

GOVERNMENT OF WEST BENGAL

Office of the District Magistrate

&

District Panchayat Election Officer, Nadia

Forms & Covers Cell

Memo. No.- 1/F & C

Dated: 22/03/2008

NOTICE INVITING TENDER

Sealed tenders are invited from bonafide, resourceful and reputed printing press owners / suppliers for printing of forms and covers for the ensuing Panchayat General Election, 2008 for the district of Nadia as per specifications on the following terms and conditions:

1. Non-transferable tender documents will be available from the Forms & Covers Cell at Nadia Collectorate, Krishnagar on payment of Rs. 800/- (Rs. Eight Hundred, non-refundable) only on production of credentials of similar nature of job from 26th March, 2008 to 31st March, 2008 up to 12 noon on production of the copy of DCR regarding deposit of the cost of tender form in appropriate head.
2. Rate should be quoted separately for each item including all charges, viz., paper lifting, delivery charges etc., as mentioned in the Annexure – A.
3. The tenders should be submitted at the specified box kept at the chamber of Addl. District Magistrate (LR), and at the offices of the Sub-Divisional Officers of Kalyani, Ranaghat and Tehatta Sub-Division, Nadia on 31st March, 2008 up to 3:00 pm in a sealed envelope super scribed as "Tender for supply of Forms & Covers".
4. All tenders will be opened at the office chamber of Addl. District Magistrate (LR), Nadia at 12 noon of 1st April, 2008, where the tenderers or duly authorized representatives may remain present.
5. Earnest money to the tune of Rs. 10,000/- (Rs. Ten Thousand) only is to be deposited through bank draft along with the tender papers in favour of District Magistrate, Nadia.
6. Sample of paper to be used for printing and covers etc. should be submitted with 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. The authority may determine rate of any new item, not included in the instant tender on negotiation, which shall be acceptable to all.
9. Delivery of printed forms & covers is to be made in stipulated period as will be mentioned in the supply order.
10. The authority reserves every right to reject all or any of the tenders partly or fully without assigning any reason and is not bound to accept the lowest rates.

11. Tender documents will also be available at www.nadia.nic.in and can be downloaded and used as tender document for submitting the offer. The authority shall not be held responsible for any delay/difficulties/inaccessibility of the downloading facility for any reason whatsoever.
12. The authority may forfeit the earnest money and cancel the work order and allot the same work to any press for non-compliance of any of the terms and conditions without giving any notice or entering into any correspondence(s).
13. The authority also reserves the right to cancel any tender in part or full or distribute the work to other presses / suppliers without assigning any reason or entering into any correspondence(s).
14. The tenderers must submit the following documents along with the tender:
 - i) Documents in support of his/her financial status, past experience and ability to execute the work.
 - ii) Copy of DCR showing the deposit of Rs. 800/- being the cost of Tender documents.
 - iii) Demand draft for Rs. 10,000/- being the earnest money.
 - iv) Current and valid I.T. Clearance certificate issued by the competent authority.
 - v) VAT registration certificate issued by competent authority.
 - vi) Copy of Trade license issued by competent authority.
15. In case of any dispute, decision of the District Magistrate & District Panchayat Election Officer, Nadia shall be final and binding upon all.


Addl. District Magistrate (LR)
Nadia

I agree with the above terms and conditions.

(Signature of the tenderer)

Memo. No.- 1/ 1(32)/F & C

Dated: 22/03/2008

Copy forwarded for favour of information with a request to publish in his Notice Board for wide publication to the:-

- 1-8) Superintendent of Police, Nadia / District Judge, Nadia / D.I.C.O., Nadia / E.O., Nadia Zilla Parishad / District Employment Ex-change Officer, Krishnagar / Post Master, Krishnagar H.P.O. / Chairman, Krishnagar Municipality / Nezarath Dy. Collector, Nadia.
- 9-12) Sub-Divisional Officer, Sadar / Ranaghat / Kalyani / Tehatta.
- 13) DPRDO, Nadia.
- 14-30) Block Development Officer, _____ Block.
- 31) Shri Manoj Biswas, DIO, NIC, Nadia with the request to publish the tender document at www.nadia.nic.in and also to place the same in the blog of the District Magistrate, Nadia.
- 32) CA to the District Magistrate, Nadia.


Addl. District Magistrate (LR)
Nadia

Name of the printing press / supplier(in full):.....

Full address:.....

Telephone no. / mobile no.:.....

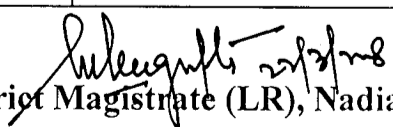
e-mail address:.....

Name of the contact person with phone no.:.....

“ANNEXURE – A”

Statement for printing of various forms, cover, books etc. in connection with ensuing Panchayat General Election, 2008:-

<i>Sl. No.</i>	<i>Particulars to be printed as per our specification</i>	<i>Rate</i>
1.	Forms, ½ D.F.C. Size, single side printing	Rate for printing charges for 1000 forms with white DFC paper.
2.	Forms, ½ D.F.C. Size, both side printing	Do
3.	Forms, ¼ D.F.C. Size, single side printing	Do
4.	Forms, ¼ D.F.C. Size, both side printing	Do
5.	Forms, ½ D.F.C. Size, single side printing	Do
6.	Forms, 1/8 D.F.C. Size, single side printing	Do
7.	Sticker i.e. “Election Vehicles No.” big size	Do
8.	Sticker i.e. “Way In”, “Way Out”, “On Election Duty” etc. small size	Do
9.	Booth slip, 1/24 D.F.C. size with perforating	Do
10.	Distribution / Receipt book (1/4 DFC size, 10 pages in duplicate including covering binding, numbering etc.)	Rate per book with paper
11.	Log Book, (1/4 DFC Size, 4 pages with ruling, stitching etc.)	Do
12.	Fuel Coupon books, (50 pages in duplicate including numbering binding, perforating etc.)	Do
13.	Receipt Book for Tender Vote (10 pages including, numbering, perforating etc.)	Do.
14.	Requisition Book (1/4 DFC size, stitching 50 forms induplicate)	Do.
15.	Voter Slip Books (1/16 DFC size, 50 pages)	Do.
16.	Polling Station List (DTP offset type)	Per page for 50 to 75 copies with paper
17.	Route Chart (DTP offset type)	Per page for 25 to 50 copies with paper.
18.	Cover (Brown, 20” x 15” size)	Printing charges with brown cover for 1000 copies
19.	Cover (Brown, 15” x 10” size)	Do
20.	Cover (Brown, 20” x 15” size, with cloth lining)	Do
21.	Cover (Brown, 11” x 5” size)	Do.
22.	Cover (Brown, 12” x 6” size)	Do
23.	Colouring cover, white, green, pink(11”x 5”)	Do
24.	Colouring cover, white, green, pink(9”x 4”)	Do
25..	Address Tag	Rate for 100 Tags with board paper
26.	Identity Card	Rate for 100 cards with Colouring board paper
27.	Identity Card	Rate for 100 Cards with Colouring Glossy board paper
28.	DCR Book	Rate per book
29.	Provisional SC/ST Certificate book	Rate per book.
30.	Card board for strengthening Paper Seal, size 3 cm x 15 cm	Rate per 1000


Addl. District Magistrate (LR), Nadia

(Signature of the tenderer)