

Government of West Bengal  
Office of the District Election Officer  
Jalpaiguri

NIT no. 357/Elec.

Date : 03/03/2009

**Tender Notice**

Sealed tenders are invited in two-envelope system by the undersigned for Printing of Photo Electoral Roll, 2009 for ensuing General Election to the Lok Sabha, 2009.

Date of Submission of Tender paper	Opening of Price bids & Technical bids
18/03/2009 from 11:00 a.m. to 2:00 p.m.	18/03/2009 at 3:00 p.m.

Tender forms can be obtained from the website: [www.jalpaiguri.gov.in](http://www.jalpaiguri.gov.in). Technical bid should consist of Tender paper, financial bid should contain only 'form of financial bid'. These two bids should be submitted in a big envelope.

Mode of earnest money deposit:

- Demand Draft/Banker's Cheque drawn in favour of the undersigned or NSC duly pledged amounting to Rs.5000/-. No other mode of E/M shall be entertained. Engineers' co-operative societies are not required to deposit any earnest money.
- Before submission of bid, the bidder must get his signature attested on the contract form by witness, failing which the tender may be rejected.

**ELIGIBILITY CRITERIA**

- The bidder must be a company/ firm, registered under the Companies Act, 1956/ the Partnership Act, 1932 or a proprietary one; having valid trade license. *Attested* documentary evidences should be enclosed.
- The tenderer who has been blacklisted in past by any Government Organization in India would not be eligible to take part in this proceeding in his/ her name or in new name/ entity. An affidavit in this regard should be submitted.
- The tenderer should enclose 'attested copies' of PAN & valid Professional Tax Clearance Certificate.

**TERMS & CONDITIONS OF BID**

- Rates should be quoted considering all and every scope/s of the tendered jobs.
- The DEO reserves the right to accept or reject any or all the tenders or accept any tender in part, without assigning any reason thereof.
- Any company/ tenderer shall submit only one tender only once. No company/ tenderer shall be allowed to submit more than one bid in the said tender in any other name of the company.
- The vendor will have to pay security deposit @ Rs.5000/- within seven days of acceptance of tender in the form of performance bank guarantee or FDR/s of any nationalized bank (to be pledged in favor of the DEO, Jalpaiguri).
- All works under or in course of execution or executed in pursuance of the contract shall at all times be open for inspection and supervision of the CEO/ DEO & his/ her subordinates/ SLA.
- Printing is to be made from the supplied CDs / DVDs containing PDF files from this Office.
- **A4 size white paper of 75 GSM** is to be used for the printing purpose.
- **Paper quality & Quality of the printing of roll should be maintained.**
- Each part of electoral roll should be wire stitched.
- **Rate** will be submitted for **both side and single side** printing separately.
- **No separate charge for transportation** of printed copies of electoral rolls would be claimed.
- **No photocopy / Xerox will be allowed.**

- The vendor will perform the work with diligence. The vendor shall submit progress reports in prescribed format to the DEO at regular intervals.
- No advance payment shall be given to the vendors for undertaking the work. Payment will be made by DEO on full completion of work and upon prior certificates of quality by SLA and on delivery on time of outputs as prescribed herein.
- The vendor shall not be entitled to claim any compensation from the CEO/ DEO for the loss suffered by him/ her on account of delay for whatsoever reasons including inter-alia: Force Majeure, Act of God (Vis major), Act of enemies of the State or any other reasonable cause beyond the control of the CEO/ DEO.
- That if any question, difference or objection, whatsoever, arises in any way connected with or arising out of this instrument or the manning or operation of any part thereof or rights, duties or liabilities of either party then save in so far as the decisions of any such matter is herein before provided for and has been so decided, every such matter shall be referred for arbitration to the CEO and his decision shall be final and binding.

Additional District Magistrate (Election), Jalpaiguri

**NIT no.357 /Elec.**

**Dated, Jalpaiguri, the 03/03/2009**

Copy forwarded for information and wide publicity to:

- 1) The Commissioner, Jalpaiguri Division.
- 2) The Chief Electoral Officer, West Bengal, 21, NS Road, Kolkata-1.
- 3) The Superintendent of Police, Jalpaiguri.
- 4) The Additional Executive Officer, Jalpaiguri Zilla Parishad.
- 5) The District Land & Land Reforms Officer, Jalpaiguri.
- 6) The Sub-Divisional Officer, Alipurduar/ mal/ Sadar Sub-Division.
- 7) The Nezarath Deputy Collector, Jalpaiguri Collectorate, Jalpaiguri.
- 8) The Electoral Registration Officer, ..... (all) A.C., Jalpaiguri.
- 9) The Block Development Officer, ..... (all) Block, Jalpaiguri.

Additional District Magistrate (Election), Jalpaiguri.

**ABBREVIATIONS & DEFINITIONS**

- ECI means Election Commission of India, New Delhi.
- CEO means Chief Electoral Officer, West Bengal.
- DEO means District Magistrate & District Election Officer of concerned District.
- ERO means Electoral Registration Officer of the concerned Assembly Constituency
- Bidder/ tenderer means who have quoted the tender.
- Vendor - the tenderer whose tender is accepted and who executes the agreement with the DEO, shall be called Vendor and the term shall include his/ her heirs, executors, administrators & assignees.
- 'Rate Contract' means the agreement entered into between the DEO and the Vendor, as recorded in the agreement/ contract form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein for said work in agreed time period.
- Price means the price payable to the vendor for full and satisfactory performance of its contractual obligations.
- Deliverables means input data form, CDs/ DVDs, Checklists, etc. provided by the CEO/ DEO/ ERO; as well as outputs, data CDs/ DVDs as per tender document and further instructions to be issued by the ECI/ CEO/ DEO within prescribed time limits.
- SLA means the State Level Agency of the CEO , West Bengal
- AC means assembly constituency.

Tender Form	Serial no.....	Not transferable
<b>To : The District Election Officer, Jalpaiguri.</b>		
<b>Sub: Tender notice No.357/Elec.</b>		<b>Dt.03/03/2009</b>
<b>Printing of Photo Electoral Roll, 2009 for ensuing General Election to the Lok Sabha, 2009</b>		
Sir,		
Pursuant to the aforesaid Tender Notice, I/We hereby submit tender for the aforesaid works within the duration of contracts and strictly in accordance with the specifications and instructions of the District Election Officer, Jalpaiguri and as per terms and conditions of the contract attached hereto.		
Date :	Signature of tenderer(s) along with seal	
Place :		
Name : .....	Designation : .....	
Address : .....		
Contact Details : .....		

**Financial Bid**

Sl. No.	Particulars	Price for single page	Price for double page
1.	Printing of Photo Electoral Roll, 2009 for ensuing General Election to the Lok Sabha, 2009		

<b>Declaration:</b>
I, hereby, declare that, I have carefully gone through the notice inviting Tender and terms & condition detailed therein. Should this tender be accepted I undertake to abide by all such norms stipulated regarding time-frame & specification.

Date : \_\_\_\_\_ Signature of tenderer(s) along with seal

Place : \_\_\_\_\_

Opened on this day and the bid is hereby.....

Dy. Collector in charge, Election Section	Additional District Magistrate (Election)
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