

Government of West Bengal  
Office of the District Magistrate and District Election Officer,  
Alipurduar  
E-mail: deoalipurduar@gmail.com

**NOTICE INVITING TENDER**

**NIT NO.:- 01/ELEC/2018-19 dated 21.12.2018**

Sealed tenders are hereby invited from bona fide and resourceful firms / agencies having experience or credential of working with Government departments / Undertakings / Agencies for printing of Photo Electoral Roll and Elector Information Slip as per the specifications of the quality displayed, and fulfilment of the terms and conditions stated hereunder.

**Specifications of the required items:-**

Sl. No.	Item	Rate For Printing For Single Page	Rate For Printing For Double Page
1.	CENTURY BRAND 75 GSM PAPER		
2.	CENTURY BRAND 70 GSM PAPER		

**Terms and Conditions**

1. The tender should be submitted by 28<sup>th</sup> of December 2.00 pm, 2018 & the same will be opened at 3.00 pm in the chamber of the Additional District Magistrate (Election) on the same day.
2. Sealed envelopes containing tender rate should be addressed to "The District Magistrate and District Election Officer, Alipurduar" and should be super scribed as "Printing of Photo Electoral Roll and Elector Information Slip".
3. Sealed tenders are to be dropped in the drop box kept in the office of the District Election Cell, Alipurduar on all working days within working hours. Tender received through any other means will not be accepted.
4. The applicant must be a bona fide supplying agency having valid sales tax / VAT registration certificate. Photocopy of all the relevant documents duly self-attested including last sales tax / VAT return, latest Income Tax return, trade license, PAN card on the date of issue of this notice must be enclosed with the application.
5. The applicant must be a bona fide supplying agency having valid credential of at least Rs. 200000/- against a single work order of printing with Government departments / Undertakings / Agencies.
6. The undersigned reserves the right to relax any of the aforesaid criteria, at any stage of the process on specific ground.
7. The price tendered against the item must be written or typed neatly. Corrections, if any should be properly authenticated. Incomplete offer will summarily be rejected.
8. Earnest money noted against the name of work at Rs. 8000/- only will have to be deposited in the form of the Nationalized Bank Draft in favour of the undersigned inside the sealed envelopes containing tender rate.
9. Acceptance of the lowest tender is not obligatory and the undersigned reserves the right to cancel any or all the applications, without showing any reason thereof whatsoever and also can split up the tendered work to more than one tenderer in the interest of the speedy execution of the work.
10. Time is the essence of the contract. The successful tenderer must complete the work within the specified time mentioned in the work order. No extension will be allowed at all. If the successful tenderer fails to complete the printing in stipulated time period, the work order issued in his favour will be cancelled without showing any reason thereof. The undersigned may also proceed to get the balance work completed by any other means. The excess expenditure, due to such step would be recoverable from the unpaid bill of the tenderer. Apart from these, any other penal measure the undersigned can take, including black listing of the tenderer and forfeiture of the earnest money.
11. No consumable materials will be supplied to the Agency from any work from the office of the undersigned. Agency will be responsible for procuring all materials required for proper execution of work at his own cost.
12. Payment will be made after receipt of supplied materials in good condition at the stipulated site.

*NOV*  
21/12  
District Election Officer

&  
District Magistrate, Alipurduar

No: 437 /Elec

Date: 21 / 12 / 2018

Copy forwarded for wide publication and necessary action to:-

1. The Sub-divisional Officer (Sadar), Alipurduar
- 2-7. Block Development Officers (All)
8. CA to Additional District Magistrate, Social Audit Unit, Alipurduar
9. Office Notice Board, Election section, Alipurduar
10. Office Notice Board, Nezarath section, Alipurduar
11. DIO, NIC with a request to publish in the District Website

*NOV*  
District Election Officer

&  
District Magistrate, Alipurduar