

*Government of West Bengal*  
Office of the District Election Officer & District Magistrate  
Dakshin Dinajpur : Balurghat  
(Election Section )

**NOTICE INVITING TENDER NO.** OL /18-19

No. 426 /Elec.

Dated 09/08 /2018

Sealed Tenders are hereby invited from bonafide printing press for the work of “**Printing including carrying /supplying of different forms**” at the office of the District Election officer and District Magistrate, Dakshin Dinajpur , Balurghat for one year from the date of agreement .

The rates including all taxes and carrying shall be quoted including cost of papers in  $\frac{1}{2}$  D.F.C ,  $\frac{1}{4}$  th DFC and  $\frac{1}{8}$  D.F.C sizes with printing in single side and both sides, carrying and GST. The rate should be quoted as per thousand basis and sample or specimen of papers should be produced with tenders. The rate should be quoted on their letter head in words and figure . Earnest money of **Rs. 6000/- (Rupees six thousand)** only in the form of Bank draft drawn in favour of “The District Magistrate , Dakshin Dinajpur “ will have to be submitted at the time of dropping of tender. The sample and specimen of forms to be printed may be seen at the District Election Section of the office of District Magistrate, Dakshin Dinajpur at Balurghat on the working days during the office hours.

Self attested Xerox copies of PAN Card, Trade licence, GST, Income Tax return of last year/ VAT registration certificate and P.Tax clearance certificate must be furnished along with tender documents. The agency must also provide past experience certificate of printing/supplying forms in Govt. offices. The sealed envelope containing the tender should be marked as follows:-

**NIT No. :**

**Name of the work and** addressed to the District Magistrate & District Election Officer, D/Dinajpur.

The tenders should be dropped in the tender box to be kept in the chamber of the Officer-in-Charge, Election Section, Collectorate, Dakshin Dinajpur, Balurghat from **09.08.2018 to 16.08.2018** at **11 a.m.** to **3 p.m.** and it will be opened at **4 p.m. on 16.08.2018 at the chamber of the Addl. District Magistrate (Elec.)** , Collectorate, Dakshin Dinajpur. Any tender received beyond the scheduled date and time shall not be entertained under any circumstances.

The earnest money, so deposited will be converted into security deposit in respect of the concerned tenders whose rates will be accepted subsequently.

Tenderers may remain present at the time of opening of tenders, if they so desire. The undersigned reserves the right to accept or reject any tender at any stage of the process without assigning any reason whatsoever as well as right to distribute the supply work amongst more than one parties. The Forms in requisite numbers will have to be supplied depending upon the time constraint during supply order.

Any sub-standard materials if supplied shall be rejected by the authority and the supplier shall have to lift the sub-standard materials within stipulated time at heir own cost.

Successful tenderers shall have to execute an agreement with the undersigned immediately on Non-judicial Stamp Paper worth Rs. 10/- (Rupees ten) only, cost of which is to be borne by the tenderers .

Payment will be made as per Govt. Rules observing financial formalities as per availability.

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**Rate chart of various forms**

Sl. No.	Name of the Form	Rate
1	Form-6	
2	Form-7	
3	Form-8	
4	Form-8A	
5	Form-9	
6	Form-10	
7	Form-11	
8	Form-12	
9	Form-13	
10	Form-14	
11	Form-15	
12	001	

  
Addl. District Magistrate (Elec)  
Dakshin Dinajpur.

Memo No: 426/1(20)/Elec.

Dated 09.08./2018

**Copy forwarded for information and taking necessary action with a request to publish the same in the Office Notice Board for wide circulation.**

1. The Superintendent of Police, Dakshin Dinajpur.
2. The Addl. Executive Officer, Dakshin Dinajpur.
3. The District Land & land Reforms Officer, Dakshin Dinajpur.
4. The Chairman Balurghat/Gangarampur Municipality and S.D. O. Balurghat /S.D.O. Gangarampur at Buniadpur sub-division, Dakshin Dinajpur.
5. The D.I.C.O, Dakshin Dinajpur with a request to publish the NIT atleast two daily local News Paper.
6. The D.I.O, NIC with a request to upload the NIT in the website of the District Magistrate, Dakhsin Dinajpur.
7. The Block Development Officer, Balurghat/Hili/Kumarganj/ Tapan/Gangarampur / Bansihari /Kushmandi/ Harirampur.
8. The C.A. to the District Magistrate, Dakshin Dinajpur.
9. The C.A. to the Addl. District Magistrate(Elec), Dakshin Dinajpur.
10. The \_\_\_\_\_

  
Addl. District Magistrate (Elec)  
Dakshin Dinajpur.