

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

NIT No 857 /Elec(D)

Dated : 03.08.18 /

**NOTICE INVITING TENDER**

Sealed offers are invited from willing, bonafide, competent, reputed & eligible agencies having adequate experience in Printing of forms at Government Offices for printing of different election related forms ( e.g. Form : 6, 7, 8, 8A, 9, 10, 11, 11A, 12, 13, 14, 15, Annexure-II, Annexure-III, etc as detailed below :-

Sl. No.	Description of Items	Specifications
1.	Printing of Forms 6, 7, 8, 8A (in Duplex)	Paper Size : ½ 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.	Printing of Forms 9, 10, 11, 11A, 12, 13, 14, 15, Annexure-II, Annexure-III, etc (in Simplex)	Paper Size : ¼ 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.

Sample of some of forms are enclosed with this NIT for reference.

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 20,000.00 (Rupees twenty 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:

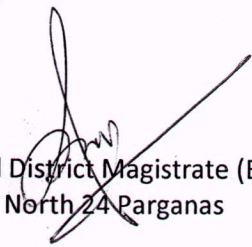
Description	Date	Time	Place
Last date of submission of Tender	17.08.2018	Upto 2:00 PM	Office chamber of the Additional District Magistrate ( General), North 24 Parganas, 1 <sup>st</sup> Floor or Administrative Building, Barasat, North 24 Parganas
Opening of Technical Bid	17.08.2018	At 3:00 PM onwards	
Opening of Financial Bid	17.08.2018	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](http://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 17.08.2018.

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.

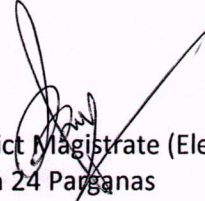
  
Additional District Magistrate (Election)  
North 24 Parganas

Memo No 857 (12) /Elec(D)

Dated : 03.08.18 /

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

**TECHNICAL BID FORM**

In response to the NIT No. 857(12) Dated 3/8/18 for Printing of different election related forms at 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. GST Registration Certificate : .....
- 3. Income Tax Return for the assessment Year 2017-18. : .....
- 4. Credential Certificate in the form of payment certificate of works having value Rs 2,00,000/- or above for printing related works in the Financial Year 2017-2018 at any Govt. office. : .....
- 5. Declaration in the form of affidavit by the Director / Partner/Proprietor of the organization clearing declaring that the AOR has not been blacklisted by Central / State/UT Government or any other Government Agency and has not been changed /prosecute by court of Law for any fraudulent activity. : .....

**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



**FINANCIAL BID**

In response to the NIT No. 857(12) Dated 3/8/18 for Printing of different election related forms at District Election Section, North 24 Parganas

Sl. No.	Description of Items	Specifications	Rate per sheet ( in Rs.) including GST
1.	Printing of Forms (Duplex)	Paper Size : ½ 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.	Printing of Forms (Simplex)	Paper Size : ¼ 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.	

Date: .....

Place : .....

Signature of the Authorized Representative of  
the AOR with Seal