

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE
DISTRICT ELECTION OFFICER, NADIA
(DISTRICT ELECTION SECTION)**

QUOTATION NOTICE No 04(14)/ Elec.

Dt. 02/01/2014

In cancellation of this office earlier quotation notice no. 2102(14)/Elec. Dt. 26/12/2013, sealed quotations are invited from bonafied Agencies for preparation and supply of Adhesive sticker, BADGE, SunGard, Table calendar, Invitation Card with envelope, (as per colour and Logo specified by CEO) etc. as specified below on the following terms and conditions in connection with the National Voters' Day 2014.

Sl No	Details of required Articles	Size details	Required Quantity (may change at the time of issuing work order)	Rates to be offered by Bidders against each piece of Articles
1	Badge	4"X3" each	10,000	
2	Sun Gard	Specimen supplied by CEO WB	10,000	
3	Invitation Card with envelope	7"X5" each	200	
4	Table Calendar	10"X6"	3,000	
5	Certificate		200	
6	Poster (glossy)	22"X18" each	2000	
7	Banner (flex)	Per gr. ft.	108	
8	Leaflet	9"X7"	25,000	
9	Adhesive Sticker	8"X8"	10,000	

Terms & Conditions

- 1) Separate rate for each of above mentioned articles should invariably & clearly be mentioned in the letter head pad duly signed by the bidders.
- 2) All above Articles must be handed over to this office by 13/01/2014 without fail.
- 3) Credential regarding such works should be submitted along with the Quotation.
- 4) The sealed Quotation will be accepted up to 2.00 p.m. on 08/01/2014 and no Quotation will be accepted beyond the date and time fixed. Quotations will be opened on the same day i.e. on 08/01/2014 at 2.30 p. m in presence of the bidders or his authorised representatives in the office chamber of the authority.
- 5) Total cost of the work shall be charged as penalty if the selected bidder fails to complete the work within stipulated timeline.
- 6) The prospective bidders may know every details, printing of poster, Banner colour specification etc. from the District Election Section, Nadia before submission of quotation. No plea of ignorance shall be entertained at any stage of the process.
- 7) Required number of articles mentioned above may be varied as per requirement and as per kind instruction of the district authority.
- 8) The successful bidder has to produce PROOF before the authority against each above article before final printout of the printing materials without fail.
- 9) 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.
- 10) Earnest money to the tune of Rs.5,000/- (Five thousand) only is to be deposited through Bank Draft in the favour of District Magistrate, Nadia.
- 11) Copy of registration certificate, up-to-date VAT Return copy, Income Tax, Professional Tax Clearance Certificate and trade license should be submitted with the tender papers.


Additional District Magistrate (Election)
Nadia