

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 suppliers/agencies for supply and delivery of Election Related Stationery Articles in connection with the ensuing Lok Sabha Election-2014 for the district of Nadia as per enclosed list 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 3rd March 2014 to 7th 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 Secretary, Nadia Zilla Parishad , Nadia Zilla Parishad and the chamber of Sub-Divisional Officers, Kalyani/Tehatta/Ranaghat and Sadar on any working day during the office hours on or before 10-03-2014 within 2 p.m. in a sealed envelope superscribed as "Tender for supply of Stationery Articles for Lok Sabha Election 2014".

4) All tender will be opened at the Officer chamber of Addl. District Magistrate (Z.P.), Nadia at 3 p.m. on 11-03-2014 where the tenderers or duly authorized representatives may remain present alongwith valid photo Identity Card.

5) Earnest money to the tune of Rs.50,000 (Rupees fifty thousand) only is to be deposited through Bank Draft along with the tender papers in favour of the District Magistrate, Nadia.

6) All articles to be supplied as per given brand name and unit specified in the tender document. In case of local made samples, specification of the authority will be final.

7) Samples of articles to be exhibited during opening of tender documents and approved samples will be fixed as standards of delivery. Failing to exhibit samples as per desired specification will lead to cancellation of the bid.

8) Mandatory Requisite Documents :- Attested copies of up-to date VAT Return copy, Income Tax Certificate, Professional Tax Clearance Certificate, Trade license 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 supplying of stationery articles to Government Officer/Semi-Government Offices/Statutory Bodies/Undertaking offices not below a cumulative/total sum of Rs.5.00 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 stationery articles 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 50,000=00(Rupees fifty thousand) only as Security Money through demand Draft before issue of work order in this matter.

27-2-14
Addl. District Magistrate (Z.P.)
Nadia

Memo No. 02(14) /F & M

Date 28-02-2014

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 / Collectorate Notice Board / D. I. O., NIC for information with a request to publish in his Notice Board / Website for wide publication. J.C.A.
to D.M. Nadia.

27-2-14
Addl. District Magistrate (Z.P.)
Nadia

List of Election Materials which will be used of ensuing Lok Sabha Election – 2014 :-

Sl. No.	Name of Election Materials	Specification of the materials	Rate
1	Copying Pencil	Nateraj	Per piece
2	Self Inking Pad	Faber Castell, small size	Per piece
3	Stamp Pad Ink	Faber Castell, 60 ml. per bottle	Per bottle
4	Use & Throw Dot Pen	AGNI Lay Gel	Per piece
5	AI PIN	Bell Pins	Per packet
6	Sutli, Jutewin	Fine quality	Per Kg.
7	Sealing Wax, good quality	12-pcs. per pkt	Per pkt.
8	Voting Compartment	Made with card board, folding System, 21"x 21" x 21"	Per piece
9	Synthetic Gum Tube (20, ml.)	Water Melon perfumed gum, FUN	Per Tube
10	Match Box	Blue Bird	Per box.
11	Blade,	Wilkinson, Super Platinum	Per piece
12	Metal Rule (Iron), for detaching Ballot paper	Length 8"	Per piece
13	Brown Paper,	Full size	Per piece
14	Candle Packet	6-pcs. per pkt.	Per packet
15	Flexible Wire	10" (6-nos. per bundle)	Per bundle
16	Cup or empty Poly. Pot with lid	6"	Per pot
17	Polythene Cover for wrapping Ballot papers	12" X 10"	Per piece
18	Polythene Cover for wrapping EVMs	Big size	Per piece
19	Gunny Bag with handle	22" X 18" (Poly made)	Per piece
20	Paper Weight, Glass	Medium quality	Per piece
21	Rubber Band / Guarder	1" to 3"	Per Kg.
22	Pencil Carbon	Kores	Per box
23	White D. F. C. Paper	ANDHRA, 8.9-Kgs.	Per Ream
24	Markin Cloth for covering EVM	Per piece 2-mtr.	Per piece
25	Needle	4"	Per piece
26	Nail	4"	Per piece
27	Thread Ball for stitching	Per ball 25 mtr.	Per ball
28	Distinguishing Mark	As per our specification	Per piece
29	Metal Seal for R. O.	"do"	Per piece
30	Duster 36 X 36	Medium quality	Per piece
31	Tag, Poly tape,	50 pieces per bundle	Per bundle
32	Rope	Per bundle 20-ft.	Per bundle
33	Sponj	Gripex	Per piece
34	Iron Clip	2"	Per piece
35	Card Board for strengthening paper seal	As per our specimen	Per piece
36	Lock & Key, small size, Biki	Biki	Per piece
37	Lock & Key, big size	Houseking, 7-Liver	Per piece
38	Cutting Pliers	Medium size	Per piece
39	Folding Knife, small, wooden handle	Small size	Per piece
40	Gum Bottle, 300-ml.	Camel	Per bottle
41	Steel Trunk, 32 x 18 x 13	Steel colour	Per piece

