

Government of West Bengal
Office of the District Magistrate & District Election Officer
North 24-Parganas
Election Section
Administrative Building, 1st Floor
Pin – 700124, Phone : +91 33 2584 6231
e-mail : deonprg@gmail.com

NIT No 843 /Elec(D)

Dated : 01-08-2018

NOTICE INVITING TENDER

Sealed offers are invited from willing, bonafide, competent, reputed & eligible agencies having adequate experience in Digital Printing of Photo Electoral Rolls to Government Offices for the items as detailed below :-

Sl. No.	Description of Items	Specifications
1.	Digital Printings of Photo Electoral Rolls / Voters' Information Slip (Duplex)	Paper Size : A4 Quality of Papers : 75 gsm, Milky white. Matter : Text and Graphics, Black & White To be printed and prepared by the supplier and delivery at this end in due time.
2.	Perforation Charge for Voters' Information Slip	Perforation Charge for Voters' Information Slips for each and every elector
3.	Digital Printings of Photo Electoral Rolls / Voters' Information Slip (Simplex)	Paper Size : A4 Quality of Papers : 75 gsm, Milky white. Matter : Text and Graphics, Black & White To be printed and prepared by the supplier and delivery at this end in due time.

The Agencies Offering Rate (AOR) should submit the documents (duly self attested) as mentioned in the Technical Bid Form & Financial Bid Form in the name of the Agency.

The AOR should quote rates for each item inclusive of all taxes for printing and supply of items. The rate shall be inclusive of cost of delivery charges to any offices within this district and incidental charges, if any. Rate quoted once shall be considered as rate inclusive all taxes i.e GST, IT etc and no change of rate once quoted shall be entertained under any circumstances.

The AOR must submit the **Technical Bid & Financial Bid** in two **different sealed envelopes** and the **said two envelopes must again be inserted into another sealed envelope**.

The AOR must enclose one **Demand Draft amounting to Rs 40,000.00 (Rupees forty thousand) only** drawn in favour of "DISTRICT MAGISTRATE, NORTH 24 PARGANAS" as **Earnest Money** along with the Technical Bid. The Earnest money will be refunded back on after completion of the Tender process, only on proper claim by the tenderer. **Application without 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 and examined in presence of intending tenderer or their representatives. If any AOR fails to fulfil 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 and administrative ground by any Government Deptt/ Office.

The schedule of submission and opening of tender documents is as follows:

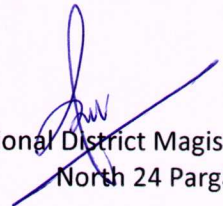
Description	Date	Time	Place
Last date of submission of Tender	14.08.2018	Upto 2:00 PM	Office chamber of the Additional District Magistrate (General), North 24 Parganas, 1 st Floor or Administrative Building, Barasat, North 24 Parganas
Opening of Technical Bid	14.08.2018	At 3:00 PM onwards	
Opening of Financial Bid	14.08.2018	At 3:30 PM onwards	

The "Intending AOR", if selected as a vendor, must comply exactly with same rate quoted for all articles for supply of any volume upto 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 and Financial Bid Form downloaded from website will only be allowed to be used for submission of Bid.

The agencies should quote the rates against each item in their own letter head along with all supporting papers and submit the same in sealed envelope subscribed with the NIT number and date and the same is to be dropped in the box kept for the purpose in Office chamber of Additional District Magistrate (Election), North 24 Parganas during office hours within 2:00 PM on 14.08.2018.

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.

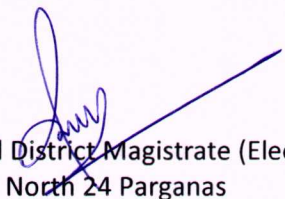

Additional District Magistrate (Election)
North 24 Parganas

Memo No 843/1 (12) /Elec(D)

Dated : 01-08-2018 /

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

1. The Learned District Judge, North 24 Parganas
2. The Secretary Zilla Parishad, North 24 Parganas.
- 3-7. The Sub-Divisional Officer (All), _____ Sub-Division.
8. The Officer-in-Charge, District Election Section, North 24 Parganas
9. The Nezarath Deputy Collector, North 24 Parganas
10. The District Information and Culture Officer, North 24 Parganas.
11. The District Informatics Officer, North 24 Parganas with a request to put up on the District Website.
12. CA to the District Magistrate, North 24 Parganas.


Additional District Magistrate (Election)
North 24 Parganas

FINANCIAL BID

In connection with the NIT No. 843/E/10-CD Dated 01-08-18 for Digital Printing of Photo Electoral Rolls / Voters' Information slip under District Election Section, North 24 Parganas.

Sl. No.	Description of Items	Specifications	Rate per sheet (in Rs.) including GST
1.	Digital Printings of Photo Electoral Rolls / Voters' Information Slip (Duplex)	Paper Size : A4 Quality of Papers : 75 gsm, Milky white. Matter : Text and Graphics, Black & White To be printed and prepared by the supplier and delivery at this end in due time.	
2.	Perforation Charge for Voters' Information Slip	Perforation Charge for Voters' Information Slips for each and every elector	
3.	Digital Printings of Photo Electoral Rolls / Voters' Information Slip (Simplex)	Paper Size : A4 Quality of Papers : 75 gsm, Milky white. Matter : Text and Graphics, Black & White To be printed and prepared by the supplier and delivery at this end in due time.	

Date:

Place :

Signature of the Authorized Representative of
the AOR with Seal

TECHNICAL BID FORM

In response to the NIT No. 843/EP-07 Dated 01-08-18 for Digital Printing of Photo Electoral Rolls/ Voters' Information Slip under District Election Section, North 24 Parganas

Name of the Firm/ Agency :

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 2018-19 :
 - 2. G.S.T. No. :
 - 3. Income Tax Return for the assessment Year 2017-18. :
 - 4. Professional Tax Challan with current validity upto 31.03.2019. :
 - 5. Credential Certificate in the form of payment certificate of works having value Rs 10,00,000/- or above in the Financial Year 2017-2018 from any Govt. office. :
- [1.Credential Certificate of work of digital printing of Electoral Roll / Voters' Slip will only be accepted. Value of other works shall not be mixed with said digital printing works in the credential certificate.
2. Credential Certificate shall be issued in office letter head of the issuing office with legible letters and designation of issuing officer shall also be legible.] :

Details of Earnest Money Deposited for an amount of Rs 40,000.00 (Rupees Forty Thousand) only.

Drawee Bank: Drawee Branch:

Draft Number: Date :

Date : _____

Place : _____

Signature of the Authorized Representative of the AOR with Seal