

Government of West Bengal
Office of the District Magistrate & District Election Officer, Nadia
District Election Section

NOTICE INVITING TENDER

Fresh sealed tenders are invited from bonafide, resourceful and reputed printing press owners/suppliers for printing of different forms required in connection with the Summery Revision of Electoral Rolls' 2022 as per the following specifications and terms and conditions.

A) Specification of Forms.

Sl No	Specification of Items	Rate
1	Forms containing three pages, ¼ DFC size, single side printing & 70 GSM papers with stapler	Rate for printing charges for 1000 set forms containing three pages papers .
2	Forms containing two pages ¼ DFC size, single side printing & 70 GSM papers with stapler	Rate for printing charges for 1000 set forms containing two pages papers .
3	Forms ¼ DFC size, single side printing with & 70 GSM papers	Rate for printing charges for 1000 forms with papers.
4	Forms ¼ DFC size, both side printing with & 70 GSM papers	Rate for printing charges for 1000 forms with papers.
5	Forms 1/8 DFC size, single side printing with & 70 GSM papers	Rate for printing charges for 1000 forms with papers.
6	Forms 1/8 DFC size, both side printing with & 70 GSM papers	Rate for printing charges for 1000 forms with papers.

B) Terms & Conditions :

- 1) Separate rate for each of above mentioned items including loading and unloading at District Election Godown with stapler should invariably & clearly be mentioned in the letter head pad duly signed by the bidders. All rate should be including of all taxes.
- 2) All Forms should be printed in milky white with good quality paper & 70 GSM and sample of paper to be used for painting of forms should be submitted with tender papers, duly signed by the tenders, otherwise the tender paper will be rejected.
- 3) Earnest money of Rs. 20,000/- (Twenty thousand) only is to be deposited through bank draft along with the tender papers in favour of District Magistrate, Nadia.
- 4) The prospective bidders may know every details regarding printing of forms from the District Election Section, Nadia before submission of tender. No plea of ignorance shall be entertained at any stage of the process.
- 5) Copy of registration certificate, up to date GST return copy, Income Tax, Professional Tax clearance certificate, trade license and minimum credential of Rs. 1,00,000/- only for the above works should be submitted with the tender papers.
- 6) The tenders should be submitted at the specified box kept at the chamber of the Officer-in-Charge District Election Section , Nadia up to 2-00 p.m. on 05/10/2021 in a sealed envelope super scribed as Tender for printing of forms in connection with Tender Notice No 2773(14) /Elec. Dated 27/09 /2021 and no tenders will be accepted beyond the date and time fixed.

- 7) The successful bidder has to produce proof before the authority against each above articles as per work order before final printout of the printing materials 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 the District Election Section.
- 10) All tender will be opened at the office chamber of Officer-in-Charge District Election Section Nadia at 04.00 p.m. on 05/10 /2021 where the renderer or his/her duly authorized representatives may remain present.
- 11) The validity of the tender will be up to 31/12/2022 from the date of issue effect of the tender.


Addl. District Magistrate(Election)
Nadia.

Memo No 2773(14) /Elec.

Dated 27/09/ /2021

Copy forwarded for information and request for wide circulation to the :

- 1) The District Judge, Nadia.
- 2) The Superintendent of Police, Krishnanagar Police District / Ranaghat Police District.
- 3) The Secretary of Nadia Zilla Parishad, Krishnanagar, Nadia.
- 4) The Sub-Divisional Officer, Sadar / Tehatta / Ranaghat / Kalyani, Nadia.
- 5) The DPLO / DOMA, Nadia.
- 6) The Nezarath Deputy Collector, Nadia
- 7) The Block Development Officer, _____ (All), Nadia.
- 8) The District Employment Exchange Officer, Nadia.
- 9) The DIO, Nic, Nadia Collectorate with a request to display the Notice in the DM Nadia's Website.
- 10) D I A, NZP with a request to upload in Zilla Parishad website.
- 11) The DICO, Nadia with the request to publish the abridged tender notice in a daily Bengali newspaper.
- 12) The Treasury Officer, Treasury-I / II Krishnanagar, Nadia.
- 13) P A to District Magistrate & District Election Officer, Nadia with the request to place the same before the DM & DEO, Nadia.
- 14) PA to Addl. District Magistrate, Dev /Gen./Lr/ Zp, Nadia.


Addl. District Magistrate(Election)
Nadia.