

## TENDER NOTICE

NIT. No. 06 /MC-MA

Dated 24/04/2017

Sealed tenders are hereby invited from the reputed printing press for **printing of tendered ballot paper/ ballot paper for ED (Form 13 A) in connection with the Municipal General Election 2017 (For Darjeeling & Kurseong Municipality and Mirik Notified Area) by the Material Cell, Municipal Election, D.M's Office, Darjeeling** on the following terms and conditions:-

1. The printing press should have sufficient space for checking, night stay of security and officials if required.
2. The printing press should have alternative power backup and printing machine backup.
3. The rate should be quoted as per specification (attached separately) with **costing of paper** inclusive of all taxes. The rates shall be quoted separately for Tendered ballot paper and ballot paper for ED.
4. The quantity shall vary ward wise and Municipality wise and number of quantity will be intimated before final printing.
5. The drafts shall be verified by Ballot Paper Cell prior to final printing and written order for final printing will be issued by O/C, Ballot paper Cell of the concerned Municipality.
6. The delivery should be made on the spot to O/C, Ballot paper Cell of the concerned Municipality.
7. The tender should be submitted in the proforma enclosed herewith.
8. The violation of any of the conditions will be penalized accordingly.
9. Photocopy of current Income Tax return for the current financial year, Value added tax registration certificate valid for the current financial year and VAT return for the current financial year, Trade license renewed for the current financial year and earnest money worth **Rs. 3,000/- (Three thousand)** in the form of Demand Draft payable in favour of **District Municipal Election Officer, Darjeeling** payable at Darjeeling should be attached with the tender documents.
10. The tender inviting authority shall verify the above mentioned documents (original) of the lowest tenderer, which are mandatory for the participation before issuance of the supply order.
11. Payment of bills on its production will be made after successful printing and delivery of tendered ballot papers or ED ballot papers from available fund of Municipal Election; no claim whatsoever will be entertained for delay payment. No escalation charge will be entertained against any quoted rate. Deduction of VAT (if required) etc. will be made at source in accordance with the existing rules/order.
12. Neither any mobilization advance nor any secured advance will be allowed.
13. **Refund of EMD:** The Earnest money of all the unsuccessful tenderers will be refunded through receipt of application from the tenderer from the office of the District Magistrate, Election Department, Darjeeling. The earnest money deposited by the successful tenderer will be converted into security deposit. No interest will be paid by the tender accepting authority. The willing tenderer may remain present at the time of opening of tender.
14. The tender should be addressed to the District Municipal Election Officer, Darjeeling inscribing on envelope **"Tender for printing of tendered ballot paper/ ballot paper for ED (Form 13 A) in connection with the Municipal General Election 2017"** and should be deposited in the tender box kept in the office chamber of the **ADM(G), Darjeeling**.
15. The tenders should submit EMD in **one single cover** and the rates quoted as per annexure in a **separate sealed cover**. The tender papers will open on **28.04.2017 at 3.00 P.M** and Intending tenderers may remain present during the opening of tender papers.
16. The tender bid will be out rightly rejected with a forfeiture of his earnest money if it comes to the notice of the inviting authority that the tenderers has resorted to any malpractice.



