completion of the job and submission of bills in this regard.
5	The Office reserves the right to accept or reject any or all tenders at any stage without assigning any reason thereof and also can relax/amend/withdraw/modify any of the terms and conditions before giving job order.
6	The time for completion of the work in all respect is <b>Four Days</b> from the date of issue of the Supply Order.

7	The tenders, not fulfilling any of the enclosed terms and conditions, will be summarily rejected
8	All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the commercial Bid Form. In such cases, the tender shall be summarily rejected.
9	If it is found that the job is not being done by the entrusted Firm as per the required specification/sample and or, if the terms and conditions are not met with, the Authority, has the right to cancel the job assigned and to impose a penalty on the firm like forfeiture of EMD, penalty of 1% of items per day etc. or as per tender rules.
10	The defective or, damaged material if any, will be replaced by the Firm.
11	The Tenderer shall submit Demand Draft as stated before along with relevant all documents.
12	The cost of Tender is Rs. 100/- (Rupees One hundred) only. The tender documents are not transferable.



**Officer-in-Charge, Materials Management Cell  
&  
Special Land Acquisition Officer  
North 24 Parganas, Barasat**

**ANNEXURE 'A'****TECHNICAL BID****Ref :**

<b>Name of the Firm</b>	
<b>Address of the Firm</b>	
<b>Name of the contact person with designation</b>	
<b>Contact Cell Phone Number</b>	

Attached along with this paper are the following documents, dully attested by a Government Officer in the name of Agency

**(Declare – YES/NO)**

1	Current Trade License for 2015 – 16	:	
2	Value Added Tax (VAT) Registration Certificate	:	
3	Income Tax Return for the Assessment Year 2015 -16	:	
4	Permanent Account Number (PAN) card	:	
5	Professional Tax Registration Certificate		
6	Profession Tax Challan with Current validity	:	
7	Credential (Successful Completion) Certificate for Order values exceeding Rupees 50,000/- (Rupees Fifty Thousand) in a Single Order in the last three (3) financial years (2012-15) from any Government Department only.	:	

Details of Earnest Money deposited for an amount of Rs.1,000/- (Rupees One thousand) only

**Drawee Bank:****Drawee Branch:****Draft Number:****Date:****Date :****Place :**

**Signature of the Office  
Representative with Seal**

## Annexure - A (Page - 2)

## COMMERCIAL BID

Sl. No.	Item	Specification	Unit	Rate per unit (Rs.)
1	Voting Compartment (where VVPAT is used)	Size : 42"x24"x24" Folded in 3 parts made out of 18 ounce Card Board, both surface of folding portion to be pasted with 4" wide Black Cloth and 12 nos. cloth wings at bottom for Erection.	No.	
2	Black Cover (where VVPAT is used)	Coloured envelop Size : 12"x10", 75 GSM Pre adhesive in the flap for sticking To be printed & supplied by the printer.	100 Nos.	
3	Big Cover (Cloth line)	Coloured cloth line envelop Size : 20"x18", 100 GSM Print matter, text & graphics - single colour To be printed & supplied by the printer.	100 Nos.	
4	Big Cover	Coloured envelop Size : 16"x14", 100 GSM Print matter, text & graphics - single colour To be printed & supplied by the printer.	100 Nos.	
5	Big Cover (Cloth line)	Coloured cloth line envelop Size : 16"x14", 100 GSM Print matter, text & graphics - single colour To be printed & supplied by the printer.	100 Nos.	
6	Transparent polythin cover for protection of EVM Controll Unit	Size : 30"x25" 250 GSM	100 pcs.	
7	Trunk	Size : 36"x20"x18" Made of metal	No.	
8	Ink removal	50 ml. bottle	No.	
9	Nylon thread		Per Kg.	
10	Rubber Stamp with Polymer handle	Size : 3"x2"	No.	

*Spaw*