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Date..... 26/7/17

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT ELECTION OFFICER & DISTRICT MAGISTRATE
JALPAIGURI - 735101

Memo No. : 568 /Elec.

Dated: 25/7/2017

NOTICE INVITING TENDER

Sealed tenders are hereby invited from the intending agencies for digital printing of Photo Electoral Rolls/Elector Information Slip(EIS) etc. in connection with the Special Summary Revision of Electoral Roll, 2018 subject to following terms and condition as mentioned below:

Terms & conditions:-

1. Intending agencies will have to submit tender along with all requisite documents **A) ST/IT Clearance B) GST C) PAN No. D) Trade licence E) Credential certificate** of similar nature of works within last three years etc. along with earnest money amounting to Rs. 24,000/- (Rupees twenty four thousand) only in the form of bank draft in favour of the District Magistrate & District Election Officer, Jalpaiguri.
2. Printing is to be made from the supplied CDs / DVDs containing PDF files which will be supplied from this Office and the CDs / DVDs shall have to be returned back to this office after printing.
3. There should be sufficient numbers of digital printers and computers for the work.
4. A4 size white paper of 75 GSM (Power) / 70 GSM (ITC) is to be used for the printing purpose.
5. Paper quality (Power or ITC brand) & quality of the printing of Photo Electoral Roll should be maintained.
6. Multiple copies of Photo Electoral Roll are to be printed.
7. Rate will have to be quoted for both side and single side printing separately for printing of Photo Electoral Roll, & rate for Perforation in case of Elector Information Slip.
8. Rate should be quoted both in figure and in words.
9. No Separate Charge for transportation of printed copies of electoral rolls should be claimed.
10. 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.
11. Bill will be deducted upto 20% in case of deviation from paper quality or late supply.
12. No photocopy / Xerox will be allowed.
13. The work of Printing will have to be done in a secured place. The tenderer shall be responsible for safe return of the electoral rolls in the required numbers duly stapled separately for each part.
14. The successful tenders 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 tenderers along with all requisite documents shall reach by **3:00 p.m. of 08.08.2017**, at the Chamber of the Deputy Collector – in Charge, Election Department of Jalpaiguri Collectorate and the same will be **opened at 4:00 p.m.** on the same day in the chamber of the DCIC, Election Section. **No tender submitted after the scheduled date & time will be considered.** All tenderers are requested to be present at the time of opening of the sealed envelopes.

The authority reserves the right to accept or reject any of the tenders without assigning any reasons whatsoever.

H. Haldar
25.07.2017
Addl. District Magistrate (Election)
Jalpaiguri

Memo No. : 568/16/Elec.

Dated: 25/7/ /2017

Copy forwarded for information with a request to wide publicity by their notice board:

1. The Chief Electoral Officer, West Bengal.
2. District Magistrate Alipurduar/ Coochbehar/ Darjeeling.
3. The Sub- Divisional Office, Sadar/ Mal.
4. The District Panchayet & Rural Development Officer, Jalpaiguri.
5. The Mezarath Deputy Collector, Jalpaiguri.
6. The District Informatics Officer, Jalpaiguri with a request to make necessary arrangement for wide circulation through District website.
7. The DICO, Jalpaiguri with a request for wide circulation of the same through a leading Bengali & English daily News Paper.
8. The Office Notice Board.

H. Haldar
25.07.2017
Addl. District Magistrate (Election)
Jalpaiguri