

Government of West Bengal

Office of the District Magistrate & District Election Officer, Nadia

District Election Section

Memo No 2779 / TENDER/Elec.Dated 27/09 /21NOTICE INVITING TENDER

Sealed Tenders on behalf of District Magistrate & District Election Officer, Nadia are invited from the reputed agencies / Service Providers, having own set up and experience in DIGITAL PRINTING OF PHOTO ELECTORAL ROLL / DIGITAL PRINTING OF OTHER MATERIALS LIKE VOTER INFORMATION SLIP / PHOTO VOTER SLIP at District level for SRER 2022 and Continuous Up-dation.

The Specifications of the work, Terms and Conditions are enclosed in Annexure – A and B respectively with this NIT. The agencies should quote the rates against each item in their own letter head along with all supporting papers and submit 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 DIGITAL PRINTING OF PHOTO ELECTORAL ROLL / DIGITAL PRINTING OF OTHER MATERIALS LIKE VOTER INFORMATION SLIP / PHOTO VOTER SLIP in connection with Tender Notice No 2779 /Elec. Dated 27/09/2021" and no tenders will be accepted beyond the date and time fixed.

Rates should be quoted inclusive of all taxes and duties. Part tenders will not be considered. Rates should be quoted both in figures and words per duplex /simplex page of printing including delivery charges to District H.Q. Nadia.

Sl No	Description of Work	Rate including GST & loading and unloading (in figures as well as in words)
1	PHOTO VOTER SLIP with perforation in A4 size paper.(75GSM) Rate to be quoted per page of PVS printing.	1.
2	DIGITAL PRINTING OF PHOTO ELECTORAL ROLL A4 size milky white 75 GSM paper both side (Duplex) printing. Rate to be quoted duplex printing per page	2.
3	DIGITAL PRINTING OF PHOTO ELECTORAL ROLL A4 size milky white 75 GSM paper single side (Simplex) printing. Rate to be quoted simplex printing per page.	3.
4	VOTER INFORMATION SLIP with perforation in A4 size paper. Rate to be quoted per page of PVS printing.	4.

Schedule :-

Publication Date	27/09/2021
Last Date of Submission of Tender Paper and time	05/10/2021 at 2 pm
Date of Opening and time	05/10/2021 at 3 pm

The authority reserves the right to accept or to reject the lowest or any rates or all the tenders or issue work order without assigning any reason whatsoever. Rates quoted shall remain valid for two year from the date of issuance of work order. The authority also reserves the right to distribute the work among different agencies depending upon volume of work & time of disposal for carrying out the job in time.


Addl. District Magistrate (Election)
Nadia.

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.

Annexure –A
Specification of Work

1. DIGITAL PRINTING OF PHOTO ELECTORAL ROLL / DIGITAL PRINTING OF OTHER MATERIALS LIKE VOTER INFORMATION SLIP / PHOTO VOTER SLIP :- Printing shall be done in 75 GSM Milky white papers. Ink for printing shall be original. No Hazy / Substandard printing in paper and ink shall be received.
2. Time and place :- Within 2 (two) days from issuance of Work order at District Election Section, Nadia
3. Printing Works shall be done in original Toner / Ink at minimum 1200 DOI.

Annexure –B
Terms & Conditions

- 1) The Tender should be addressed to the District Magistrate & District Election Officer, Nadia
- 2) The tender must be signed by the tenderers with stamp / seal & the rate offered must be within in both words & figures.
- 3) The tender shall have to submit the following documents with the tender.
 - a) Up to date income Tax Certificate, b) GST Registration certificate c) Trade licenses certificate d) Credential Certificate for the above printing works amounting to Rs. 5,00,000/-
- 4) Tender will not be received by post / email.
- 5) Once the amount quoted and submitted in the tender paper cannot be changed by any means or methods.
- 6) The tendere must quote rate / rates with his knowledge & belief.
- 7) Earnest Money to the true of Rs. 50,000/- (Fifty thousand) only is to be deposited through Bank Draft along with the tender papers in vafour of the District Magistrate Nadia.
- 8) The tender shall be received by the District Election Section on or before 05/10/2021 up to 02.00 p.m. & will open on the same day at 3.00 p.m. Tender box will be kept in the office chamber of the Officer-in-Charge, District Election Section, Nadia. The Tenderer or his authorized person may remain present at the time of opening of Tenders.
- 9) Agencies Black Listed / Work order cancelled due to unsatisfactory performance at any Govt. Office or left the work in breach of contract shall be debarred from taking part in the tender process.
- 10) The rate which shall fixed in this tender remain valid up to two year from the date of agreement.
- 11) The District Magistrate & District Election Officer, Nadia reserves the right to accept reject the tenders showing any reasons what so ever.
- 12) The tender Notice can be seen in the Notice Board of the District Election Section, Nadia and at the website of the District Magistrate, Nadia (<http://nadia.gov.in>)


Addl. District Magistrate(Election)
Nadia.