

GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT AND DISTRICT ELECTION OFFICER, ALIPURDUAR  
P.O. ALIPURDUAR COURT, PIN -736122  
Phone: 03564-255202 & 255120 E-mail: [deoalipurduar@gmail.com](mailto:deoalipurduar@gmail.com)

Memo no. 20 /Elec/III/SRER-2020


Date:10/01/2020

NOTICE INVITING TENDER  
NO-06/Elec/2019

Sealed tender is hereby invited from the reputed and bona fide dealers/suppliers /Agency for printing of PVC EPIC, as per specification enclosed in Annexure-A. Apart from Annexure-A, following directives should also be abided by the tenderers:

- 1) The tenderers should have one sealed envelope containing of necessary documents mentioned in point 2 for technical bid and one sealed envelope quoting the rate for financial bid. Both the envelopes must be put inside one mother envelope which should properly be sealed and put into the dropping box.
- 2) The tenderers will have to furnish the following documents:
  - i. Income tax Return/acknowledgment receipt of 2018-19/2019-2020 Assessment Year
  - ii. Pan card
  - iii. Up to date professional Tax Clearance Certificates
  - iv. Valid 15 digit Goods & Services Taxpayer identification Number (GSTIN) under GST Act, 2017
  - v. Proof for credential for printing of PVC Card or EPIC card at any Govt. organization pertaining in last 05 years of at least Rs.10000/- value at one go. Payment Certificate/ Completion certificate (Clearly stating the word "Printing of PVC" or Printing Of EPIC" and the amount paid) from the employer under whom the work has been executed, will only be treated as the eligible credential.
- 3) The tender paper will be received till 26.01.2019 up to 1.00 p.m and will be opened on the same date at 5.00 p.m at room no-620, office of the District Magistrate. The tenderers may remain present at the time of opening the box of tender if they intend to do so.
- 4) The rate will have to be quoted both in figures and on words and any scratches, errors of overwriting cancelation, as decided by the competent authority.
- 5) The quoted rate in the tender should be inclusive of GST and all other taxes.
- 6) Sealed mother envelope containing 02 sealed envelopes(one for financial and one for technical bid) should be addressed to "The District Magistrate, Alipurduar" and dropped in the drop box kept in the office of the Election section, at room -205 of dooars kanya, Alipurduar on all working days within working hours. **Tender received through any other means will not be accepted.**
- 7) Not more than one tender would be accepted from one dealer or supplier or Agency.
- 8) The District Magistrate, Alipurduar also reserves the exclusive right to accept or reject any / all the tender without assigning any reason whatsoever.
- 9) Certain condition regarding the printing of PVC card along with the format of tender is enclosed in Annexure-A, which should be abided by later by the successful bidder.
- 10) The selected dealer or supplier or Agency must print the PVC EPIC within the area specified by the District Magistrate, Alipurduar in his office premises under security surveillance.


Enclosed: Annexure-A

  
Additional District Magistrate (Election)  
ALIPURDUAR

Memo no: 20(9) /Elec/III/SRER-2020  
Copy forwarded for information and wide publicity to :

Date:10/01/2020

- 1) The SDO, Alipurduar Sub-Division
- 2-7) All Block Development Officers under Alipurduar
- 8) DIO, NIC with a request to publish in the district website on 10.01.2020 positively
- 9) Office notice board

  
Additional District Magistrate (Election)  
ALIPURDUAR

## Annexure-A

### Personalization

#### *Front Side:*

1. Coloured photo of the elector of size 3.2 cm ( vertical) and 2.4 cm(horizontal) in the space provide for the purpose.
2. EPIC no. of the elector printed in alphabets and numbers and also as a bar code.
3. Name of the elector in English and "Vernacular".
4. 'Relation name' printed in English and"Vernacular".

#### *Back Side:*

1. 'Sex' printed in English and "Vernacular".
2. 'Date of Birth/Age' printed in English.
3. 'Address' printed in English and "vernacular".
4. 'No. & name of Assembly Constituency' printed in English and "Vernacular".
5. 'Part no. & name' in English and "Vernacular".
6. Scanned signature of Electoral Registration officer'.

#### Image Specification and Lamination:

The photographs of the elector on new cards should be in sharp focus, of high quality with appropriate brightness & contrast and showing natural skin tones of the elector's face and clearly recognizable features with following resolution and size.

Details	Specification
Image Format	JPEG
Image Resolution	320x240 pixels(Standard e-mail mode of Digital Cameras) in Colour portrait mode in aspect ratio of 4:3
Image size	3.2 cm vertical x 2.4 cm Horizontal