

**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE DISTRICT MAGISTRATE AND DISTRICT ELECTION OFFICER,**  
**ALIPURDUAR**  
**P.O. ALIPURDUAR COURT, PIN-736122**  
**E-mail: deoalipurduar@gmail.com**

Memo no. 111...../Elec/XXII

Date: 18/02/2022

**NIT No 04/ Elec/2021-2022**  
**NOTICE INVITING TENDER for Printing of Electoral Forms**

Sealed tender is hereby invited from the reputed and bonafied dealers/ suppliers for supply of printing of forms, as per specification enclosed in Annexure-A.

1. The tenderers will have to furnish up-to date clearance certificate of I.T, & GST number with their tender papers. No tender paper will be accepted without the I.T & G.S.T certificate.
2. The tender paper will be received till **24.02.2022** up to **2.00 p.m** and opened on the same date at **3.00 p.m** at office of the Addl. District Magistrate (Election), Alipurduar. The tenderers may remain present at the time of opening the box of quotation, if they intend to do so.
3. The tenderers should also submit credential certificate (payment certificate only) any kind of govt. forms of Rs.20000/-(Rupees Twenty Thousand)only for printing of any kind of govt forms pertaining in last 03 years at one go.
4. The rates will have to be tendered both in figures and on words and any scratches errors of overwriting must bear initial/signature of the tenderers on it. Any deviation would make the tender paper liable for cancelation, as decided by the competent authority.
5. The tenderers should have one sealed envelope containing on necessary documents for technical bid and one sealed envelope quoting the rate for financial bid. Both the envelopes must be put inside one mother envelope should properly be sealed and put into the tender dropping box.
6. The Sealed mother envelope should be addressed to "The District Magistrate, Alipurduar" and dropped in the drop box to be kept in the office of the Election Section, Dooars Kanya, Alipurduar (Room No 205) on all working days within working office hours. Tender received through any other means will be rejected.
7. Not more than one tender would be accepted from one dealer or supplier.
8. The undersigned also reserves the exclusive right to accept or reject any/ all the quotation without assigning any reason whatsoever.
9. Certain conditions regarding the printing of Forms along with the format of tender is enclosed in Annexure-A. The average of the items mentioned in Annexure -A will determine the lowest bidder in the financial bid.
10. The rate should be inclusive of GST and all other taxes.

Enclosed: As Stated

  
Additional District Magistrate (Election)  
Alipurduar

Memo no. 111/1(10)...../Elec/XXII

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Copy forwarded for information and wide publicity to:

- 1-7. The Block Development Officer (All), Alipurduar
7. DIO, NIC with a request to publish in the district website.
8. CA to the District Magistrate, Alipurduar
9. Office notice board.
10. Office file

  
Additional District Magistrate (Election)  
Alipurduar

# Annexure-A

## Format

Sl.no	Name of item	Specification	Rate per forms
2	Forms	½ DFC Single side	
4	Forms	¼ DFC Single side	
6	Forms	1/8 DFC Single side	

- 1: The Forms shall be printed in good quality of material.
- 2: The printing quality shall be good enough so it can be preserved for at least 2(two) years.
- 3: The rate shall be quoted in the prescribed format.

  
Additional District Magistrate (Election)  
Alipurduar