



GOVERNMENT OF WEST BENGAL
Office of the District Magistrate & District Election Officer, Purba Medinipur
Material Management Cell
Tamluk, Purba Medinipur

Memo no. *03/M-Cell/PurbaMDN/EGe-2019*

Date . *14/02/2019*

NOTICE INVITING QUOTATION

The undersigned is inviting the rates from bonafide agencies /suppliers who are willing to **print / supply of forms, covers, labels etc. in connection with the ensuing Lok Sabha General Election – 2019**, to be submitted in sealed envelopes for supply of forms, covers, labels etc. addressed to the District Magistrate and District Election Officer, Purba Medinipur. The list of forms, covers, labels with detailed the suppliers must abide by the following terms and conditions : -

1. The intending suppliers must submit their quoted rate the rate (in figures as well as words) in sealed envelope for supply of forms, covers, labels etc. as mentioned in Annexure-I as per the specification and rate quoted given in **column 5 to 7 of the Annexure-I**, along with the photocopy of valid up-to-date clearance of P.Tax, I.tax, GST papers and PAN Card, trade license and credentials of similar works of at least 5 nos. in a financial year and also to deposit bank draft in favour of the **District Magistrate and District Election Officer, Purba Medinipur** for and amount of **Rs. 20000.00 (Rupees Twenty thousand only)** at the office chamber of the **Additional District Magistrate (ZP), Purba Medinipur Zilla Parishad** to a separate box **from 10.00 a.m. on 14.02.2019 upto 3.00 p.m. on 28.02.2019**.
2. The sealed quotation will be opened at 4.00 p.m. at the Office Chamber of Additional District Magistrate (ZP), Purba Medinipur Zilla Parishad on 28.02.2019 in presence of participating agencies or their authorized representative, along with the sample of each item.
3. The bidders should submit credentials at least Rs. 5.00 lakh each in a similar nature of job at least 3 nos. in a financial year within last five years.
4. All printing materials etc. should be supplied in accordance with the specification and quantity mentioned in the supply order at the place of supply within 2 (two) days from the date of the issue of supply order or within time-limit as specified in the order. No extension of time will be allowed.
5. The rates quoted shall remain valid till the completion of the entire election process.
6. The authority reserves the right to :- (a) reject the tender or any part thereof without assigning any reasons, (b) issue the supply order to more than one bidder for the same item without assigning any reason, (c) reduce or increase the quantity of articles without assigning any reason whatever.
7. Violation of the above conditions may cause fortification of the deposited Earnest money without any further communication to the agency.
8. The sealed quotation must be captioned by head –line **“Quotations for print / supply of forms, covers, labels etc. in connection with Lok Sabha General Election, 2019”** and dropped in the tender box kept in the chamber of the Additional District Magistrate (ZP), Purba Medinipur Zilla Parishad at Purba Medinipur Zilla Parishad Office, 1st Floor, Ganapatnagar, Nimtouri, PIN-721648.
9. For any further information, the printing houses/contractors/suppliers may contact Officer-in-Charge, Materials Management Cell, Purba Medinipur during the office hours in any working day in his office chamber, Purba Medinipur Zilla Parishad.

Additional District Magistrate (ZP)
Purba Medinipur Zilla Parishad

Memo no. 03/1(20)/N.Cell/Purba MON/Elec-2019

Date . 14/02/2019

Copy for necessary information to :

1. The District Magistrate & District Election Officer, Purba Medinipur,
2. The Superintendent of Police, Purba Medinipur
3. The Additional District Magistrate (Gen./Dev./Try/Land) , Purba Medinipur
4. The SDO (All) , Purba Medinipur
5. The NDC, Purba Medinipur
6. The O/C, Election/Expenditure Monitoring Cell/Nomination Cell/Ballot Paper Cell/ Roll Management Cell/Material Cell, Purba Medinipur
7. The DIO, NIC , Purba Medinipur with a request to upload this notice with annexure in the website of this district.
8. CA to District Magistrate, Purba Medinipur
9. Notice Board.



Additional District Magistrate (ZP)
Purba Medinipur Zilla Parishad

Annexure I
LIST OF FORMS, LABELS & COVERS
(PRINTING & WITHOUT PRINTING)

