



**NOTICE INVITING PRE-QUALIFICATION-CUM-TENDER (2 COVER SYSTEM)
NOTICE INVITING E-TENDER NO. 02 ELEC/2023-24 (3rd Call)**

INDEX

SL. NO.	CONTENTS	PAGE NO.
1	STATEMENT OF PURPOSE AND BID OUTLINE	1
2	SCOPE OF WORK	1
3	TIMELINE OF TENDER AND ELIGIBILITY CRITERIA	2
4	EVALUATION OF TECHNICAL BID	3
5.	EVALUATION OF FINANCIAL BID	3
6.	TERMS AND CONDITIONS	3-4
7.	TECHNICAL BID FORM	5

1. STATEMENT OF PURPOSE AND BID OUTLINE

The avowed aim is to publish error free of printing of different election related specific Forms(e.g.6,6B,7,8,9,10,11,11A,11B etc).

Sample of Forms are available at <https://eci.gov.in>, <https://ceowestbengal.nic.in>, <https://voters.eci.gov.in/> portal and the office of District Magistrate & District Election Officer . Forms to be printed both Bengali and English as per specification. The quantity will be mentioned in the work order.

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

However, the final time line will be specified in the work order.

2. SCOPE OF WORK

Printing of error-free Forms 6,7,8 (in Duplex) and also Forms 6B,9,10,11,11A,11B (in Simplex & Duplex) to be printed Bengali and English as per specification .

To be printed and prepared by the supplier and delivery at this end in due time.

1. Paper size (1/4 Demy) white 50 GSM paper and content of Text and Graphics will be printed Black & White colour i.e. both side (Form 6,7,8) each page.

2. Paper size(1/4 Demy) white 50 GSM paper and content of Text and Graphics will be printed Black & White colour i.e. one side (Form 6B,9,10,11,11A,11B) each page.

3.Paper size (1/4 Demy) white 50 GSM paper and content of Text and Graphics will be printed Black & White colour Three(3) sheet simplex printing with pesting.

4.Paper size (1/2 Demy) white 50 GSM paper and content of Text and Graphics will be printed Black & White colour Printing of Forms (Duplex).

5. Paper size (1/4 Demy) white 50 GSM paper and content of Text and Graphics will be printed Black & White colour One(1) sheet simplex printing of Forms.

3. TIMELINE OF TENDER

PARTICULAR	DATE & TIME
Date of publication of e-NIT	11/10/2023 at 18.00 hrs.
Document Download Start Date & Time	11/10/2023 at 18.00 hrs.
Document Download end Date & Time	27/10/2023 upto 14.00 hrs.
Bid submission Start Date & Time	12/10/2023 at 10.00 hrs.
Bid Submission end date & Time	27/10/2023 upto 15.00 hrs.
Opening of Technical Bid	30/10/2023 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 printing of Forms.
- 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. 3,00,000/- (Rupees Three Lakh) or above in the financial year 2020-2021,2021-2022,2022-2023 from any Government Office. **Credential Certificate of only Printing of Election related Forms 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 stated above, authority may not allow such credential. Actual work done in the last SRER are as follows :-

Sl.No.	Nature of Work	No. of forms printed(SRER – 2023)
01.	Printing of Forms	32,62,000.00

An approximate (Not exhaustive) estimate of proposed printing of Forms during one year is:-

Sl. No.	Name of the Work	Approximate work value
01.	Printing of Forms	Rs.10,00,000.00

- Annual turnover: The willing agency must have an average annual (financial year wise) turnover of minimum Rs. 10,00,000/- (Rupees Ten Lakh) only for the Last **Three** consecutive financial year.
- **EMD:** The intending Bidder must upload scanned copy of one Demand Draft amounting to **Rs 20,000.00** (Rupees Twenty 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 (1st Floor), Barasat, Kolkata-700124 in any working day **before opening Date & Time of Technical Bid** i.e. **30.10.2023 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 perspecification.

5. EVALUATION OF THE TECHNICAL BID :

It is essential to engage at least skilled and experienced manpower, Best knowledge of printing of Election related Forms. Having own set up of printing press. Current trade license, GST, Income Tax Return (2022-2023) and Credential Certificate value Rs.3,00,000/- or above for printing related work in the FY-2020-2021,2021-2022,2022-2023 at the Central / State Govt. Office.

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.
- All bidders must **keep in mind** that the LI should be selected taking into **account the lowest value of THE TOTAL ITEM RATE; the lowest rate against individual item mentioned in BOQ will NOT be considered.**
- 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	Specifications	Rate per sheet (inRs.) including GST
1.	Printing of Forms (Duplex)	Paper Size : 1/4 Demy Quality of Papers : 50 gsm, Matter : Text and Graphics, Black & White To be printed and prepared by the supplier and delivery at this end in due time.	
2.	Three (3) Sheet Simplex Printing of Forms with Pasting.	Paper Size : 1/4 Demy. Quality of Papers : 50 gsm, Matter : Text and Graphics, Black & White To be printed and prepared by the supplier and delivery at this end in due time.	
3.	One (1) Sheet Simplex printing of Forms	Paper Size : 1/4 Demy. Quality of Papers : 50 gsm, Matter : Text and Graphics, Black & White To be printed and prepared by the supplier and delivery at this end in due time.	
4.	Printing of Forms (Duplex)	Paper Size : 1/2 Demy Quality of Papers : 50 gsm, Matter : Text and Graphics, Black & White To be printed and prepared by the supplier and delivery at this end in due time	
Total Item Rate			

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.20,000.00 (Rupees Twenty 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.

- 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.
- 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 **30/10/2023 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 : 853/1(11) /Elec(D)

Dated : 10-10-2023,

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

TECHNICAL BID FORM

In response to the NIT No. _____ Dated _____ for Printing of different election related forms at

District Election Section, North 24 Pargana

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. Having own set up of Printing Press :
2. Current Trade License for 2023-2024 :
3. GST Registration Certificate with current challan :
4. PAN Card No. :
5. Income Tax Clearance Certificate Year 2022-23. :
6. Credential Certificate in the form of payment certificate of works having value Rs 3,00,000/- or above for printing related works in the Financial Year 2020-2021,2021-2022, 2022-2023 at any Govt. office. :

Details of Earnest Money deposited for an amount of Rs.20,000.00 (Rupees Twenty Thousand) only.

Drawee Bank :

Drawee Branch :

Draft Number :

Date :

Date :

Place :

Signature of the Authorized
Representative of the AOR with Seal