



**Government of West Bengal
Office of the District Magistrate, Darjeeling**

NOTICE INVITING e-QUOTATION

NOTICE INVITING ELECTRONIC QUOTATION NO.: 01/NIQ/18-19

Dated-17/01/2019

In continuation to previous e-Quotation call vide no. 77/NIQ/18-19 dated 17.12.2018

Re-Online Quotations are hereby invited from bonafide and experience agencies with previous Supply related credentials for **Election related materials** in respect **23-Darjeeling / 24-Kurseong/ 25-Matigara & Naxalbari (SC) / 26-Siliguri /27-Phansidewa (ST) A.C** under **04-Darjeeling Parliamentary Constituency** in connection with forthcoming General Election to Lok Sabha-2019.

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. Earnest money shall be deposited by the intending quotationers/bidders by way of **e-payment** in favour of District Magistrate, Darjeeling in the same website only.
- b. 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>

TYPE OF WORK – SUPPLY OF ELECTION RELATED MATERIALS

The rate should be quoted for printing and supplying including GST as mentioned hereunder below:

SL. NO.	Name of forms	Rate in Rs. per 1000 pcs
1	Control Unit Address Tags	
2	Ballot Unit Address Tags	
3	List of challenged voters (Form 14) (COLOUR = YELLOW)	
4	Form for list of tendered votes (Form 17B) (GREEN)	
5	Forms for account of votes recorded (17-C)	
6	Form for Declaration by Companion of blind and infirm voters (Annexure –XII) (COLOUR = YELLOW)	
7	Form for list of voters from whom declaration is obtain as to their age/refused to give declaration to their age (Annexure X & XI) Part I & II (COLOUR = YELLOW)	
8	Forms for declaration by Presiding Officer before commencement of the poll and at the end of the poll (Annexure – VII) (Part I to IV)	
9	E.V.M. Check Memo	

10	List of illiterate, blind and infirm voters (Form-14 A) (Yellow)	
11	Identity Slip for voters in Q at closing hour of poll (90 nos)	
SL. NO.	Name of forms	Rate in Rs. per 1000 pcs
12	Certificate to be obtained from the Officer-in-Charge of Photography	
13	List of contesting candidates (Form 7A)	
14	Appointment letter for Polling Agents (Form 10) (COLOUR = YELLOW)	
15	Revocation of Appoint of Polling Agents (Form 11)	
16	Presiding Officers Diary (duly numbered) 1+1 numbered	
17	Voters Slip (Colour - GREEN) (1 book per 100 slips) 13 Bundles for each P.S.	
18	Entry passes for Polling Agent	
19	Notice specifying polling area (No & Name of Polling Station)	
20	Specimen signature containing all the signature of candidate/election agents	
21	Visit Sheet for keeping record of visit by Observers, Sector Officer etc.	
22	Poster of voting by EVM/Dummy EVM	
23	ECI Form - PSO – 5	
24	List of Polling Materials (Check List-Annexure 19)	
25	Letter for S.H.O for Police	
26	Format for Presiding Officer Additional 16-Points report to be submitted to Constituency Observer/Returning Officer	
27	Report of Returning Officer on performance of Electronic Voting Machines (Annexure - A)	
28	Proforma for information on replaced EVM on poll date	
29	Photo Identity Card for Polling Personnels	
30	Check Memo (Mark Copy)	
31	Title Page (Mark Copy)	
32	Certificate (Mark Copy)	
33	ENTRY /EXIT (COLOUR - RED)	
34	Receipt Book for challenged fee & cash forfeited (Colour - Yellow)	
35	Mock Poll Certificate	
36	Report on the Voting by the Visually Impaired voters (Green)	
37	Report on Micro Observer for Poll Day	
38	Proforma of check list for Presiding/Polling Officers Register of Votes (Form- 17A)	

