



Government of West Bengal
Office of the District Magistrate, Birbhum
District Election Section.
Telephone/ Fax No.03462-255238
e-mail- birelec@gmail.com

NOTICE INVITING TENDER

NIT No:-1/Elec/Bir

Dated:-16/09/2020

Sealed Quotations are invited from bonafide vendors /Manufactures / contractors/suppliers for the following matters as per specification below on the terms and conditions mentioned below :

Name of the Scheme:-Printing of Forms for ensuing Summary Revision of Electoral Rolls, 2021
District Election Section, Birbhum.

Date of the Publication of the Notice: 16.09.2020.

Venue for the dropping & opening of the tender: Office of the District Election Section, Birbhum.

Date of dropping of tender paper : Upto 23.09.2020 up to 2-00 p.m.

Date of opening of the tender : 23.09.2020 at 3-00 p.m.

Sl. No.	Specification	Quality of paper	Type of Form	Quantity
1	Form ½ DFC, both side	8 Kg Andhra Paper	6, 6A, 7, 8, 8A	As per requirement
2	Form ¼ DFC, both side		6 inner ; 6A inner ; 8 inner, 13 and 14	
3	Form ¼ DFC, single side		7 inner ; 8A inner ; 9,10,11,11A EC, Epic-001, Annexure-I oath,	
4	Form 1/8 DFC, both side		12 and 15	
5	Form 1/8 DFC, Single side		Annexure-III, Sanjojoni -2, Sanjojoni-3	

Terms & Conditions:

1. Tender will have to be submitted in sealed envelope.
2. Separate rate for each of above mentioned articles should invariably and clearly be mentioned in the letter head pad duly signed by the tenderer.
3. Rate should be offered by the NIT including all taxes and all other charges per 1000 copies and rate per 1000 copies should be mentioned in the application. (as per specification).
4. The tenders should be accompanied with necessary papers viz.(i) P.Tax (Current Clearance Certificate), (ii)GST, (iii) PAN (Card), (iv) Credential Certificate (for such items), (v) Rs. 10,000/- (Ten thousand only) as earnest money by demand draft in favour of District Magistrate, Birbhum payable at Suri, Birbhum or NSC.
5. Items through currier service will not be entertained.
6. Tenderer will have to deliver the items at the receiving point at their own cost.
7. The tenderer must submit their full postal address with contact number with the tender.
8. The tender will be opened, on the date and time as mentioned, **in Election Section, Birbhum** and at that time supplier /their representatives themselves may remain present.

A. Adhikary
Addl. District Magistrate (Elec.)
Birbhum
16/09/20

9. Sample should be displayed before the issuing of work order.
10. Prior to acceptance of the tender, the undersigned reserves the right to call for sample or demonstration and the tenderer shall be liable to give the demonstration free of cost.
11. In the event of acceptance of the tender and placing of the order would be subjected to inspection by the undersigned or his representatives and are liable to be rejected if the articles supplied are not according to approved sample or do not conform with the specification prescribed.
12. Selection will be made on the basis of the total price.
- 13. The undersigned reserves the right to accept or reject any tender assigning any reasons whatsoever and not bound to accept the lowest rate, stating the reasons thereof.**
- 14. The total unit / Quantity may vary as per the requirement.**
15. The supply must be started as early as possible from the date of the receiving of the work order.
16. Any damaged or deformed articles will not be entertained. If any damaged / deformed articles found, replacement with the new fresh one is to be done at that time of execution.
- 17. The Earnest money of all the unsuccessful tenderer will be refunded on receipt of application from the tenderer.**
18. The Earnest Money will be refunded after 6 months from successful completion of the work.
19. Payment will be made on submission of bill in duplicate along with work order in original from the District Magistrate, Election Section, Birbhum after completion of full supply of items and deduction of Tax etc. will be made as per existing norms.

P. Adhikari 16/09/20
Additional District Magistrate, (Elec)
Birbhum

Memo No. 802(7) /Elec.

Dated:- 16 /09/2020

Copy forwarded for kind information and necessary action for wide publicity to -

1. The D.I.O, NIC, Birbhum with request to publish the notice in district web site.
2. The Officer-in-Charge, Election with a request to remain present during the opening of the Tender.
3. The NDC, Birbhum, for publicity in Notice Board.
4. The DICO, Birbhum.
5. The HC (SL), Election Section, with a request to display at the Notice Board and remain present during the opening of the Tender.
6. The CA to DM / ADM(Elec), Birbhum.

P. Adhikari 16/09/20
Additional District Magistrate (Elec)
Birbhum