

Government of West Bengal
Office of the District Magistrate & District Election Officer, Cooch Behar
Election Branch

Order No.: 218

Dated: 19/ 12 /2016

TENDER NOTICE

Sealed tenders are hereby invited from reputed and resourceful firms having sufficient credential **for digital printing of electoral rolls for the nine assembly constituencies in the district of Cooch Behar.**

Scope of Work:

Digital printing of 2467(two thousand four hundred and sixty seven) only electoral parts consisting about 7/8 pages each shall have to be furnished on both side of the paper. The sets of electoral rolls (suppliment-1) to be printed would be approx 14(fourteen) copies each for all the 9(nine) assembly constituencies of the district. The number of copies may also vary depending upon the requirement.

Eligibility Criteria:

- 1) The firm should have printing establishments in Cooch Behar. The tenderer should have sufficient number of printers/photocopiers capable of handling double sided printing work within a limited period of time i.e. 3 days(approx) The details of his printing establishment including daily output shall be submitted along with tender documents.
- 2) The firm should have experience in similar nature of work preferably printing of electoral rolls within the last 3(three) financial years having a single work order of value not less than Rs. 4 lakh from Government organization. Completion certificate in support of his claim shall be submitted along with the tender documents.
- 3) Latest Sales Tax Clearance Certificate.
- 4) Latest P.T. Clearance, VAT and PAN Nos with the tender papers.

Financial Offer:

The bidder shall quote the rates both in figures as well as in words in their official letter head in the following format:

Sl. No.	Printing in A4 paper size of 75 gsm	Rate offered (Rs.)
1	Single Side printing per page	
2	Double side printing per double page	
3	Sorting and stitching per part	

Other Terms & Conditions:

- PDF version of the roll to be printed will be handed over from the election section of office of the District Magistrate & District Election Officer, Cooch Behar.
- The work of printing will have to be done in a secured place and tenderer should have a secured site of work which will be inspected before final order is given. The tenderer shall be responsible for safe return of the electoral rolls in the required numbers duly stapled separately for each part to this office. Data base will be handed over to the election section of the office of the District Magistrate & District Election Officer, Cooch Behar after completion of printing. Under no circumstances, the hard copies or the pdf version of the roll will be handed over to any agency without the prior approval of the District Election Officer, Cooch Behar.
- Delay in completing the work would make the tenderer liable for deduction of 2% of final amount payable for each day of delay beyond the fixed up in the agreement as indicated in the work order.
- The tenderer may arrange sufficient manpower for round the clock printing to abide by the timeline for supplying electoral roll to the office. Power back up shall be in place during printing.
- Any other information, if any, may be collected from the District Election Office, Cooch Behar during office hours on all working days.

Work completion period the work shall be completed within 3 (three) days after the issuance of work order. Earnest Money Deposit ₹.20000/- in the form of call deposit in favour of District Magistrate & District Election Officer, Cooch Behar shall be submitted along with the bid document.

Tender submission:

1. The complete tender documents complete in all respect shall be received in a sealed box kept in the Chamber of the Officer-in-charge, Election, District Election Office, Cooch Behar up to 3:00 pm on and from 21/12/2016 to 27/12/2016.
Bids will be opened on the same date after 3:00 pm in the chamber of the Officer-in-charge, Election, District Election Office, Cooch Behar. The bidders may remain present at the time of opening the tenders;
2. The undersigned reserves the right to reject or to accept any tenders without assigning any reason whatsoever;
3. 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.



District Magistrate
&
District Election Officer,
Cooch Behar

Memo No.: Elec/2490(14)/XXX-60/16

Dated: 19/12/2016

Copy forwarded for information and necessary action to:-

1. The E.R.O (all)
2. The D.I.O,NIC, Cooch Behar with a request to publish in the district website.
3. The D.I.C.O., Cooch Behar with the request to publish in one Bengali/English Newspaper.
4. Office Notice Board: DM's Office / District Election Section.



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