

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 896 /Elec(D)

Dated : 20.08.2018 /

NOTICE INVITING TENDER (2nd Call)

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 & Duplex) | 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.** AOR who participated in the 1st Call bearing NIT No. 857/Elec(D) dated 03.08.2018 and whose demand draft are yet to be released, need not attached fresh Demand draft in Technical 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 | 27.08.2018 | 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 | 27.08.2018 | At 3:00 PM onwards | |
| Opening of Financial Bid | 27.08.2018 | 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 27.08.2018.

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 896/1(12)/Elec(D)

Dated : 20-8-2018 /

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