

Government of West Bengal  
Office of the District Magistrate &  
District Election Officer, Nadia  
Forms & Materials Cell

**TENDER NOTICE**

Sealed Tenders are invited from the bonafide, resourceful and reputed printing press owners / suppliers for printing of various Books, Polling Station List, Route Chart etc. for the ensuing General Parliament Election-2014 for the district of Nadia as per enclosed list (Annexure-A) on the following terms and conditions :

- 1) Non-transferable tender documents will be available from the Forms & Material Cell at Nadia Collectorate, Krishnagar on payment of Rs.500.00 (Rupees five hundred only, non-refundable) Demand Draft payable in the name of "District Magistrate, Nadia" only from 6<sup>th</sup> March 2014 to 12<sup>th</sup> March 2014 up to 2 p.m.
- 2) The rate should be quoted separately for each item including delivery charges to Sub-Divisional Offices as mentioned enclosed list. Conditional rate will not be accepted.
- 3) The tenders should be submitted at the specified box kept at the chamber of the Officer-in-Charge, Forms & Materials, at Nadia Zilla Parishad on any working day during the office hours on or before 13-03-2014 within 2 p.m. in a sealed envelope super scribed as "Tender for supply of Forms etc. for General Parliament Election 2014".
- 4) All tender will be opened at the Officer chamber of Addl. District Magistrate (Z.P.), Nadia at 3 p.m. on 14-03-2014 where the tenderers or duly authorized representatives may remain present alongwith valid photo Identity Card.
- 5) Earnest money to the tune of Rs.30,000 (Rupees thirty thousand) only is to be deposited through Bank Draft along with the tender papers in favour of the District Magistrate, Nadia.
- 6) All forms should be printed by 8-Kgs. Andhra White DFC paper and sample of paper to be used for printing of forms books etc. should be submitted during with the tender papers; otherwise the tender paper will be summarily rejected.
- 7) Final proofs of the matters to be printed shall be approved by the concerned authority before taking up on printing.
- 8) Mandatory Requisite Documents :- Attested copies of up-to date VAT Return copy, Income Tax Certificate, Professional Tax Clearance Certificate, Trade license as "printing press" issued by Panchayat or Municipality Offices, PAN Card should be submitted with the tender paper.

- 9) Mandatory Requisite Documents :- All intending bidders should submit **credential certificate** of similar nature of printing to Government Officer/Semi-Government Offices/Statutory Bodies/Undertaking offices not below a cumulative/total sum of Rs.2.00 lakhs within past three financial years and last three years audit report. Final payment order or any interim payment order will not be treated as credential document. This certificate should be issued by Head of the office or D. D. O. of the establishment.
- 10) Delivery of printed forms, books etc. is to be made in stipulated period as will be mentioned in the supply order.
- 11) No escalation of price will be done once rates are approved by the tender committee.
- 12) The undersigned reserves the right to accept or reject any tender without assigning any reason whatsoever and is not bound to accept the lowest rates.
- 13) The successful tenderer/tenderers will have to deposit 30,000=00(Rupees thirty thousand) only as Security Money through demand Draft before issue of work order in this matter.

*add 6-3-14*  
Addl. District Magistrate (Z.P.)  
Nadia

Memo No. 05/17 /F & M

Date 6-3-2014

Copy forwarded to the District Judge, Nadia / S. P. Nadia / D. P & R. D. O., Nadia / Secretary, Nadia Zilla Parishad / S. D. O. Sadar / S. D. O. Ranaghat / S. D. O., Kalyani / S. D. O. Tehatta / District Employment Exchange Officer, Krishnagar, Nadia / Post Master, Krishnagar H. P. O. / Chairman, Krishnagar Municipality / N. D. C. Nadia Collectorate / C. A. to D. M. Nadia / Collectorate Notice Board / D. I. O., NIC for information with a request to publish in his Notice Board / Website for wide publication / D. I.C.O., Nadia to publish in one leading vernacular newspaper at local page.

*add 6-3-14*  
Addl. District Magistrate (Z.P.)  
Nadia

## Annexure-A

Statement for printing of various Stickers, Books, Polling Station List, Route Charge etc. which will be used for ensuing General Parliament Election, 2014 :-

Sl. No.	Particulars to be printed as per out specification	Printing rate with paper
1.	Sticker i.e. "ELECTION VEHICLES NO" etc. (Big size)	Rate for printing charges for 1000 Sticker
2.	Sticker i.e. "WAY IN", "WAT OUT" etc. (Small size)	"do"
3.	<b>Voter 's Slip Book</b> etc. (1/24 DFC size, 50-pages per book)	Rate per book with paper
4.	Distribution/Received Book (1/4 DFC size 10 pages per book in duplicate with covering binding numbering etc.)	"do"
5.	Log Book (4 pages per book with binding , numbering, stitching etc.)	"do"
6.	Fuel Coupon Book (50 pages per book in duplicate with numbering, perforating & binding etc.)	"do"
7.	Receipt Book for Tender Vote (10 pages Per book with numbering, perforating etc. )	"do"
8.	Requisition of Vehicles Book, (1/4 DFC size, 50 pages per book in triplicate with covering binding numbering etc.)	"do"
9.	Books for Instruction/Guideline etc. (1/4 DFC Size, up to 10 pages per book with covering, numbering binding etc.)	"do"
10.	Books for Instruction/Guideline etc. (1/4 DFC size, up to 20 pages per book with covering, binding numbering etc.)	"do"
11.	Books for Instruction/Guideline etc. (1/4 DFC size, up to 50 pages per book with covering, binding numbering etc.)	"do"
12.	Polling Station List (1/4 DFC size with covering and binding etc.)	Rate per page for 50 to 75 copies with paper
13.	Polling Route Chart (1/4 DFC size with covering and binding etc.)	Rate per page for 25 to 50 copies with paper
14.	Address Tag for EVM (As per our specification)	Rate per Tag
15.	Identity Card (Colouring Glossy board paper)	Rate per Identity Card
16.	Digital Identity Card with plastic Jacket & Ribbon	Rate per Card
17.	Adhesive Sticker, small size	Rate per Sticker

6-3-14  
Addl. District Magistrate,(Z.P.)  
Nadia

*[Handwritten Signature]*