



GOVERNMENT OF WEST BENGAL
Office of the District Magistrate and District Election Officer Jalpaiguri
General Elections (Lok Sabha)-2019
Marked Copy & Ballot Paper Management Cell, Jalpaiguri

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NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited in two bid system (Technical Bid & Financial Bid) from bonafide, resourceful and eligible agencies/ printing presses with offset facility for printing of Ballot Paper in connection with Ensuing Election to the Lok Sabha , 2019.

Part – I (Technical Bid) of the quotation should contain technical details and commercial terms and conditions and **Part-II** (Financial Bid) should indicate rates quoted for the work. The Technical Bid and Financial Bid are to be submitted in two separately sealed envelopes distinctly marked accordingly and both to be put inside another envelope, which should be sealed and super scribed with quotation notice no. and due date. The bidders may submit bids duly signed on their own letterheads.

Complete bids should reach the office chamber of the District Officer Minority Affairs and Officer-in-Charge, Ballot Paper Management Cell, Minority Bhavan, Jalpaiguri on or before scheduled date & time specific below.

Last date and time of submission of quotation	Date : 08.03.2019 at 2:00 p.m..
Date and time of opening sealed quotation	Date : 08.03.2019 at 3:00 p.m.
Place of opening quotation	Office Chamber of the Addl. District Magistrate (Dev.), Jalpaiguri.
Time for completion of job	1(one) day

The technical bids will be opened first to evaluate the technical specifications of the equipment thereafter, the Price bids of only technically qualified bidders will be opened.

Technically Bid Evaluation : The Technical Bids will be evaluated in the presence of the representatives of intending bidders who will be able to clarify technical aspects of their bids, if any, required by the Technical Evaluation Team.

Opening of financial-bid : The Price Bids of the bidders qualifying the technical bid will only be opened.

Technical Bid : The Technical Bid should contain technical specifications and kept in a separate envelope duly super scribed as '**Technical Bid**' on the outer side of the envelope as detailed above.

The Technical Specifications acceptable are as follows :

Sl. No.	Requirement
1	Nos. of offset printing machines available with capacity
2	Nos. of paper cutting and hand numbering machines available
3	Space available in sq. ft. for checking, splitting of Ballot Papers (At least 1500 sq. ft. area required for checking splitting etc. of Ballot Paper within the press premise)
4	Credential certificate of printing of Ballot Papers in Assembly /Loksabha Election for Jalpaiguri District

Documents to be submitted along with the Technical Bid :-

The bidders are to submit documents viz photo copy of valid Trade License, PAN Card, IT, Credential Certificate of printing of Ballot Papers in Assembly /Loksabha Election for Jalpaiguri District, copy of GST Registration Certificate) etc.

The self attested copies of the documents are to be enclosed with the technical bid.

Technical Bid will only be accepted subject to a physical enquiry to be conducted under the direction of the District Magistrate & District Election Officer, Jalpaiguri for verification of the capacity, feasibility etc. of the printing presses on the required technical specifications.

Financial bid :

The financial bid indicating price for the item mentioned in the technical bid should be kept in a separate sealed envelope duly super scribed as "**Financial Bid**" on the outer cover of the envelope as already detailed above. The financial bids of only technically qualified bidders will be opened. Rest of the Bids will stand rejected.

Terms & Conditions:

1. Approximately 20,000 nos. of Ballot Papers are to be printed. However, actual number shall be given at the time of printing.
2. No work other than printing of Ballot Papers as stated above will be taken up while printing of Ballot Papers.
3. The Agency will appoint a nodal person for this job for coordination and regular update to the Ballot Paper Management Cell.
4. All the machines and accessories should be checked in advance and be kept in operational mode.
5. Printing press and premises should be sanitized properly.
6. Round the clock security personnel will be deployed by the police during printing of Ballot papers till completion.
7. Time is the essence of the contract and should be maintained strictly. Hence all the manpower should be made available as required.
8. Incomplete & conditional quotation received after the date will be summarily rejected without assigning any reasons thereof.
9. At any time prior to the bid due date, authority may, for any reasons, modify the bidding documents. The amendment(s) will be notified on the institute website. Prospective bidders are advised to occasionally visit the website (www.jalpaiguri.gov.in) for any amendment.
10. Validity of quotation : Quotation submitted shall remain valid at least for three months from the date of opening the quotation.
11. In case of any dispute, the decision of the District Magistrate & District Election Officer, Jalpaiguri shall be final and binding on the bidders.
12. For any clarification regarding technical specifications etc. please send your queries to e-mail ID no. markedcopyjpg@gmail.com or contact Officer-in-Charge, Ballot Paper Management Cell at Minority Bhavan, Sadar BDO Office Compound, Jalpaiguri on any working day during office hours.
13. The authority reserves the right to reject any or all of the quotation received without assigning any reason thereof.

The intending agencies may submit sealed Quotation on required Terms & Conditions in the Office of the Officer-in- Charge, Postal Ballot Management Cell at the Office of the District Officer Minority Affairs , Minority Bhavan, Jalpaiguri during office hours.

For any other query may please contact Officer-in- Charge, Postal Ballot Management Cell at the Office of the District Officer Minority Affairs , Minority Bhavan, Jalpaiguri on any working day during office hours.

Handwritten Signature
05-03-2019
Additional District Magistrate (Dev.)
Jalpaiguri

Memo No. 05/1(14) /GE-2019/PB

Dated 05 03 /2019

Copy forwarded for information & wide publicity to:

1. The Addl. District Magistrate (Election), Jalpaiguri.
2. The Addl. District Magistrate , Zilla Parishad, Jalpaiguri.
- 3-4. The Sub-Divisional Officer, Jalpaiguri Sadar/ Mal.
5. The District Information Officer, Jalpaiguri with a request to publish the notice at the website of Jalpaiguri District i.e. www.jalpaiguri.gov.in.
- 6-12. The Block Development Officer, Sadar/ Rajganj/Maynaguri/ Dhupguri/Nagrakata/ Mal/ Matiali/ Nagrakata
13. CA to the District Magistrate, Jalpaiguri.
14. Office Notice Board .

Handwritten Signature
05-03-2019
Additional District Magistrate(Dev.)
Jalpaiguri