



**Government of West Bengal**  
**Office of the District Magistrate & District Election Officer**  
**Darjeeling**

**NOTICE INVITING e-QUOTATION**

**ELECTION URGENT 2019**

***NOTICE INVITING ELECTRONIC QUOTATION NO.: 01/PB/NieQ/ELECTION/18-19 Date-04.03.2019***

In connection with ensuing General Election to Lok Sabha-2019, the undersigned invites e-quotation for printing, stitching, cutting, numbering, bundling etc. of the Postal Ballot Paper from bonafide and resourceful printing press owners in the following terms and conditions.

The intending quotationers/bidders may visit the office notice board of DM, Darjeeling, or district website "darjeeling.gov.in" or "https://www.wbtenders.gov.in" for the quotation notice & other details. But submission of bid will be through the "<https://www.wbtenders.gov.in>" website only.

- a. For e-QUOTATION, intending quotationer/bidder may download the quotation document from the said website directly with the help of their Digital Signature Certificate.
- b. Earnest Money (EMD) of Rs. 5000/- (Rupees Five Thousand) only shall be deposited by the intending quotationers/bidders by way of **e-payment through ICICI Payment Gateway** in favour of District Magistrate, Darjeeling.
- c. Both Technical Bid & Financial Bid should be submitted in Technical & Financial Folder concurrently duly digitally signed by the quotationer / bidder only through <https://www.wbtenders.gov.in>

**Important Date and Time:**

Sl. No.	Particulars	Date & Time
1	<b>Date of uploading of NIQ documents(Online)</b>	<b>04.03.2019 at 15.30 Hrs</b>
2	<b>Starting date for downloading of documents(Online)</b>	<b>04.03.2019 at 16.00 Hrs</b>
3	<b>Last date for downloading of documents(Online)</b>	<b>08.03.2019 upto 18:00 Hrs</b>
4	<b>Start date for submission of Bid(Online)</b>	<b>04.03.2019 at 17.00 Hrs</b>
5	<b>Last date for submission of Bid(Online)</b>	<b>08.03.2019 upto 18:00 Hrs</b>
7	<b>Opening date of Technical Bid(Online)</b>	<b>11.03.2019 at 10:00 Hrs</b>
9.	<b>Opening date of Financial Bid(Online)</b>	<b>To be notified later</b>

**Special Terms & Conditions**

- i) Printing work is to be done as per prescribed size and designed as indicated in the relevant rules and instruction of the Election Commission of India.
- ii) Proper secrecy of the Press Premises is to be maintained. No un-authorized persons shall be allowed to enter into the premises with specific permission. Also, no foreign matter is to be printed during the period of printing of ballot papers.

- iii) Neither the press owner nor any employee of the press should disclose any supplied fact, figures or matter relating to ballot paper outside the press and offender will be liable for prosecution under the law.
- iv) In case of any printing error, fresh printing is to be done by the press. No charge for re-printing will be paid.
- v) The owner of the press will be responsible for any mechanical or manpower failure of the press
- vi) Printing work shall continue without any break. Alternative source of power like generator must be arranged for printing and other works if normal supply of electricity fails.
- vii) Sufficient hygienic space must be provided for all staff deployed for checking of ballot papers and other allied works like cutting, numbering etc.
- viii) After completion of printing, the matter should be destroyed/ deleted by the press.
- ix) Not only the rate quoted by the participating bidder but other parameters relating to security would also be taken into consideration during the selection of press. Also, previous experience in this field will also be taken in to consideration before issuing supply order.
- x) As the work is time bound, the authority reserves the right to divide the work among the willing participants instead of issuing work order to the lowest bidder.
- xi) The authority reserves the right to accept or cancel any quoted rate without disclosing any reason.
- xii) Payment will be made after satisfactory completion of work, on production of the bill with a certificate issued by the officer in-charge of the ballot papers.
- xiii) The Quotation application should accompany the following documents:

***[To be attached in Technical Folder: docs (i) to (vi)]***

- i) Earnest Money amounting to Rs. 5000/- (Rupees Five Thousand) only submitted online **(NEFT/RTGS) through ICICI Payment Gateway.**
- ii) Up to date and valid P-Tax Reg & Challan / Valid Trade License, PAN Card, IT Returns for the last three years.
- iii) Copy of GST registration.
- iv) Certificate of previous experience if any, be enclosed.
- v) Credentials of similar nature of work in past years
- vi) Site Plan showing the location of the Press Premise and other details is to be enclosed for security purpose.

***[To be attached in Financial Folder: docs (Vii).]***

- vii) BOQ Attached in the e-Quotation.

**Sd/-  
Additional District Magistrate  
Darjeeling**

**Government of West Bengal  
Office of the District Magistrate & District Election Officer, Darjeeling**

**Memo no: 194(12)/PB/Election/2018-19**

**Date: 04.03.2019**

**Copy forwarded for information to:**

1. The Additional Executive Officer, Siliguri Mahakuma Parishad, Siliguri
- 2-5. The Sub Divisional Officer, Siliguri/Darjeeling/Kurseong/Mirik
6. The Officer-in-Charge, Election Department
7. The District Information & Cultural Officer, Darjeeling for wide publicity
8. PWD (IT), Darjeeling for wide publicity and inform all concerned.
9. The District Informatics Officer, NIC, DM's Office, Darjeeling for wide publicity at District Website and through other means.
10. Kutchery Notice Board, Darjeeling.
11. Notice Board, Election Section, Darjeeling.
12. Office Copy

**Sd/-  
Additional District Magistrate  
Darjeeling**