



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

NOTICE INVITING e-QUOTATION

NOTICE INVITING ELECTRONIC QUOTATION NO.: 02/NleQ/ELEC/19-20/

Date-16/09/2019

Online quotations are hereby invited from bonafied and experienced agencies with previous supply related credentials for **PRINTING OF FORMS required for roll revisions** in respect **Darjeeling / Siliguri / Kurseong Sub-Divisions** in connection with SUMMARY REVISION of Photo Electoral Roll w.r.t 01.01.2020.

The intending quotationers / bidders may visit the office notice board of the office of the District Magistrate , Darjeeling, or district website “**darjeeling.gov.in**” or “**https://www.wbtenders.gov.in**” for the quotation notice & other details. The submission of bid must 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 – PRINTING OF FORMS

The rate should be quoted per thousand (½ Duplex) and (½ DFC Simplex) for printing

Form	Requirement (Approx)	Remark
Form- 6 (comprising of main form+ notices+ instructions + additional linkage annexures - to be stapled)	45,000	Type of Form 6 -Bilingual Bengali - English for AC 25,26, 27 { @ 9,000 } & Bilingual Nepali- English for AC 23 & 24 { @ 9000} Total number of pages to be printed (single & both pages printing as the case may be) in each form :- A) Main Form - 03 printed pages (one page both side + one page single side)= 02 sheets B) Notice - 01 printed pages (one side printing) = 01 sheet C) Instruction - 02 printed pages (both sides printing)= 01 sheet D) Additional Linkage Annexure - 01 printed pages (one side printing) = 01 sheet Total - 07 printed pages @ form = 05 sheets @ form E) The printing of annexures I to V & Form 9 - Single Page one side printing.
Annexure I	1,500	
Annexure -II	2,500	
Annexure -III	10,000	
Annexure -IV	1,000	
Annexure -V	2,500	
Form 9	4,500	

Form-7 (comprising of main form+ 02 notices+ instructions - to be stapled)	5,000	Form 7 Type: Bilingual Bengali - English or AC 25,26, 27 { @ 1,000 } & Bilingual Nepali- English AC 23 & 24 { @ 1000 } Total number of pages to be printed (single & both pages printing as the case may be) in each form :-
Form 10	1,000	Main Form - 02 printed pages (both side printing) = 01 sheet Notices - 02 printed pages (single side printing) = 02 sheets Instruction - 01 printed pages (single side printing)= 01 sheet Total - 05 printed pages @ form = 04 sheets @ form Total forms to be printed= 1000 @ AC = 5000 Form 10=01 printed page (single side printing)= 1 sheet = 200@ AC=1000 sheets

Form-8 (comprising of main form+ notice+ instruction - to be stapled)	5,000	Form 8 Type: Bilingual Bengali - English AC 25,26, 27 { @ 1,000 } & Bilingual Nepali- English AC 23 & 24 { @ 1000 } Total number of pages to be printed (single & both pages printing as the case may be) in each form :-
Form 10+ Annexure I & II	1,000	Main Form - 02 printed pages (both sides printing) = 02 sheets Notice - 01 printed page (single side printing) = 01 sheet Instruction - 01 printed page (single side printing)= 01 sheet Annexure I- Form of Oath or Affirmation- 01 printed page (single side printing) = 01 sheet Annexure II-ECI EPIC 001 for FORM 8 -01 printed page (single side) = 01 Sheet Total - 06 printed pages @ form = 06 sheets @ form Total forms to be printed= 1000 @ AC = 5000 Form 11=01 printed pages(single side printing)= 1 sheet = 200 @ AC=1000 sheets

Form-8A (comprising of main form+ notice+ instruction - to be stapled)	7500	Form 8A Type Bilingual Bengali - English AC 25,26, 27 { @ 1,500 } & Bilingual Nepali- English AC 23 & 24 { @ 1500 } Total number of pages to be printed (single & both pages printing as the case may be) in each form :-
Form 11A+ Annexure I	1000	Main Form - 02 printed pages (single side printing)= 02 sheets Notice(single side printing) - 01 printed page = 01 sheet Instruction - 01 printed page (single side printing)= 01 sheet Annexure I-ECI EPIC 001 for FORM 8A -01 printed page (single side printing) = 01 Sheet Total - 05 printed pages @ form = 05 sheets @ form Total forms to be printed= 1500 @ AC = 7500 Form 11A=01 printed page(single page printing)= 1 sheet = 200 @ AC=1000 sheets
Form Under Section 21A (to be printed with perforated sign with half page printing on a single page for one half of it using as receipt)	200 @ AC (Single Side Printing)	

Critical Dates :

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIQ documents(Online)	17.09.2019 at 15.00 Hrs
2	Start date of downloading of documents(Online)	17.09.2019 at 15.00 Hrs
3	Last date of downloading of documents(Online)	25.09.2019 up to 1200 hrs
4	Start date of submission of bid(Online)	17.09.2019 at 15.00 Hrs
5	Last date of submission of bid(Online)	25.09.2019 up to 1200 hrs
7	Opening date of Technical Bid(Online)	27.09.2019 at 13.00 Hrs
8	Date of Scrutiny of Technical Bid(Offline)	To be notified later
9.	Opening date of Financial Bid(Online)	To be notified later
10.	Date of Scrutiny of Financial Bid(Offline)	To be notified later

Terms & Conditions:

1. Paper Quality - 54 GSM positively to be procured from reputed brand of India like Andhra/Ballarpur. Under no situation paper quality will be compromised.
2. Size of each form - 13.5 inch X 8.5 inch positively { one forth of 27 inch X 17 inch (Double fulls cap)}
3. Each form will have to be stapled as mentioned above.
4. Supply of forms to be given in" packets of fifty forms" strictly.
5. Delivery of forms to be given in the Sub-Division as the above scale and delivery challan must be incorporated in the bills for claiming payment from the office of the District Magistrate Darjeeling. Bulk delivery of forms except that of Form Under Section 21A is strictly prohibited.
6. Delivery of forms must be given at least 04 days before the SRER w.r. to 01/01/2020 qualifying date. The expected date of SRER 20 is 15/10/2020.
7. Proof must be submitted immediately after the issuance of work order from the office of the undersigned.
8. 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
- 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. 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. Bill will be deducted upto 20% in case of 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. The quantity of forms may increase or decrease as per requirement.
 16. 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.
 17. Offline Scrutiny of Technical Bid and Financial Bid will be held at the office of the District Magistrate, Darjeeling.

**Additional District Magistrate (Elec)
Darjeeling**

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

Memo no. 1182/Elec.,

Date : 16.09.2019

Copy forwarded for information to:-

1. -4.The Sub Divisional Officer, Siliguri/Darjeeling/Kurseong/Mirik for publishing it on the notice board.
2. The District Planning Officer , Darjeeling / Nazarath Deputy Collector / District Informatics Officer, NIC, DM's Office, Darjeeling for wide publicity for their notice board and at District Website and taking necessary action.
3. Kutchery Notice Board of the Office of the District Magistrate & District Election Officer , Darjeeling.
4. Notice Board, Election Section, Darjeeling.
5. Office Copy

Additional District Magistrate (Elec)
Darjeeling