

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

TENDER NOTICE

Annexure A

Scaled Tenders are invited from the bonafide, resourceful and reputed printing press owners / suppliers for printing of forms , covers , books etc. for the ensuing Panchayat General Election -2013 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 4th March 2013 to 11th March 2013 up to 2 p.m.
- 2) The rate should be quoted separately for each item including delivery charges to Block 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, General Department, Nadia Collectorate on any working day during the office hours on or before 12-03-2013 within 2 p.m. in a sealed envelope super scribed as "Tender for supply of Forms, Covers etc for Panchayat Election 2013".
- 4) All tender will be opened at the Officer chamber of Addl. District Magistrate (Z.P.), Nadia at 3 p.m. on 14th March 2013 where the tenderers or duly authorized representatives may remain present alongwith 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, covers, books etc. should be submitted during opening of 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 of printing.
- 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 Credential Certificate:- All intending bidders should submit credential certificate of similar nature of printing to Government Offices/ Statutory Bodies/ Undertaking Offices not below than 2.00 lakhs within past three financial years. Final Payment Order or any interim payment order will not be treated as credential document.

10) Delivery of printed forms, covers 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 50,000=00 (Rupees fifty thousand) only as Security Money through demand Draft before issue of work order in this matter.


Addl. District Magistrate (Z.P.),
Nadia

Memo No. 1 /F & M

Dated 26-02-2013

Copy forwarded to the S. P. Nadia / Dist. Judge, Nadia / D. I. & P. R. 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.


Addl. District Magistrate (Z.P.),
Nadia

Annexure B

Statement for printing of various forms covers, books etc. which will be used for ensuing Panchayat General Election – 2013 :-

Sl. No.	Particulars to be printed as per out specification	Printing rate with paper
1.	Forms, ½ DFC size, single side printing	Rate for printing charges for 1000 forms with white 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.	Sticker i.e. “ELECTION VEHICLES NO” etc. (Big size)	“do”
7.	Sticker i.e. “WAY IN”, “WAY OUT” etc. (Small size)	“do”
8.	Receipt Book for nomination fee (1/16 DFC size 25-pages per book in duplicate with covering binding numbering etc.)	Rate per book with paper
9.	Booth Slip Book (1/24 DFC size, 50-pages per book)	“do”
10.	Distribution/Received Book (1/4 DFC size 10-pages per book in duplicate with covering binding numbering etc.)	“do”
11.	Log Book with binding (4 pages per book with numbering , stitching etc.)	“do”
12.	Fuel Coupon book , (50 pages per book in duplicate with numbering, perforating, binding etc.)	“do”
13.	Receipt Book for Tender Vote , (10 pages per book with numbering, perforating etc.)	“do”
14.	Requisition of Vehicles Book , (1/4 DFC size, 50-pages per book in Triplicate with covering binding numbering etc.)	“do”
15.	Books for Instruction/Guideline (1/4 DFC size, up to 10-pages per book with covering ,binding etc.)	“do”
16.	Books for Instruction/Guideline (1/4 DFC size, up to 20-pages per book with	“do”

	covering ,binding etc.)	
17.	Polling Station List (1/4 DFC size with covering and binding etc.)	Rate per page for 50 to 75 copies with paper
18.	Route Chart (1/4 DFC size with covering and spiral binding etc.)	Rate per page for 25 to 50 copies with paper
19.	Cover (brown & colouring , size 20" X 15")	Printing charges with cover for 1000 copies
20.	Cover (brown & colouring with Cloth lining , size 20" X 15")	"do"
21.	Cover (brown & colouring , size 15" X 10")	"do"
22.	Cover (brown & colouring , size 12" X 6")	"do"
23.	Cover (brown & colouring , size 11" X 5")	"do"
24.	Cover (brown & colouring , size 9" X 4")	"do"
25.	Address Tag for Ballot Boxes (Colouring board paper)	Printing charges for 100 Tags with board paper
26.	Identity Card (Colouring Glossy board paper)	Printing charges for 100 Cards with Glossy board paper


 Addl. District Magistrate (Z.P),
 Nadia