SL. NO.	Name of covers	Rate in Rs. per 1000 pcs
1	First Cover to contain seven sealed covers (Cloth line) SIZE : 20X18 (GREEN)	
2	Second Cover to contain eleven covers (Cloth line) SIZE : 20X18 (YELLOW)	
3	Third cover to contain seven sealed covers (Cloth line) SIZE : 20X18 (BROWN)	
4	Fourth cover to contain rest of the materials SIZE : 20X18 (BLUE)	
5	Cover for unused and damaged paper seal SIZE : 12X6	
6	Cover for unused and damaged special tags (Colour - YELLOW) SIZE : 12 X 6	
7	Cover for list of Challenged votes (Form - 14) (Colour- YELLOW) SIZE : 12x 6	
8	Cover for letters of appointment of polling agent(Form-10)Yellow Size 12x 6	
9	Cover for receipt book & cash forfeited (Colour - YELLOW) (SIZE : 12x 6)	
10	Cover for declaration of companion of blind and infirm voters (YELLOW) (12x 6)	
11	Cover for declaration by elector about age/list of voters from whom declaration as to their age is obtained refused to give delcaration about age.	
12	Cover for list of blind and infirm voters (Colour - YELLOW) (SIZE : 12 x 6)	
13	Cover for spoiled and damaged outer paper strip seal (Colour - YELLOW) SIZE : 12X6)	
14	Cover for Voters Slip (COLOUR = GREEN) (SIZE : 16X12) (CLOTH LINING)	
15	Cover for unused voter slip (COLOUR = YELLOW) (SIZE : 16X12) (CLOTH LINING)	
16	Cover for Account of votes recorded and paper seal account (17-C) (COLOUR = GREEN) SIZE : 12X6	
17	Cover for marked copies of electoral rolls (COLOUR = GREEN) (SIZE : 16X12) (CLOTH LINING)	
18	Cover for unused tender ballot papers (COLOUR = GREEN) SIZE : 12X6 (CLOTH LINING)	

19	Cover for Voters Register (COLOUR - GREEN) SIZE : 16X12 (CLOTH LINING)	
20	Cover for ballot paper account SIZE : 12X6	
SL. NO.	Name of Covers	Rate in Rs. per 1000 pcs
21	Cover for returned & cancelled ballot papers (COLOUR = YELLOW) SIZE : 12X6	
22	Covers for used tender Ballot Paper & list of tender votes (17B) (Colour - GREEN)	
23	Cover for other copy of electoral rolls (COLOUR = YELLOW) SIZE : 16X12 (CLOTH LINEN)	
24	Cover for Presiding Officer Diary SIZE : 12X6	
25	Cover for any other paper that Returning Officer has directed to be kept in a sealed packed SIZE : 12X6	
26	Cover for declaration by Presiding Officer before commencement of the poll and at the end of poll	
27	Cover for unused voter slip (COLOUR = YELLOW) SIZE : 16X12	
28	Cover for Account of votes recorded and paper seal account (17-C) SIZE : 12X6	
29	Cover for unused tender ballot papers (COLOUR = GREEN) SIZE : 12X6	
30	Smaller Envelopes (12 x 6)	
31	Big Plain Envelopes (15X10)	
32	Cover for EDC in Form 12 B (Colour Yellow)	
33	Cover for Special Receipt at the Receiving Centre size - 16 x 12 (GREEN)	
34	Cover Containing the List of Blind and Infirm Electors in Form 14-A and the Declarartions of companions (YELLOW) 12 x 6	
35	Cover Containing for PSO-5	
36	Cover Containing for Visit Sheet	

SI No	STATIONERY AND OTHER ARTICLES	Rate in Rs.
1	Ordinary Pencil	Per Pkt
2	Ball Pen	Per Pkt
3	Blank Paper	Per Pkt
4	Pin	Per Pkt
5	Sealing Wax	Per Pkt
6	Material for Voting Compartment	Per Piece
7	Gum Paste	Per Pkt
8	Match Box	Per Pkt
9	Blade	Per Pkt
10	Candles (6 pieces)	Per Pkt
11	Twin Thread	Per Bunch
12	Metal Ruler	Per Pkt
13	Carbon Paper	Per Pkt
14	Cloth Duster for removing oil & ink from thumb of elector	Per Piece
15	Packing Paper	Per Pkt
16	Plastic Container for setting indelible ink	Per Piece
17	Rubber Band	Per Pkt
18	Paper Weight	Per Piece
19	Sutli (5 mts)	Per Bunch
20	Sponge cup	Per Piece
21	Thumb pin	Per Pkt
22	Polythene Sheet	Per Piece
23	Gunny Bag	Per Piece
24	Card Board for sealing	
25	Stamp Ink pad	Per Piece
26	Nails 25 grs	
27	Vertical Poker	Per Piece
28	Cello Tape	Per Pkt
29	Jharu	Per Piece
30	Plastic Bucket (5 Ltrs)	Per Piece
31	Pastic Mug (1Ltr)	Per Piece

