



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

**TENDER NOTICE**

Sealed Tenders are invited from the bonafide, resourceful and reputed printing press owners/ suppliers for printing of various Forms, Books, List of Polling Stations etc. for the ensuing Panchayat General Election - 2018 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 Development & Planning Section, (3<sup>rd</sup> Floor) Nadia Collectorate, Krishnagar on payment of Rs.500=00 (Rupees Five hundred) only, non-refundable) Demand Draft payable in favour of the "District Magistrate, Nadia" only from **26.03. 2018 to 03.04.2018** upto **2:00** p.m.
- 2) The rate should be quoted separately for each item including delivery charges to S.D.O.Offices - Tehatta, Ranaghat, Kalyani Offices and also Block Development Offices of Krishnagar Sadar Sub-Division. 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 Cell, Development & Planning Section, Administrative Building, Nadia Collectorate, on any working day during the office hours on or before **03.04.2018** within **2:00** p.m. in a sealed envelope super scribed as "Tender for supply of Election related materials for Panchayat General Election, 2018".
- 4) Tender will be opened at the Officer chamber of Addl. District Magistrate (Dev.), Nadia at **3:00** p.m. on **03.04.2018** where the tenderers or duly authorized representatives may remain present along-with valid photo Identity Card.
- 5) Earnest money to the tune of Rs.20,000=00 (Rupees Twenty 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 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 GST Return copy, Income Tax Certificate, Professional Tax clearance, Trade license issued by Panchayat or Municipality Offices, PAN Card should be submitted with the tender paper. All intending bidders should submit credential certificate of similar nature of printing to Government Offices / Semi-Government Offices / Statutory Bodies / Undertaking Offices not below a cumulative / total sum of Rs. 2,00,000/- (Rupees Two Lakh) only 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.

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- 9) Delivery of printed Forms, Books etc. is to be made in stipulated period as will be mentioned in the supply order.
- 10) No escalation of price will be done once rates are approved by the Purchase Committee.
- 11) 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.
- 12) The successful tenderer / tenderers will have to deposit Rs. 50,000/- (Rupees Fifty thousand only as security money through demand draft in favour of the District Magistrate, Nadia before issue of work order in this matter.

  
Addl. District Magistrate (Dev.),  
Nadia

Memo No. 04(35) /F & M

Date 26.03. 2018

Copy forwarded to the:

District Judge, Nadia / Superintendent of Police, Nadia /  
S. D. O. Sadar /Ranaghat Kalyani Tehatta / D. P & R. D. O., Nadia / Officer-in-Charge,  
District Election Section / Secretary, Nadia Zilla Parishad / N. D. C., Collectorate /  
B.D.O. - All, District Employment Exchange Officer, Krishnagar, Nadia / Post Master,  
Krishnagar H. P. O. / Chairman, Krishnagar Municipality / Notice Board / D. I. O., NIC for  
information with a request to publish in his Notice Board / Website for wide publication /  
C. A. to D. M. Nadia/ P.A. to A.D.M.(G), P.A.to A.D.M.(Z.P.), A.D.M.(L.R.),Nadia.

  
Addl. District Magistrate, (Dev.)  
Nadia

**Statement for printing of various Forms, Books etc. which will be used  
for ensuing Panchayat General Election, 2018 :-**

Sl. No.	Particulars to be printed as per specification	Printing rate with paper
1.	Forms, ½ DFC Size, single side printing	Rate for printing charges for 1000 forms with white & colouring DFC Paper
2.	Forms, ½ DFC Size, both side printing	“do”
3.	Forms, ¼ DFC Size, single side printing	“do”
4.	Forms, ¼ DFC Size, both side printing	“do”
5.	Forms, 1/8 DFC Size, single side printing	“do”
6.	Identity Card (Colouring Glossy board paper)	Printing charges for 100 Cards

  
Addl. District Magistrate. (Dev.)  
Nadia  


PANCHAYAT GENERAL ELECTION - 2018

TENDER PAPER

Memo. No.

/Dev. /F & M

Dated.

LIST FOR PRINTING OF FORMS & COVERS ON TENDER

Sl.. No.	ITEM DESCRIPTION	Rate Offered for Printed Material with Paper
	UPTO NOMINATION :-	
1	Forms, ½ DFC Size, single side printing	
2	Forms, ½ DFC Size, both side printing	
3	Forms, ¼ DFC Size, single side printing	
4	Forms, ¼ DFC Size, both side printing	
5	Forms, 1/8 DFC Size, single side printing	
6	Identity Card (Colouring Glossy board paper)	