

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

NOTICE INVITING e-QUOTATION

NOTICE INVITING ELECTRONIC QUOTATION NO.: 01 /NIQ/19-20 Date-16/9...../2019

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Online quotations are hereby invited from bonafied and experienced agencies with previous Supply related credentials for **DIGITAL PRINTING OF PHOTO ELECTORAL ROLLS and Electors' Information Slip/Photo Voter Slips** in respect **23-Darjeeling / 24-Kurseong/ 25-Matigara & Naxalbari (SC) / 26-Siliguri / 27-Phansidewa (ST) A.C** in connection with SUMMARY REVISION of Photo Electoral Roll w.r.t **01.01.2020 and pre revision activities w.r.t 01.01.2020..**

The intending questioners/bidders may visit the office notice board of DM & DEO, 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 & District Election Officer, 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 – DIGITAL PRINTING OF PHOTO ELECTORAL ROLLS

The rate should be quoted for printing as mentioned hereunder below:

SI No.	Nature of work	Rate
1	Digital Printing of Draft Photo Electoral Rolls / Supplement-I / Photo Voters Slip (Multiple Copies in A4 Size 70- 75 GSM Paper) w.r.t 01.01.2020 are to be prepared in respect of 05 (Five) Assembly Constituencies and delivered to	Both side(Duplex)

	corresponding SDO Offices. The delivery should be completed by three days before publication of Draft/Final Roll as the case may be.	and Single side (Simplex)
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Important Date and Time:

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIQ documents(Online)	16/09/2019
2	Start date of downloading of documents(Online)	17/09/2019 from 9:00 hrs
3	Last date of downloading of documents(Online)	23/09/2019 upto 13:00 hrs
4	Start date of submission of bid(Online)	17/09/2019 from 11: 00 hrs
5	Last date of submission of bid(Online)	23/09/2019 upto 1800 hrs
7	Opening date of Technical Bid(Online)	24/09/2019 at 11:00 hrs
8	Date of Scrutiny of Technical Bid(Offline)	24/09/2019.from 12:00 hrs
9.	Opening date of Financial Bid(Online)	27/09/2019 at 13:00 hrs
10.	Date of Scrutiny of Financial Bid(Offline)	27/09/2019 after 14:00 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) through ICICI payment gateway in favour of **District Magistrate, Darjeeling.**
- 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 (Till the beginning of SRER with reference to 01.01.2021.

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.

4The 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.

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 Please find the SOQ for Schedule of Delivery.

10 No diversion of delivery order is allowed without prior permission from the District authority.

11 Time will be an essence of the contract.

12 The work is to be done on emergency basis and printing of roll is to be completed within the stipulated time as will be mentioned in the work order.

13 Bill will be deducted upto 20% in case of deviation from paper quality or late supply.

14 No photo copy / Xerox will be allowed

15 The work of printing will have to be done in a secured place. The tenderer shall be responsible for safe return of the electoral roll in the required numbers duly stapled separately for each part.

16 No separate charge for transportation of printed copies of electoral rolls should be claimed.

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.

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.

19 Offline Scrutiny of Technical Bid and Financial Bid will be held at the office of the District Magistrate & District Election Officer, Darjeeling.

20 Page Count of Photo Electoral Roll / Electors / Electors Information Slip needs to be submitted before payment

Concerned agency have to give an undertaking that there will not be any authorized use of roll related database and production as printing of roll without the approval of the District Magistrate & District Election Officer failing will attract penal action under the RP Act 1950 and Indian Penal Code. So the agency will have to remove such roll related data base from his printing system / Computer after completion of the printing. Such undertaking has to be submitted for obtaining work order and claiming bill as well in this regard.

Scale of Printing of E.Roll

Sl.no.	Name of the items	Quantity	Purpose		Date of delivery
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	to be printed			Place of delivery	
1.	Draft Roll w.r.t 01.01.2020 & Supplement -I w.r.t 01.01.2020	09 complete sets	(Recognized national and state political parties)	To be supplied at the district end.	As per the notification of Draft and Final Publication of ECI.
		01 set	Respective EROs (Only EROs' Copy)	To be handed over to the respective EROs at the Sub- Divisions of the District	
		01 set	for BDOs.		
		01 complete set	for District.	To be supplied at the district end in the form of a bound registers	
2.	Electors Information Slip	01 complete	For BLOs	To be handed over to the respective EROs at the Sub- Divisions of the District	

**District Magistrate & District Election Officer
Darjeeling**

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

Copy forwarded for information to:-

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

**District Magistrate & District Election Officer
Darjeeling**