

GOVT. OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE &
DISTRICT PANCHAYET ELECTION OFFICER, NADIA.

ADMINISTRATIVE BUILDING, 3rd. FLOOR, BLOCK- A.

KRISHNAGAR, NADIA.

Website: www.nadia.nic.in

Tender Notice No. 01/Ballot

DATE: 14.03.2013

Sealed Tender is invited from the bonafide Tenderers/bidder/Agencies having experience in similar type of works. The intending tenderers/Agency may collect the tender papers on payment of Rs.1,000.00 on Demand Draft by 25.03.2013 up to 4.00P.M. against an application to be submitted by them within 25.03.2013.

TERMS AND CONDITIONS

A. Tenders for printing of Ballot Papers in Bengali for Panchayat General Election of Gram Panchyats, Members of Panchayat Samitis and Members of Zilla Parishads of the State of West Bengal in three different colour inks for each category are invited from the security presses.

B. Tenders received only up to 2 PM on 26.3.2013 are eligible for consideration as per tender notice and shall be further subject to the following terms and conditions, including scope of work.

Design of Ballot Papers

Approximately 30 (Thirty) lakhs ballot papers are required to be got printed as per details given in Annexure-A. The quantity mentioned in the Annexure-A is tentative and may vary.

Ballot papers are to be printed with secret/security mark of the printer, the sizes of papers depending upon the number of candidates and no. of seat/seats as under.

1) The form of the Ballot papers shall be as prescribed in the said rules with subsequent amendments (i.e. Form 13(I) & 13(2) for Gram Panchayats Elections, Form 13A for Panchayat Samiti Elections and Form 13B for the Zilla Parishad Elections).

2) The colour of the Ballot papers shall be :

a) Cream Wove (White) for Gram Panchayat Elections.

b) Pink for Panchayat Samiti Elections and

c) Green for Zilla Parishad Elections.

(Paper will be supplied from the end of the District Panchayat Election Officer, Krishnagar, Nadia.)

3) Every ballot paper shall have a counterfoil portion as shown in the prescribed form, attached to it at the top and its depth shall not ordinarily exceed 6.50 centimeter and separated by a perforated rule/dis-jointed line. There shall be stitching at the top centre within the space of the counterfoil portion.

4. There shall be a black thick rule at the top of the counterfoil portion. There shall also be black thick rule on both sides of the perforation line. The gap between the rule may be 1 centimetre.

5. The serial number of the Ballot paper shall be printed by hand-numbering machine on the left hand side of the back of the Ballot paper and of the counterfoil portion. That is, the same number shall be printed twice, once on the ballot paper and again on the counterfoil.

6. (a) The width of the Ballot paper shall be 10 centimetre (approximately 4` inches).

(b) In case of Form 13(2) for Gram Panchayat Elections from constituencies having two (2) seats the width of the Ballot paper and its counterfoil shall be 21.50 centimeter instead of 10 centimeter width from top to bottom separation the two halves for the two seats of the constituency.

7. The width of the space allotted to each candidate shall be 2.75 centimeter and the width of the double line thick rule between the space allotted to any two candidates shall be 1.25 centimeter. There shall be a black thick rule at the bottom.

8. The size of each symbol may not be more than 3.5 centimeter x 2.5 centimeter.

9. The name of the candidates shall be printed in Bengali.

10. (a) The names of candidates shall appear in correct alphabetical order (in the same order as in Form 7) one below the other on the left hand side and his symbol on the right hand side in the pane.

(b) In case of Gram Panchayat Constituencies having two seats, names of candidates shall appear in separate columns for each seat, in the same order as in Form 7 along with the symbol appearing to the right of the name. In case of unequal number of candidates in the two seats, the corresponding panels in the column having lesser number of candidates, shall be left blank.

11. Where the number of contesting candidates exceeds nine (except in case of Form 13(2) for Gram Panchayat Constituency having two seats when the length of the Ballot paper shall increase in order to accommodate higher number of candidates), the width of the ballot and its counterfoil may be 21.50 centimetre instead of 10 centimetre. Along the middle there shall be a double line thick black rule of 1.50 centimetre width from top to bottom. The names of half the number of contesting candidates, arranged in the correct alphabetical order one below the other, shall be on the left hand half of the Ballot paper and the names of the remaining contesting candidates shall appear in the same manner on the other half. Where the number of contesting candidates is odd, the last panel on the right hand half of the Ballot paper shall be left blank.

12. Where the number of constesting candidates exceeds 18 [except in case of Form 13(2) for Gram Panchayat Constituency having two seats] the width of the Ballot paper and its counterfoil may be 31 centimete. There shall be three rows of contesting candidates and in between any two rows there shall be a double line thick rule of 1.50 centimeter width from top to bottom. The names of one-third of the number of constesting candidates shall appear in the correct alphabetical order one below the other in the first row and the names of remaining contesting candidates will appear in the second and third rows in similar manner.

13. In case of the poll in respect of one seat in a two-member Gram Panchatyat Constituency, ballot paper of 10 centimeter approximate width should be printed in Form 13(1).

