



Government of West Bengal
Office of the District Magistrate & District Election Officer
Jhargram
Election Section

Pin – 721507, Phone : 03221 258284
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NIT No 240 / 2 / Elec(D)

Dated : 26 / 09 / 2018

NOTICE INVITING TENDER

Sealed offers are invited from willing, bonafide, competent, reputed & eligible agencies having adequate experience in Printing Photo Electoral Rolls at Government Offices for printing Photo Electoral Rolls and Voters' Information Slip as detailed below :-

Sl. No.	Description of Items	Specifications
1.	Digital Printing of Photo Electoral Rolls/Voters' Information Slip (in 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.	Digital Printing of Photo Electoral Rolls/Voters' Information Slip (in Simplex) Perforation charge for Voters' Information Slip	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.
3.	Perforation charge for Voters' Information Slip	Perforation of printed Voters' Slips for each and every elector

The agencies Offering Rate (AOR) should submit documents (self attested) as mentioned in the **Technical Bid Form & Financial Bid Form** mentioning 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 10,000.00 (Rupees ten thousand)** only drawn in favour of "DISTRICT MAGISTRATE, Jhargram" 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.

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

Description	Date	Time	Place
Last date of submission of Tender	11.10.2018	Upto 12:00 Noon	Office chamber of the Additional District Magistrate (General), Jhargram, Office of the District Magistrate, Jhargram
Opening of Technical Bid	11.10.2018	At 12:30 PM onwards	
Opening of Financial Bid	11.10.2018	At 1:00 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).

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), Jhargram during office hours within 12:00 Noon on 11.10.2018.

The selected agency shall submit copy of valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 immediately after being selected.

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)
Jhargram

Memo No 240 / 2 / 18 / Elec (D)

Dated : 26 / 09 / 2018

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

1. Secretary Zilla Parishad, Jhargram.
2. Sub-Divisional Officer, Jhargram.
- 3-6. ERO (All), Jhargram District.
7. Officer-in-Charge, District Election Section, Jhargram.
8. Nezarath Deputy Collector, Jhargram.
- 9-16. Block Development Officer (All), Jhargram District.
17. District Information and Culture Officer, Jhargram.
18. CA to the District Magistrate, Jhargram.



Additional District Magistrate (Election)
Jhargram

TECHNICAL BID FORM

In response to the NIT No. _____ Dated _____ for Printing of Photo Electoral Rolls/Voters' Information Slips in Jhargram District

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 5,00,000/- (five lakh) or above for digital printing of Photo Electoral Rolls / Voters' Information Slip in the Financial Year 2017-2018 at any Govt. Office. Value of other works shall not be mixed with said works in the credential certificate. If other works are mixed with Roll/Voters' Slip printing works as stated above, authority may not allow such credential. :
5. Declaration in stamp paper (min. Rs.10) 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 charged /prosecute by court of Law for any fraudulent activity. :

Details of Earnest Money Deposited for an amount of Rs 10,000.00 (Rupees Ten 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. _____ Dated _____ for Printing of Photo Electoral Rolls/Voters' Information Slips in Jhargram District

Sl. No.	Description of Items	Specifications	Rate per sheet (in Rs.) including GST
1.	Digital Printing of Photo Electoral Rolls/Voters' Information Slip (in 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.	Digital Printing of Photo Electoral Rolls/Voters' Information Slip (in 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.	
3.	Perforation charge for Voters' Information Slip	Perforation of printed Voters' Slips for each and every elector	

Date:

Place :

Signature of the Authorized Representative of
the AOR with Seal