

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

**NOTICE INVITING TENDER NO. \_\_\_\_\_/18-19**

No. 427...../Elec.

Dated 09/08...../2018

Sealed Tenders are hereby invited from bonafide suppliers and Printers of **“Digital Printing and supply of Electoral Rolls including carrying /supplying ”** at the Office of the District Election officer and District Magistrate, Dakshin Dinajpur , Balurghat for one year from the date of agreement .

1. **The intending tenderers shall have to submit the self attested photo copies of upto date PAN Card , Trade License, Income Tax return ,Professional Tax Clearance Certificates, VAT Registration Certificate, GST and past Experience Certificate of digital printing of photo electoral rolls within last three years.**
2. The rate shall have to be quoted on their letter head along with earnest money deposit of Rs. **10,000/-** (rupees ten thousand) only in the form of bank draft drawn in favour of the District Magistrate, Dakshin Dinajpur and shall be dropped in the sealed tender Box kept in the chamber of the Officer-in-Charge, Election Section, Dakshin Dinajpur, Balurghat **from 11 a.m. to 3 p.m.** during the period from **09.08.2018 to 16.08.2018**, in sealed envelope addressed to the District Election Officer & District Magistrate, Dakshin Dinajpur . Any tender received beyond the scheduled date and time shall not be entertained under any circumstances. The envelope should be marked as follows :-
  - A) NIT no.
  - B) Name of the workTender box will be opened at **3.30 p.m. on 16.08.2018** at the chamber of the Addl District Magistrate (Elec.) , Collectorate (1<sup>st</sup> Floor) Dkshin Dinajpur , Balurghat . The tenderers may remain present at the time of opening tenders. The earnest money, so deposited, will be converted into security deposit in respect of the concerned tenderer whose rates will be accepted subsequently.
3. The rate of duplex and simplex shall have to be quoted separately with stitching inclusive of all taxes and loading, unloading and carrying charges. The rate of duplex will only be considered at the time of comparison between the tenderers at the time of finalization of bid.
4. No change in rates as fixed at the time of requisition of tender shall be entertained in future.
5. No. interest will be paid under any circumstances for the amount of bank draft deposited.
6. The printing will be made on **A4 Size** white paper of **75 GSM** from Master CDs .
7. As it is a time bound work, local agencies will be preferred.
8. Any sub-standard material, if supplied, shall be rejected by the authority and the supplier shall have to lift the sub-standard materials within stipulated time at their own cost.
9. 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.
10. Payment will be made as per Government rules observing financial formalities as per availability of fund.
11. The undersigned does not bind himself to accept the lowest tender in any circumstances. The authority may reject any or all the tenders without assigning any reason whatsoever and also reserves the right to distribute the whole of part of any work among more than one tenderer, if situation so demands.
12. The successful tenderer will have to supply Draft photo Electoral Roll / Supplements/ final Roll in required no. of copies depending upon the time constraint during supply order.

**Additional District Magistrate(Election)**  
**Dakshin Dinajpur, Balurghat.**

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.