Sl	Item	Specification	Rate for Sadar SD	Quoted Rate exclusive TAX (Rs.)	TAX applicable % (Rs.)	Quoted Rate inclusive all taxes (Rs.)
1	2	3	4	5	6	7
LABELS (Signage)						
1	13" X 4"	Different colours	@Rs. /1000 pcs			
2	13" X 4"	White	@Rs. /1000 pcs			
3	3 ½" X 2 ½ "	White	@Rs. /1000 pcs			
4	8 ½" X 6 ½ "	Different colours	@Rs. /1000 pcs			
5	8 ½" X 6 ½ "	White	@Rs. /1000 pcs			
6	A3 PAGE	White	@Rs. /100 pcs			
7	A3 SIZE	Different colours	@Rs. /100 pcs			
8	A4 SIZE	Different colours	@Rs. /100 pcs			
9	A4 SIZE	White	@Rs. /100 pcs			
10	ADDRESS TAG (9 cm X 6 cm) with eyelit ring	Different colours	@Rs. /100 pcs			
11	ADDRESS TAG (9 cm X 6 cm)with printing	Different colours	@Rs. /100 pcs			
12	ADDRESS TAG (9 cm X 7 cm) with eyelit ring	Different colours	@Rs. /100 pcs			
13	ADRESS TAG (9 cm X 7 cm)with printing	Different colours	@Rs. /100 pcs			
14	Dummy Paper Seal	As per specification	@Rs. /100 pcs			
15	DUMMY STRIP SAL	As per specification	@Rs. /100 pcs			
16	IDENTITY CARD (3 ½ " X 2 ½ ")	Digital print	@Rs. /100 pcs			
17	Identity Card (3 ½ " X 2 ½ ")	Digital print	@Rs. /100 pcs			
18	Identity Card (4 ½ " X3 ¼ ")	Digital print	@Rs. /100 pcs			
19	Identity Card (4 ½ " X3 ¼ ")	Digital print	@Rs. /100 pcs			
20	Identity Card (4" X 2 ½ ")	Digital print	@Rs. /100 pcs			
21	Identity Card (4" X 2 ½ ")	Digital print	@Rs. /100 pcs			

Sl	Item	Specification	Rate for Sadar SD	Quoted Rate exclusive TAX (Rs.)	TAX applicable % (Rs.)	Quoted Rate inclusive all taxes (Rs.)
1	2	3	4	5	6	7
22	Identity Card (5 ¾ "X 3 ¾ ")	Digital print	@Rs. /100 pcs			
23	Identity Card (5 ¾ "X 3 ¾ ")	Digital print	@Rs. /100 pcs			
24	Identity Card (5" X 3 ½ ")	Digital print	@Rs. /100 pcs			
25	Identity Card (5" X 3 ½ ")	Digital print	@Rs. /100 pcs			
26	Identity Card (5" X 3 ¾")	Digital print	@Rs. /100 pcs			
27	Identity Card (5" X 3 ¾")	Digital print	@Rs. /100 pcs			
28	LOG BOOK (1/8 DFC)	16 pages including	@Rs. /Book			
29	Premises Requisition Book (¼ DMI)	10 pages per book	@Rs. /Book			
30	Receipt Book of Challenged votes (1 /8 DMI)	10 pages per book	@Rs. /Book			
31	Writing Pad	50 pages book	@Rs. /Book			
FORMS						
32	¼ DFC (Colour)	Single side printing	@Rs. /1000 pcs			
33	¼ DFC (Colour)	Both side printing	@Rs. /1000 pcs			
31	¼ DFC (White)	Single side printing	@Rs. /1000 pcs			
32	¼ DFC (White)	Both side printing	@Rs. /1000 pcs			
33	¼ Demy (Colour)	Single side printing	@Rs. /1000 pcs			
34	¼ Demy (Colour)	Both side printing	@Rs. /1000 pcs			
35	¼ Demy (White)	Single side printing	@Rs. /1000 pcs			
36	¼ Demy (White)	Both side printing	@Rs. /1000 pcs			
37	½ Demy (Colour)	Single side printing	@Rs. /1000 pcs			
38	½ Demy (Colour)	Both side printing	@Rs. /1000 pcs			
39	½ Demy (White)	Single side printing	@Rs. /1000 pcs			
40	½ Demy (White)	Both side printing	@Rs. /1000 pcs			

Sl	Item	Specification	Rate for Sadar SD	Quoted Rate exclusive TAX (Rs.)	TAX applicable % (Rs.)	Quoted Rate inclusive all taxes (Rs.)
1	2	3	4	5	6	7
41	½ DFC(Colour)	Single side printing	@Rs. /1000 pcs			
42	½ DFC(Colour)	Both side printing	@Rs. /1000 pcs			
43	½ DFC(White)	Single side printing	@Rs. /1000 pcs			
44	½ DFC(White)	Both side printing	@Rs. /1000 pcs			
45	1/6 DFC (Colour)	Single side printing	@Rs. /1000 pcs			
46	1/6 DFC (White)	Single side printing	@Rs. /1000 pcs			
47	1/6 DFC (White)	Both side printing	@Rs. /1000 pcs			
48	1/6 DFC (Colour)	Both side printing	@Rs. /1000 pcs			
49	1/8 DFC (Colour)	Single side printing	@Rs. /1000 pcs			
50	1/8 DFC (White)	Single side printing	@Rs. /1000 pcs			
51	1/8 DFC (White)	Both side printing	@Rs. /1000 pcs			
52	1/8 DFC (Colour)	Both side printing	@Rs. /1000 pcs			
53	Binding, Stitching For Book of Polling Forms	As per specification	@Rs. /Book			
54	Fuel slip book with perforation & numbering (100 pages)	As per specification	@Rs. /Set			
55	Register for election expenditure (tri coloured, bound, pre numbered)	Size 18"x 10" (150 pages)	@Rs. /Book			
56	Stitching of cover & forms	As per specification	@Rs. /Book			
57	Vehicle Requisition Book (50 Pages Tri Colour)	As per specification	@Rs. /Book			
ENVELOPES						
58	8" x 4" with printing	White	@Rs. /1000 pcs			
59	8" x 4" with printing	Colour	@Rs. /1000 pcs			
60	11"x5" with printing	White	@Rs. /1000 pcs			
61	11"x5" with printing	Colour	@Rs. /1000 pcs			
62	11"x5" with printing	Craft	@Rs. /1000 pcs			

