



NIT No. 652 /2017/ Elec (D)

Date: 18 / 07 / 2017

NOTICE INVITING TENDER

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

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

The agencies should submit the documents (duly attested) as mentioned in the **Technical Bid Form** along with Agencies Offering Rates (AOR) in the name of the Agency.

The AOR should quote rates for the entire district inclusive of all taxes for printing and supply of items. It also must include cost of delivery charges to any offices within this district and incidental charges, if any.

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 final 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 quotationers 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	02.08.2017	Upto 2:00 PM	Office chamber of the Additional District Magistrate (General), North 24 Parganas, 1 st floor of Administrative Building, Barasat, North 24 Parganas
Opening of Technical Bid	02.08.2017	At 3:00 PM onwards	
Opening of Financial Bid	02.08.2017	At 3:30 PM onwards	

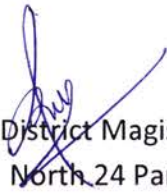
The "Intending AOR", if selected as a vendor, must comply exactly with the same rate quoted for all articles for supply of any volume upto 1 (one) year from the date of acceptance of the rate(s).

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 District Election Section, North 24 Parganas during office hours within 2:00 PM on 02.08.2017.

The selected agency shall submit copy of valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 before issuance of Work Order.

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: 652(12)/2017/ Elec. (D)

Date: 18 /07 / 2017

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 Cultural 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. 652 /2017/Elec(D) dated 18.07.2017 for Digital Printing of Photo Electoral Rolls / Voters' Information Slip under District Election Section, North 24 Parganas

Name of the Firm / Agency :

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Address :

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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 2017-2018 :

2. Value Added Tax (VAT) :

3. Income Tax Return for the Assessment Year 2016-2017 :

4. Professional Tax Challan with current validity (2017-2018) :

5. Credential (Successful completion) Certificate for order values exceeding Rs. 5,00,000=00 (Rupees five lakh) only in the last Financial Year (2016-2017) from any Government Department. :

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: ____/____/2017

Place: _____

Signature of the Authorized Representative of
the AOR with Seal

FINANCIAL BID FORM

In connection with the NIT No. 652 /2017/Elec(D) dated 18.07.2017 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.)
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Date: _____/_____/2017

Place: _____

**Signature of the Authorized Representative of
the AOR with Seal**