

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT ELECTION OFFICER, NADIA
(DISTRICT ELECTION SECTION)**

Sealed Quotations are invited from the bonafide, resourceful and reputed printing press owners/suppliers for printing of different Banner, Poster, Leaflet, Sun Guard, Certificate and NVD pledge etc. as detailed below required in connection with the National Voters' Day, 2017 purpose as per the following specifications and terms and conditions .

Specification of Banner, Poster, Leaflet, Sun Guard, Certificate and NVD pledge etc.

Sl No	Specification of items	Measurement	Rates
1	Banner (Colour)	8'-0' X 6'-0'	Per pcs.
2	Adhesive Sticker (Colour)	10" X 8"	Per thousand
3	Poster, Colour (glossy paper)	11" X 18"	Per thousand
4	Poster, Colour (Normal Paper)	11" X 18"	Per thousand
5	Poster, Colour (glossy paper)	22" X 18"	Per thousand
6	Poster, Colour (Normal paper)	22" X 18"	Per thousand / hundred
7	Certificate, Colour (Good Quality)	A4 Size.	Per hundred
8	Leaflet (Normal Paper)	1/8 DFC	Per thousand
9	Sun Guard, Colour	As per specification of CEOs Office	Per thousand
10	NVD badge, Colour [Round shape]	4" X 4"	Per thousand
11	NVD Badge, Colour [Square]	4" X 4"	Per thousand
12	NVD Pledge (Normal Paper)	A4 Size.	Per thousand
13	Invitation Card (Colour)	12" X 9" (Two Fold)	Per thousand / hundred

Terms & Conditions

- 1) Separate rate for each of above mentioned items including loading and unloading at District Election Section should invariably & clearly be mentioned in the letter head pad duly signed by the quotationers.
- 2) All the above printing should be done as per sample of Paper submitted with quotation duly signed by the quotationers, otherwise the quotation will be rejected.
- 3) Earnest money of Rs. 20,000/- (Twenty thousand) only is to be deposited through Bank Draft along with the quotation in favour of the District Magistrate, Nadia.
- 4) The prospective quotationer may know every details regarding printing of above items from the District Election Section, Nadia before submission of quotation. No plea of ignorance shall be entertained at any stage of the process.
- 5) Copy of up to date VAT return copy, Income Tax, Professional Tax clearance certificate, Credential and trade license should be submitted with the quotation papers.
- 6) The quotation should be submitted in at the specified box kept at the chamber of the Officer-in-charge, District Election Section, Nadia up to **2-00 p.m. on 11/01/2017** in a sealed envelope super scribed as "Quotation for printing of above Items" and no quotation will be accepted beyond the date and time fixed.
- 7) The successful quotationer has to produce Proof before the authority against each above articles as per work order before final printout of the above items without fail.
- 8) The authority reserves every right to accept or reject all or any of the quotations without assigning any reason whatsoever at any stage and is not bound to accept the lowest rate.
- 9) All items should be printed and supplied as per specification to be supplied from this end.
- 10) All quotation will be opened at the Office Chamber of Addl. District Magistrate (Elec.), Nadia at **4.00 p.m. on 11.01.2017** where the quotationers or his/her authorized representatives may remain present.
- 11) The rates as will be fixed shall remain valid up to **01/01/2019**.


Additional District Magistrate (Election)
Nadia

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