14. Validity Period : The bids shall be valid for four months with effect from from the date of work order.

3. Eligibility Conditions for the bidders : The bidder must fulfil the following eligibility conditions or consideration of his tender :

- i) The bidder must be financially sound (annual turn around should not be below 5 lakhs).
- ii) The press should have sufficient space for sitting arrangement of officials and staff (at least fifteen official).

4. Other Terms & Conditions

i) The Tenders should be submitted at the specified box kept at the chamber of the District Welfare Officer, B.C.W., Nadia (3rd Floor of Administrative Building, Nadia Collectorate) on any working day during the office hours on or before 26.3.2013 within 2.00 P.M. in a sealed envelop super scribed as "Tender for printing of Ballot papers for Panchayat Election'2013".

ii) Tender will be opened on 26.3.2013 at 3.00 P.M. in the office chamber of the Addl. District Magistrate(Z.P.), in presence of the bidders or their authorized representatives, who wish to be present along with valid photo identity card. The information furnished by the bidder is subject to scrutiny and verification, including inspection of presses, printing machines etc. by the Returning Office.

iii) Earnest money to the tune of Rs.30,000.00(Rupees Thirty thousand) only is to be deposited through Bank Draft along with the tender papers in favour of the District Magistrate, Nadia.

iv) Attested photo copies of up to date VAT return, I.T. Certificate, P.Tax clearance certificate, Trade licence, PAN card should be submitted.

v) All intending tenders should submit credential certificates of similar nature of work. Any interim payment order will not be treated as credential documents.

vi) No escalation of price will be accepted once rates are approved by the tender committee.

6. Tender once submitted will not be allowed to be withdraw, altered or cancelled in part or in whole.

7. The rates should be quoted in words and figures. The delivery of the printed ballot papers will be taken at the premises of the press by designated official(s) of the Returning Officer deputed to supervise the printing work.

8. Delivery period/schedule : Ballot papers shall be printed within seven days of Panchayats General Elections. This period of seven days will be counted from the date of handing over the (Form-7) of the ballot paper to the firm. Accordingly, the tendering firm must confirm this delivery scheduled in their tender.

9. The bidder(s) entrusted with the printing work will have to carry out the work under the supervision of the staff of Returning Officer at the presses. In no case, Menu Scripts Specimen (MSS) of the ballot paper will be allowed to be shifted to any other press. In case of any such default, besides forfeiture of earnest money and other securities lying with the District Panchayet Election Office, the bidder may be blacklisted and debarred from doing business with this office as well as the State Government. The decision of the District Panchayet Election Officer shall be final in this regard.

10. The designated official staff deputed by the Returning Officer on the spot will approve proofs and the bidder concerned will have to make arrangements for necessary furnished office accommodation for the staff without any charges.

11. The office also reserves the right to distribute the work among the presses according to their optimum capacity, infrastructure and other ground situations, which will be determined by the District Panchayet Election Officer on basis of scrutiny of offer of the bidder and/or inspection of their premises. The decision of the District Panchayet Election Officer shall be final and binding on the bidder.

12. In case a printer fails to execute the work fully or partly, their Earnest money & pending payments will be forfeited and he may be blacklisted, debarred from doing business with the Returning Officer as well as State Government, besides being liable for civil & criminal action in this regard as per the provisions of the law.

13. Payment Terms : Payment will be released to the bidder immediately after receipt of satisfactory delivery of ballot papers. No bill would be entertained unless it is submitted in triplicate and accompanied with the acknowledged satisfactory delivery receipt.

14. The bidder should sign all the conditions on each and every page with stamp of the press in order to authenticate his acceptance of the terms and conditions of the tender.

15. Clearance of Income Tax Certificate for the last three years should also be attached .


16. Any departure from the conditions mentioned in the tender document will be liable to disqualify the tender.

17. The District Panchayet Election Officer reserves the full right to accept or reject the lowest tender or all the tenders without assigning any reason. It is not necessary that work will be allotted to all the presses which participate in the bid.

18. The bidder shall give an undertaking as below (please refer to the para of the PROFORMA-I)

19. "Certified that I/We have read the conditions carefully and undertake to abide by them faithfully. It is further certified that I/We will be able to print requisite Ballot Papers within the stipulated time frame. In case of failure I/we shall not only be responsible for the lapse/delay but also attract all civil and criminal liabilities in this regard as per the provisions of the law".

20. WARNING : The job work of printing of ballot papers for the General Elections to Gram Panchayat, Panchayat Samitis and Zilla Parishads is a DATE BOUND, SENSITIVE AND SECURITY JOB. Any person/printer undertaking the same shall be personally liable for all legal actions and penalties as per the provisions of law, besides, the forfeiture of earnest money, security deposit, blacklisting and debaring of doing business with this office and Govt. of West Bengal therefore, it must be undertaken with full sense of responsibility and commitment to avoid any lapse.


74/3/13
Addl District Magistrate(Z.P.),
District Nadia.