



**Government of West Bengal**  
**Office of the District Magistrate & DEO, Birbhum**  
**(Materials Cell)**

NIT No. : 01/ Material Cell/NIT/2021

Dated : 18 / 01 / 2021.

Tenders are hereby invited Item wise rate from the bonafide Firms / Suppliers / Contractors for a good number of various items related to the General Assembly Election-2021 on behalf of the District Magistrate & District Election Officer, Birbhum at the date & time specified below:

**Details of the Items :**

**Printing & Forms :- As per Annexure.**

**Terms & Conditions :**

1. The Tenderer should be in a position to complete the supply of items of work ordinarily within five (05) days from the date of issue of work order and supply shall have to be made at the Material Cell, Birbhum Collectorate / SDO Offices, Suri/ Rampurhat/ Bolpur and 19 nos. of BDO Offices / DC & RC of 11 ACs
2. The Tenderer should be registered under Government as required under the law for carrying out business and should have the experience of supplying of such types of materials in Government organization with annual turnover not less than ₹ 3,00,000/- (Rupees Three Lakh only) at least for last three consecutive years.

**3. CRITICAL DATE AND TIME SCHEDULE: -**

| Sl. No | Particulars   | Date & Time               |
|--------|---|---------------------------|
| 1.     | Date of uploading of N.I.T. Documents (online) (Publishing Date)  | 18/01/2021 at 12.00 hrs.  |
| 2.     | Documents download/sell start date (Online)   | 18/01/2021 at 13.00 hrs.  |
| 3.     | Bid submission start date (On line)   | 18 /01/2021 at 13.00 hrs. |
| 4.     | Bid Submission closing date (On line)   | 29/01/2021 at 14.00 hrs.  |
| 5.     | Bid opening date for Technical Proposals (Online) & at the Conference Hall of the Additional District Magistrate (LR) Birbhum.                            | 01/02/2021 at 15.00 hrs.  |
| 6.     | Date & Place for opening of Financial Bid (Online)  | To be notified online     |
| 7.     | Date of uploading of list bidders along with the offer rates through (on line), also if necessary for further negotiation through offline for final rate. |                           |

4. Copy of draft for earnest money amounting to ₹ 50,000/- (Rupees fifty thousand) only has to be uploaded by the tenderer. Valid I.T/S.T/P.T clearance certificate, PAN/GST registration certificate also have to be uploaded. Earnest money shall have to be deposited through Bank Draft in favour of the "District Magistrate, Birbhum" in person to the Additional District Magistrate and District Land & Land Reforms Officer, Birbhum, Suri within 01/02/2021 at 13.00 hrs.
5. Only one representative of each tenderer shall be allowed to attend at the time of tender opening subject to presentation of authorization letter from the tenderer.
6. The District Magistrate & District Election Officer, Birbhum reserves the right to engage more than one supplier to supply the materials at the accepted rate, if it seems that lowest tenderer is not in a position to carry out full task within the stipulated time.
7. The agency shall be responsible to supply the materials at the Material Cell, Birbhum Collectorate/ SDO Offices, Suri/ Rampurhat/ Bolpur and 19 nos. of BDO Offices / DC & RC of 11 ACs as per orders. In case of any discrepancy/negligence, legal action shall be taken against the agency.
8. The District Magistrate & District Election Officer, Birbhum reserves the right to accept or reject any tender or reject all the tenders without assigning any reason thereof.
9. If the Tenderer needs any additional information and clarification apart from information laid in tender notice, he/she may ask the same to the Additional District Magistrate and District Land & Land Reforms Officer, Birbhum, Suri.
10. The tenderer will submit the sample duly sealed and signed on the item of the above noted items on or before the date of opening of bid and the authority will issue supply order on satisfaction of the quality of the sample supplied to the Office of the Additional District Magistrate and District Land & Land Reforms Officer, Birbhum, Suri.
11. The following documents shall have to be enclosed with the Tender duly signed by the tenderer with the seal of the Firm/Suppliers on all the pages and it should be serially numbered.
12. Prescribed proforma for submission of the tender is as follows:



**Documents have to be uploaded along with tender :**

- i) A copy of latest Sales Tax/GST certificate duly attested/stamped by the tenderer .
- ii) Copy of the registration certificate of the tenderer / Firm.
- iii) Self declaration certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by any other Central / State Government Department /Public Sector Undertakings.
- iv) Credential certificate of the tenderer including work certificate of similar nature in Govt. sector.
- v) Declaration of the tenderer for supplying materials as per specification.
- vi) The rate includes all charges like taxes, transportation, GST etc.
- vii) Annual Audit report of the Firm/Suppliers for the last financial year.



**Additional District Magistrate and  
District Land & Land Reforms Officer, Birbhum  
& ADM In Charge, Materials Cell  
Birbhum.**

**Memo N. : 01/1(34)/Material Cell/NIT/2021**

**Dated : 18 / 01 / 2021.**

**Copy forwarded for information and taking necessary action to :-**

1. The Project Officer cum District Welfare Officer, Birbhum.
2. The Officer in Charge, Election Section, Birbhum.
3. The Nezarath Deputy Collector, Birbhum.
- 4-22. The Block Development Officer, \_\_\_\_\_ Dev. Block for wide publicity.
23. The District Information & Cultural Officer, Birbhum with the request for wide publicity also request to publish advertisement in one Bengali and one English Newspaper.
24. The Post Master, Suri Head Office, Birbhum for wide publicity.
25. The DIO, NIC, Birbhum with a request to upload the same in the district websit.
26. CA to the District Magistrate, Birbhum.
- 27-30. CA to the ADM (G)/ ADM (Dev.)/ ADM(LR)/ ADM(ZP), Birbhum.
- 31-33. CA to SDO Sadar Suri/ Bolpur/ Rampurhat, Birbhum.
34. Office Notice Board of District Election Officer, Birbhum.



**Additional District Magistrate and  
District Land & Land Reforms Officer, Birbhum  
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