

**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE DISTRICT ELECTION OFFICER & DISTRICT MAGISTRATE**  
**JALPAIGURI – 735101**

Memo No. : 515/Elec.

Dated: 02/8/2018


**NOTICE INVITING TENDER**

Sealed tenders are hereby invited from the intending bonafide Agencies/Printers for Digital Printing of Photo Electoral Rolls/Elector Information Slips (EIS) etc. in respect of 7 (Seven) Assembly Constituencies of Jalpaiguri District in connection with the Special Summary Revision of Electoral Roll, 2019 & Pre-Revision Activities, 2020, subject to following terms and condition as mentioned below:

**Terms & Conditions:-**

1. Intending agencies/printers will have to submit tenders along with the following requisite documents:
  - A) Photocopy of Registration of Firm Organization,
  - B) GST Registration Certificate,
  - C) Photocopy of Income Tax Return & PAN No.,
  - D) Photocopy of Trade Licence,
  - E) Photocopy of Professional Tax Clearance Certificate,
  - F) Declaration in the form of Affidavit by the Proprietor of the organization clearly stating that the organization has not been blacklisted by Central/State/UT Government or any other Government agency and has not been charged/prosecuted by Court of Law for any fraudulent activity;
  - G) Credential certificate of similar nature of works within last three years etc. along with Earnest Money amounting to Rs. 24,000/- ( Rupees twenty four thousand) only in the form of bank draft in favour of the District Magistrate & District Election Officer, Jalpaiguri.
2. Printing is to be made from the supplied CDs / DVDs containing PDF files which will be supplied from this Office and the CDs / DVDs shall have to be returned back to this office after completion of printing works.
3. There should be sufficient numbers of digital printers and computers for the work.
4. A4 size white paper of **75 GSM (Bilt Copy Power)** is to be used for the printing purpose.
5. Paper quality (**Bilt Copy Power**) & quality of the printing of Photo Electoral Roll should be maintained.
6. Multiple copies of Photo Electoral Roll are to be printed.
7. Rate will have to be quoted for both side and single side printing separately for printing of Photo Electoral Roll & rate for Perforation in case of Elector Information Slip.
8. Rate should be quoted both in figures and words & must be inclusive of GST as per norms.
9. No Separate Charge for transportation of printed copies of electoral rolls should be claimed.
10. The work is to be done on emergency basis and printing of roll is to be completed within the stipulated time as will be mentioned in the work order.
11. Deduction upto 20% of the bill amount shall be charged in case of deviation from paper quality or late supply.
12. No photocopy / Xerox will be allowed.
13. The work of Printing will have to be done in a secured place. The renderer shall be responsible for safe return of the Electoral Rolls in the required numbers duly stapled separately for each part.
14. 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.
15. The tenders along with all requisite documents shall have to be submitted by **3:00 p.m. of 10.08.2018**, at the Chamber of the Deputy Collector – in Charge, Election Department of Jalpaiguri Collectorate and the same will be **opened at 4:00 p.m.** on the same day in the chamber of the DCIC, Election Section. **No tender submitted after the scheduled date & time will be considered.** All tenderers are requested to be present at the time of opening of the sealed envelopes.

The authority reserves the right to accept or reject any of the tenders without assigning any reasons whatsoever.


  
Additional District Magistrate (Election)  
Jalpaiguri

Dated: 02/08/2018

Memo No. : 515/1(8)/Elec.

Copy forwarded for information with a request to wide publicity by their notice board:

1. The Chief Electoral Officer, West Bengal.
2. District Magistrate, Alipurduar/ Coochbehar/ Darjeeling.
3. The Sub- Divisional Office, Sadar/ Mal Sub-Division, Jalpaiguri;
4. The District Panchayat & Rural Development Officer, Jalpaiguri.
5. The Nezarath Deputy Collector, Jalpaiguri.
6. The District Informatics Officer, Jalpaiguri with a request to make necessary arrangement for wide circulation through District website.
7. The DICO, Jalpaiguri with a request for wide circulation of the same through a leading Bengali & English daily News Paper.
8. The Office Notice Board.

  
Additional District Magistrate (Election)  
Jalpaiguri