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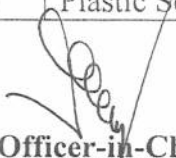
List of Election Materials which will be used of ensuing Lok Sabha Election – 2014 :-

Sl. No.	Name of Election Materials	Specification of the Materials	Rate
42	Rubber Stamp	Polymer	Per line
43	Basket, Poly	Big size	Per piece
44	Tray, Poly, big size with Clip	"do"	Per piece
45	Sketch Pen	Line	Per piece
46	Dendrite Tube	Small size	Per tube
47	Writing Pad, 100 pages	Soor	Per piece
48	Drawing Pin	Small size	Per 100 pieces
49	Stapler, big size	Kangaroo HP-45	Per piece
50	Staple, small size	Kangaroo - 10	Per piece
51	Stapler Pin No. 24/6	Kangaroo	Per packet
52	Stapler Pin No. 10	Kangaroo	Per packet
53	Bound Register No. 2	Daw's Co.	Per piece
54	Bound Register No. 4	Daw's Co.	Per piece
55	Bound Register No. 6	Daw's Co.	Per piece
56	Bound Register No. 8	Daw's Co.	Per piece
57	Bound Register No. 12	Daw's Co.	Per piece
58	Cover File, 2-Fold	Ambassador	Per piece
59	Cover File, 4-Fold	Ambassador	Per piece
60	Flap	Ambassador	Per piece
61	Gel Pen, good quality	Reynolds Gel Racer	Per piece
62	Games Clip, Iron	Gripex	Per packet
63	Perforator	Good quality	Per piece
64	Channel File	Legal Size	Per piece
65	Copy Paper A/4	Bilt Copy Power	1-Reem
66	Copy Paper FS	Bilt Copy Power	1-Reem
67	Copy Paper A/4	Century	1-Reem
68	Sticky Pads	Kores	Per set
69	Highlighter	Cello Brilliant	Per piece
70	Marker Pen	Permanent 1222	Per piece
71	Cello Tape	1"	Per Roll
72	Blank CD with pouch	Sony	Per piece
73	DVD with pouch	Sony	Per piece
74	Oval connection Pen (whitener)	Oval	Per piece
75	Plain Envelop	Medium size	Per 100 pieces
76	Printed Cover (brown & Colouring)	Small size	Per 100 pieces
77	Printed Cover (brown & Colouring)	Medium size	Per 100 pieces
78	Printed Cover (brown & Colouring)	Big size	Per 100 pieces
79	Printed Cover with cloth lining (brown & Colouring)	Medium size	Per 100 pieces
80	Printed Cover with cloth lining (brown & Colouring)	Big size	Per 100 pieces
81	Pen Drive	8-G. B.	Per piece

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List of Election Materials which will be used of ensuing Lok Sabha Election – 2014 :-

Sl. No.	Name of Election Materials	Specification of the Materials	Rate
82	Board File	FS size	Per piece
83	Signature Pad	No. 2	Per piece
84	Computer Cartridge	HP Laser Jet 78A	Per piece
85	Computer Cartridge	HP Laser Jet 12A	Per piece
86	Computer Cartridge	HP Laser Jet 88A	Per piece
87	Computer Cartridge	HP Laser Jet 55A	Per piece
88	Fax Cartridge	Cannon FX-9	Per piece
89	Fax Roll	Medium size	Per Roll
90	Pouch Polythene Packet	Small size	Per 100 pieces
91	Brass Metal Seal	As per our specimen	Per piece
92	Clip Board	FS size	Per piece
93	Lifebuooy Soap	Big size	Per piece
94	Mosquito All Out with machine	Small size	Per piece
95	Note Sheet Pad	100 page per book	Per book
96	Fevi Stick	Small size	Per piece
97	Torch, Eveready	3 Cell	Per piece
98	Eveready Battery	950	Per piece
99	Scissors	Medium size	Per piece
100	Dot Pen, good quality	Line	Per piece
101	Calculator, ORPAT	12 Digit	Per piece
102	Safety Pin	12 pcs. Per pkt.	Per packet
103	Plastic Scale	12"	Per piece


Officer-in-Charge
Forms & Materials Cell


Addl. District Magistrate (Z.P),
Nadia

27-2-14