Sl	Item	Specification	Rate for Sadar SD	Quoted Rate exclusive TAX (Rs.)	TAX applicable % (Rs.)	Quoted Rate inclusive all taxes (Rs.)
1	2	3	4	5	6	7
63	12"x6" with printing	White	@Rs. /1000 pcs			
64	12"x6" with printing	Colour	@Rs. /1000 pcs			
65	11"x 5" with printing	White	@Rs. /1000 pcs			
66	11" x 5" 'with printing	Colour	@Rs. /1000 pcs			
67	11"x 5" 'with printing	Craft	@Rs. /1000 pcs			
68	15"x10" with printing	White	@Rs. /1000 pcs			
69	15'x10' with printing	Colour	@Rs. /1000 pcs			
70	15"x10" with printing	Craft	@Rs. /1000 pcs			
71	12"x 10" with printing	Black Art Paper	@Rs. /1000 pcs			
72	18" x 20" with printing	White	@Rs. /1000 pcs			
73	18" x 20" with printing	Colour	@Rs. /1000 pcs			
74	18" x 20" with printing	Craft	@Rs. /1000 pcs			
75	15"x11 ½ " with printing	Colour	@Rs. /1000 pcs			
76	18"x14" With Inside Lamination & Printing	White	@Rs. /1000 pcs			
77	18"x14" With Inside Lamination & Printing	Colour	@Rs. /1000 pcs			
78	18"x14" With Inside Lamination & Printing	Craft	@Rs. /1000 pcs			
79	10"x 5" 'Blank	White	@Rs. /1000 pcs			
80	10"x 5" 'Blank	Colour	@Rs. /1000 pcs			
81	10"x 5" 'Blank	Craft	@Rs. /1000 pcs			
82	11"x 5" 'Blank	White	@Rs. /1000 pcs			
83	11"x 5" 'Blank	Colour	@Rs. /1000 pcs			
84	11"x 5" 'Blank	Craft	@Rs. /1000 pcs			
85	15"x10" Blank	White	@Rs. /1000 pcs			

Sl	Item	Specification	Rate for Sadar SD	Quoted Rate exclusive TAX (Rs.)	TAX applicable % (Rs.)	Quoted Rate inclusive all taxes (Rs.)
1	2	3	4	5	6	7
86	15"x10" Blank	Colour	@Rs. /1000 pcs			
87	15"x10" Blank	Craft	@Rs. /1000 pcs			
88	18" x 20" Blank	White	@Rs. /1000 pcs			
89	18" x 20" Blank	Colour	@Rs. /1000 pcs			
90	16" X 14" with printing (For Marked Copy of E.Roll)	White	@Rs. /1000 pcs			
91	16" X 14" with printing (For Marked Copy of E.Roll)	Colour	@Rs. /1000 pcs			
92	16" X 14" with printing (For Marked Copy of E.Roll)	Craft	@Rs. /1000 pcs			
ADHESIVE STICKERS						
93	2"X1"	With digital printing	@Rs. /1000 pcs			
94	3"X2"	With digital printing	@Rs. /1000 pcs			
95	3"X2"	With digital printing	@Rs. /1000 pcs			
96	6"X4"	With digital printing	@Rs. /1000 pcs			
97	8"X4"	With digital printing	@Rs. /1000 pcs			
98	10"X4"	With digital printing	@Rs. /1000 pcs			
99	A-4 Size	With digital printing	@Rs. /1000 pcs			
100	A4/2 Size	With digital printing	@Rs. /1000 pcs			

TENDER FORM

TENDER FORM NO.

Date of Issue :

Tender for supply of stationary articles in connection with the ensuing Parliament General Election – 2019 to be submitted in sealed envelopes for supply of materials addressed to the District Magistrate and District Election Officer, Purba Medinipur.

From

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To
The District Magistrate and District Election Officer,
Purba Medinipur
West Bengal

- 1) I/We hereby submit sealed tender for supply of rates as quoted in the item-wise annexed sheet.
- 2) I/We have thoroughly examined and understood the terms and conditions and instructions as given in the tender notice and I/We agree to abide by them and accept them in total.

The following copies of documents are enclosed with this tender duly filled in And signed (Tick, as applicable)

I.	Income Tax Clearance	(Yes)	(No)
II.	GST Registration Certificate	(Yes)	(No)
III.	Bank Draft for Earnest Money	(Yes)	(No)
IV.	Pan Card	(Yes)	(No)
V.	Credentials	(Yes)	(No)
VI.	Any other Documents		

Yours faithfully,

Signature of tenderer along with seal

Date :

Place :

Name :

Designation :

Address:

Contact Details