

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT ELECTION OFFICER & DISTRICT MAGISTRATE
BIRBHUM
(DISTRICT ELECTION SECTION)

NOTICE INVITING QUOTATION

Sealed rates are invited from the bonafide EDP agencies/service providers having own setup and experience in processing and printing of BLO House to House Survey Register in connection with the Pre-revision activities for the year 2018 and subsequent years on behalf of the District Election Officer & District Magistrate, Birbhum.

Terms and Conditions are enclosed in Annexure-A respectively with this NIT.

The agencies should quote the rates against each item in their own letter head along with all supporting papers and submit the same in sealed envelope super scribed with the NIT Number and date and the same is to be dropped in the box kept for the purpose in the chamber of the OC Election, 1st Floor, Prashashan Bhavan, Suri, Birbhum within 05/06/2018 of 1 PM. The Tenders will be opened in front of the tenderers present at 2 PM on the same day and place. Rates should be quoted inclusive of all statutory taxes and duties. Part tenders will not be considered.

Sl.No.	Description of Work	Rate including all taxes and all other charges (In figures as well as in words)
1	Printing of Register formats in Black & White on Legal size paper of at least 80 GSM thicknesses.	
2	Colour printing of Cover page in hard bound paper	
3	Stitching & Binding of the Register	
	Total :	

The authority reserves the right to accept or to reject the lowest or any rates or all the tenders or issue work order partly without assigning any reason whatsoever. Rates quoted should remain valid till 30/06/2021.

Memo No ⁽⁹⁾ 340 /Elec

Dated: 29/5/18

(M) 29.5.18
For District Magistrate
Birbhum

Copy forwarded for information and necessary action for wide circulation to:

1. Additional Executive Officer, Birbhum Zilla Parishad, Birbhum
- 2-4 Sub Divisional Officers (All), Birbhum
5. DICO, Birbhum for wide publicity
6. Officer In Charge, Election, Birbhum with a request to take necessary steps for arrangements in publishing in the Newspapers.
7. DIO, NIC, Birbhum with a request to upload this tender notice to the district website for wide publicity.
8. C.A. to D.M., Birbhum
9. Office Notice Board

(M) 29.5.18
For District Magistrate
Birbhum

Annexure A

Terms and Conditions

1. The BLO H2H Survey Register shall be a hard bound register, since it will be used for a period of 03 years.
2. Dimension of the Register: The register shall be printed in good quality paper (preferably 80 GSM) of 'Legal' size (8.5 x 14 inches) in landscape orientation.
3. The paper quality shall be good enough to be written on both sides of the paper.
4. The binding quality should be good enough to be used and preserved for 03 years atleast.
5. The rate offered by the tenders will be valid up to 31/12/2021 or 3 years from the date of acceptance whichever is later.
6. Credential or Experience Certificate of the same type of work at District level for at least two year (preferably last calendar year) should be submitted along with tender paper.
7. Quality of work has to be ensured by the selected agency.
8. 1% of the bill value will be deducted for each day of delay in execution of the work beyond permissible limit.
9. Full and Final rate including Service Tax/GST, as applicable, will only be quoted. Income Tax will be deducted from Bill as per Norms.
10. Agencies black listed/ cancelled due to unsatisfactory performance by any Govt Office will be debarred from taking part in the tender process.
11. Sample copy of paper should be submitted along with tender paper
12. Original ink must be used.
13. Deliveries of printed materials are to be made directly to the district election section or the place instructed by the district election section.
14. This office is not bound to accept the lowest rate & this office can seek explanation or cost benefit analysis from the agencies if the rate quoted by them is found to be higher than prevalent market rate.
15. The undersigned reserves the right to distribute the work among different agencies, depending upon the volume of work and time at the disposal for carrying out the job.
16. The undersigned may reject any or all the rates tendered without assigning any reasons.

(R) 29.5.18
For District Magistrate
Birbhum

