



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

NOTICE INVITING e-QUOTATION

NOTICE INVITING ELECTRONIC QUOTATION NO.: 04 /NleQ/ELE/20-21 Date-29/09/2020.

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** in respect of **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 01.01.2021 and forthcoming General Election to West Bengal Legislative Assembly-2021.

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 & 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 below **including GST**:

Sl No.	Nature of work	Unit	Rate
1	Digital Printing of Draft Photo Electoral Rolls / Supplement-I w.r.t 01.01.2021 / Supplement II w.r.t 01.01.2020/ Electors Information Slip(Multiple Copies in A4 Size 70-75 GSM Paper)&are to be prepared in respect of 5 (Five) Assembly Constituencies and delivered to corresponding SDO Offices. The delivery should be completed by five days before publication of Draft/Final Roll as the case may be.	Per Page	Both side(Duplex) and Single side(Simplex)

Important Date and Time:

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIQ documents(Online)	01.10.2020 at 16.30 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. 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.
- vii) **The rate should be quoted including GST**

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

viii) 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 01.01.2022).
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. 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.
17. 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.
18. 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
21. Concerned agency may be given undertaking there will not be any authorized use of roll related database, production as printing of roll without the approval of the District Magistrate & District Election Officer failing which penal action will be initiated 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 before claiming bill in this regard.
22. Quantity to be printed.

Sl.no.	Name of the items to be printed	Quantity	Purpose	Place of delivery
1.	Draft Roll w.r.t 01.01.2021 & Supplement –I w.r.t 01.01.2021	09 complete sets (for 5 ACs)	(Recognised national and state political parties)	To be supplied at the district end.
		01 set (per AC)	Respective EROs (Only EROs' Copy)	To be handed over to the respective EROs at the Sub-Divisions of the District
		01 set (per AC)	for BDOs.	
		01 set (per AC)	for District.	To be supplied at the district end in the form of a bound registers
2.	Supplement –II w.r.t 01.01.2020	01 set (per AC)	Respective EROs (Only EROs' Copy)	To be handed over to the respective EROs at the Sub-Divisions of the District
3.	Electors Information Slip	01 set (per AC)	For BLOs	To be handed over to the respective EROs at the Sub-Divisions of the District

**Additional District Magistrate (Elec)
Darjeeling**

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

Memo no: 281/1(8)/Elec.,

Dated:29/09/2020

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 with a request to upload NleQ at District Portal .
6. Kutchery Notice Board, Darjeeling.
7. Notice Board, Election Section, Darjeeling.
8. Office Copy

**Additional District Magistrate (Elec)
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