



**GOVERNMENT OF WEST BENGAL**  
**Office of the District Magistrate & District Panchayat Election Officer, Jalpaiguri**  
**(Ballot Paper Cell, PGE 2018)**

**NOTICE INVITING QUOTATION**

**Sub: Item rate for printing of Ballot Papers in connection with the Panchayat General Election, 2018.**

Sealed Quotations are hereby invited in two bid system (Technical Bid & Financial Bid) from bonafide, resourceful and eligible agencies/ printing presses with offset facility located within Jalpaiguri District for printing of Ballot Paper in connection with Panchayat General Election, 2018 as follows:

Sl. No.	Type of Ballot Paper	Average size of Ballot Paper (approx)	Description of paper	Rate (Rs.)
1	Single Column Ballot Paper for Gram Panchayat Constituency	Width 10 cm Length 30 cm (for 5 candidates)	60 GSM – 43 X 69 CM	Rate per 1000 copy - .....
2	Double Column Ballot Paper for Gram Panchayat Constituency	Width 21.50 cm Length 30 cm (for 4 candidates in each column)	60 GSM – 43 X 69 CM	Rate per 1000 copy - .....
3	Single Column Ballot Paper for Panchayat Samiti Constituency	Width 10 cm Length 30 cm (for 5 candidates)	60 GSM – 43 X 69 CM	Rate per 1000 copy - .....
4	Single Column Ballot Paper for Zilla Parishad Constituency	Width 10 cm Length 30 cm (for 5 candidates)	60 GSM – 43 X 69 CM	Rate per 1000 copy - .....

**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 (PGE, 2018) Minority Bhavan, Rajbari Para, Sadar BDO Office Compound, Jalpaiguri on or before scheduled date & time specified below.

Last date and time of submission of quotation	10.04.2018 at 12:00 noon.
Date and time of opening technical bid	10.04.2018 at 1:00 p.m.
Date and time of opening financial bid	11.04.2018 at 3:00 p.m.
Place of opening quotation	Office Chamber of the Addl. District Magistrate (Dev.), Jalpaiguri.

The technical bids will be opened first to evaluate the technical specifications of the work. 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	No. of offset printing machines available with capacity (at least 02 printing machines required)
2	No. of paper cutting and hand numbering machines available (capacity (at least 01 cutting machine required)
3	Space available in sq. ft. for checking, splitting of Ballot Papers (approximately 1500 sq. ft. area required for checking splitting etc. of Ballot Paper within the press premise)
4	Credentials of printing of Ballot Papers in Panchayat General 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 Panchayat General 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 Panchayat Election Officer, Jalpaiguri for verification of the capacity, feasibility etc. of the printing presses .

**Financial bid :**

The financial bid indicating rates for the work 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.

**Earnest Money :**

1. The financial bid should be super scribed as **"Financial Bid"** on the outer cover of the envelope.
2. **Earnest Money :** An Account Payee Demand Draft of Rs. 10,000/- (Ten thousand) only in the name of District Magistrate, Jalpaiguri is to be furnished by the bidders, as Bid Security money or Earnest Money Deposit (EMD).
3. The Demand Draft for the Earnest money should have at least 45 (forty five) days validity period after the opening of the bids.
4. In case of non-award of the work Earnest money would be returned to the unsuccessful bidders.

**Terms & Conditions :**

The intending agencies may submit sealed quotations on required Terms & Conditions:

1. Actual number of Ballot papers to be printed shall be given at the time 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 at the printing presses 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 office website. Prospective bidders are advised to occasionally visit the website ([www.jalpaiguri.gov.in](http://www.jalpaiguri.gov.in)) for any amendment.
10. As the scope of work involves printing of Ballot Papers for all the constituencies/seats of Gram Panchayat, Pranchayat Samitui and Zilla Parishad which implies that a huge no. of ballot papers are to be printed, the authority reserves the right to split the works among the participating bidders on mutual terms.
11. Validity of quotation : Quotation submitted shall remain valid at least for three months from the date of opening the quotation.
12. In case of any dispute, the decision of the District Magistrate & District Panchayat Election Officer, Jalpaiguri shall be final and binding on the bidders.
13. For any clarification regarding technical specifications etc. please send your queries to e-mail ID no. [minority.mdajpg.cell@gmail.com](mailto:minority.mdajpg.cell@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.
14. The authority reserves the right to reject any or all of the quotations received without assigning any reason thereof.

*H. S. Saha*  
02.04.2018  
Addl. District Magistrate (Dev.),  
Jalpaiguri

Dated : 02 / 04 / 2018

Memo No: 11/1(17) / BP/PGE 2018

Copy forwarded for information to:

1. The Sub Divisional Officer, Sadar/Mal.
2. The District Panchayat & Rural Development Officer, Jalpaiguri.
3. The Block Development Officer, Sadar/Rajganj/Maynaguri/Dhupguri/Mal/Matiali/Nagrakata.
4. The District Informatics Officer, NIC, Jalpaiguri. He is requested to publish the notice in the website of [www.jalpaiguri.gov.in](http://www.jalpaiguri.gov.in)
5. The District Information and Cultural Officer, Jalpaiguri.
6. The C.A. to the District Magistrate, Jalpaiguri.
7. Office Notice Board.

*H. S. Saha*  
02.04.2018  
Addl. District Magistrate (Dev.),  
Jalpaiguri