



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

NOTICE INVITING e-QUOTATION

NOTICE INVITING ELECTRONIC QUOTATION NO.: 01/NleQ/ELE/20-21 Date – 29/09/2020

Online quotations are hereby invited from bonafide 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 01.01.2021.

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 **including GST**

Name of Forms	Darjeeling	Kurseong	Siliguri	Requirement (Approx)	Rate	Remark
Form 6	6000	6000	18000	30000	Both Side (Duplex)	The forms should be printed in bilingual i.e English and Nepali for Hills (23 & 24 AC) English and Bengali for Siliguri (24 25 & 26 AC)
Form 7	1000	1000	3000	5000		
Form 8	6000	6000	18000	30000		
Form 8A	1000	1000	3000	5000		
Form 9	1000	1000	3000	5000	Single Side (Simplex)	
Form 10	1000	1000	3000	5000		
Form 11	1000	1000	3000	5000		
Form 11A	1000	1000	3000	5000		
Form 12	0	12000	36000	48000		
Form 13	1000	1000	3000	5000		
Form 14	1000	1000	3000	5000		
Form 15	3000	3000	9000	15000		
Annexure II (Form 6)	1000	1000	3000	5000		
Annexure III (Form 6)	2000	2000	6000	10000		
Annexure IV (Form 6)	1000	1000	3000	5000		
Annexure V (001) (Form 6)	1000	1000	3000	5000		
Annexure II (001) (Form 8)	3000	3000	9000	15000		

Important Date and Time:

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIQ documents(Online)	01.10.2020 at 16.00 HRS
2	Start date of downloading of documents(Online)	02.10.2020 at 09.00 HRS
3	Last date of downloading of documents(Online)	09.10.2020 up to 18.00 HRS
4	Start date of submission of bid(Online)	02.10.2020 at 09.00 HRS
5	Last date of submission of bid(Online)	09.10.2020 up to 18.00 HRS
7	Opening date of Technical Bid(Online)	12.10.2020 at 11.00 HRS
9.	Opening date of Financial Bid(Online)	To be notified

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. **Forms should be delivered in the respective Sub-Divisions as per work order and delivery challan must be incorporated in the bills for claiming payment from the office of the District Magistrate Darjeeling.**
6. **Forms must be delivered at the respective sub-divisions at least 2 weeks before the SRER w.r.t 01/01/2021 qualifying date. The expected date of SRER-2021 is 16.11.2020.**
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:**
 - a) **[To be attached in Technical Folder: docs (i) to (vi)]**
 - i. Earnest Money amounting to Rs. 6,000/- (Rupees Six 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.
 - vii. The quoted rate should be including of GST.
 - [To be attached in Financial Folder: docs (Vii).]**
 - viii BOQ Attached in the e-Quotation.
- a) Tenure of the approved quotation will be valid for one year.
- b) 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.
- c) The willing bidders may remain present at the time of opening the quotation.
- d) The authority reserves the right to cancel the Quotation due to unavoidable circumstances and no claim in this respect will be entertained.
- e) 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.
- f) There shall be no provision of Arbitration.
- g) Successful quotationer / bidder will have to execute an agreement bond with the District Authority.
- h) Please find the SOQ for Schedule of Delivery.
- i) No diversion of delivery order is allowed without prior permission from the District authority.
- j) Time will be an essence of the contract.
- k) Bill will be deducted upto 20% in case of late supply.

- l) No separate charge for transportation of printed copies of electoral rolls should be claimed.
- m) 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.
- n) The quantity of forms may increase or decrease as per requirement.
- o) 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.
- p) 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: 278/1(10)/Elec.,

Date : 29.09.2020

Copy forwarded for information to:-

- 1-4 The Sub Divisional Officer, Siliguri/Darjeeling/Kurseong/Mirik for publishing it on the notice board.
- 5-7 The District Planning Officer , Darjeeling / Nazareth 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.
- 8 Kutchery Notice Board of the Office of the District Magistrate & District Election Officer, Darjeeling.
- 9 Notice Board, Election Section, Darjeeling.
- 10 Office Copy

Sd/-
Additional District Magistrate (Elec)
Darjeeling