Important Date and Time:

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIQ documents(Online)	17.01.2019
2	Start date of downloading of documents(Online)	18.01.2019 from 9:00 hrs
3	Last date of downloading of documents(Online)	27.01.2019 upto 18:00 hrs
4	Start date of submission of bid(Online)	18.01.2019 from 9:00 hrs
5	Last date of submission of bid(Online)	28.01.2019 upto 10:00 hrs
7	Opening date of Technical Bid(Online)	31.01.2019 at 11:00 hrs
8	Date of Scrutiny of Technical Bid(Offline)	31.01.2019 from 11:00 hrs
9	Opening date of Financial Bid(Online)	31.01.2019 at 12:00 hrs
10	Date of Scrutiny of Financial Bid(Offline)	31.01.2019 after 13:00 hrs

Terms & Conditions:

1. The Quotation application should accompany the following documents:

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

- i) Earnest Money amounting to Rs. 10,000/- (Rupees Ten Thousand) only submitted online (**NEFT/RTGS**)
- ii) Up to date and valid PT/IT clearance certificate and PAN Card along with IT returns for the last three years. (self attested) copy is to be enclosed along with the application.
- iii) Copy of GST registration.
- iv) Certificate of previous experience if any, be enclosed.
- v) Credentials of **similar nature of work** in public or private sector in the **past two years**.
- vi) In support of financial capacity, Bank certificate or Bank Passbook is to be produced.

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

- vii) BOQ Attached in the e-Quotation.

2. Tenure of the approved quotation will be valid for one year.

3. Financial bids of those bidders who qualify in technical bid will only be opened. Dates, if changed, due to unavoidable circumstances, will be published in the said websites and the office notice board only without any individual intimation.
4. The willing bidders may remain present at the time of opening the quotation.
5. The authority reserves the right to cancel the Quotation due to unavoidable circumstances and no claim in this respect will be entertained.
6. A bidder's bid will be out-rightly rejected with a forfeiture of his earnest money if it comes to the notice of the quotation inviting authority during scrutiny that the credential or any other papers of a bidder are not genuine.
7. There shall be no provision of Arbitration.
8. Successful quotationer / bidder will have to execute an agreement bond with the District Authority.
9. No diversion of delivery order is allowed without prior permission from the District authority.
10. Time will be an essence of the contract.
11. The work is to be done on emergency basis and is to be completed within the stipulated time as will be mentioned in the work order.
12. Bill will be deducted upto 20% in case of deviation from paper quality or late supply.
13. No separate charge for transportation of printed copies of electoral rolls should be claimed.
14. The successful tenderer will be given work order only after an agreement in respect of the modalities of the work to be done is signed by him indicating his acceptance of the conditions that would be laid down in the agreement.
15. Quotation Committee reserves the right to accept or reject any or all the rates without assigning any reason thereof. It is to be noted that the quotations dropped by any person who is reported to have criminal backgrounds will be summarily rejected.
16. Offline Scrutiny of Technical Bid and Financial Bid will be held at the office of the District Magistrate, Darjeeling.

Sd/-
Additional District Magistrate (Elec)
Darjeeling

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, DARJEELING
(ELECTION SECTION)

Memo no. 34/Elec.,

Dated: 17/01./2019

Copy forwarded for information to:-

- 1-4. The Sub Divisional Officer, Siliguri/Darjeeling/Kurseong/Mirik
5. The District Informatics Officer, NIC, DM's Office, Darjeeling for wide publicity at District Website.
6. Kutchery Notice Board, Darjeeling.
7. Notice Board, Election Section, Darjeeling.
8. Office Copy

Sd/-
Additional District Magistrate (Elec)
Darjeeling