NOTICE INVITING TENDER

Sealed offers are invited on behalf of District Magistrate & District Election Officer, North 24-Parganas by the undersigned only from willing bonafide, competent, reputed & eligible Printing Press, having adequate experience in Printing & Supplying to Government Offices, in connection with ensuing General Election to West Bengal Legislative Assembly, 2011; for the items required as denoted in the enclosed list mentioned as Annexure - I.

Offers will be received till 17.03.2011 upto 02.00 p.m. at this Office (except Government Holidays in both the cases).

All Agencies Offering Rates (AOR) should submit the following documents (duly attested by any Gazetted Government Officer only) in the name of the Agency:

2) Value Added Tax (VAT) Registration Certificate.
4) Permanent Account Number (PAN) Card.
5) Professional Tax Registration Certificate.
6) Professional Tax Challan with current validity.
7) Credential (Successful Completion) Certificate of similar nature for order values exceeding Rupees 2.00 (Two) Lakhs, in a Single Order in the last Financial Year (2009 – 2010) from any Government Department only.

SAMPLE CAN BE SEEN & EXAMINED BY AOR, ANY TIME DURING OFFICE HOURS.

The AOR should quote rates inclusive of all taxes for any volume, also must include cost of delivery charges to any offices within this district & incidental charges (if any).

The AOR must submit the Technical Bid & Financial Bid in two different sealed envelopes & the said two envelopes must again be inserted into another sealed envelope.

All AOR must enclose along with the Technical Bid, Demand Draft in favour of “District Magistrate, North 24 Parganas” for an amount of Rs. 50,000.00 (Rupees Fifty Thousand) only, as Earnest Money. The Earnest Money will be refunded back on final completion of the Tender process, only on proper claim by the quotationer. Non submission of Earnest Money will summarily lead to rejection of the Bid. Also, proper documents are to be furnished in case of claiming exemption from the same.

Upon receiving the sealed quotations, the Technical Bid only will be taken out & examined on 17.03.2011 at 03.00 p.m. in presence of intending quotationers or their representatives. If any AOR fails to fulfill the criteria set forth for Technical Bid, then the Financial Bid will not be accepted for consideration into the Tender process.

The Financial Bid for the selected AOR only, will be opened on 17.03.2011. immediately thereafter.

The “Intending AOR” if selected as a supplier, must comply exactly with the same rate quoted for all articles, for supply of any volume until completion of the election process, i.e. nearly July 2011.

Earnest Money submitted by AOR will be converted as Security Deposit for those who will be selected as a Supplier. Again the same will be retained with this office until July 2011.

Details of the Tender will be available on www.north24parganas.nic.in and this Office Notice Board. Print out from Website or photocopy of the Tender document can be used for submission of Bid. However the Bid must be in the Format as specified in the enclosed document marked as Technical Bid Form & Financial Bid Form respectively.

The sealed offers (both Technical Bid & Financial Bid) should only be submitted in the proper Tender Paper along with a forwarding letter addressed to the undersigned in the own Letter Head of the AOR. Notice Inviting Tender Number & Date must be written in bold on the sealed envelope.

The undersigned reserves the right to reject any or all of the offers without assigning any reasons whatsoever.
NIT No.: 02/1 (15) / T- P / Material Cell / 2011

Copy forwarded for information to the:

1 - 3) District Magistrate - South 24 Parganas, Howrah & Hooghly; with a request for wide publicity.
4) Secretary, Zilla Parishad, North 24 Parganas.
5 - 9) Sub-Divisional Officer - Barasat, Basirhat, Barrackpore, Bongaon & Bidhannagar.
10) Officer - in - Charge, District Election Department, North 24 Parganas
11) Nazareth Deputy Collector, North 24 Parganas.
12) District Information & Cultural Officer, North 24 Parganas; with a request for wide publicity.
13) District Informatics Officer, National Informatics Centre, North 24 Parganas; with a request to put up on web.
14) Stock - in - Charge, Paschim Banga Sarva Siksha Mission, District Project Office, North 24 Parganas to monitor the process.
15) Office Copy.

Date: 10/03/2011

Additional District Magistrate (General)
North 24 Parganas
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item</th>
<th>Specification</th>
<th>Unit</th>
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<td>1</td>
<td>Address Tag</td>
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<td>1000 sheet</td>
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<td>2</td>
<td>Adhesive Sticker</td>
<td>Size: 6&quot; x 4&quot;&lt;br&gt;Quality of Paper: Art Paper, White Colour&lt;br&gt;Matter: Text &amp; Graphics - Multi Colour&lt;br&gt;Single side Printing with Pre-adhesive on the rear side&lt;br&gt;To be printed &amp; prepared by the Supplier</td>
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<td>3</td>
<td>Adhesive Sticker</td>
<td>Size: 8.5&quot; x 2.5&quot;&lt;br&gt;Quality of Paper: Art Paper, White Colour&lt;br&gt;Matter: Text &amp; Graphics - Multi Colour&lt;br&gt;Single side Printing with Pre-adhesive on the rear side&lt;br&gt;To be printed &amp; prepared by the Supplier</td>
<td>1000 sheet</td>
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<td>4</td>
<td>Adhesive Sticker</td>
<td>Size: 8&quot; x 12&quot;&lt;br&gt;Quality of Paper: Art Paper, White Colour&lt;br&gt;Matter: Text &amp; Graphics - Multi Colour&lt;br&gt;Single side Printing with Pre-adhesive on the rear side&lt;br&gt;To be printed &amp; prepared by the Supplier</td>
<td>1000 sheet</td>
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<td>5</td>
<td>Envelope</td>
<td>a) Paper Quality: Unreaved Craft Paper&lt;br&gt;b) Size: 28 cm x 12 cm&lt;br&gt;c) Print Matter: Text &amp; Graphics - Single Colour&lt;br&gt;d) Pre Adhesive in the Flap for sticking&lt;br&gt;e) To be supplied in a packet containing 200 Envelopes</td>
<td>no.</td>
</tr>
<tr>
<td>6</td>
<td>Envelope</td>
<td>a) Paper Quality: Unreaved Craft Paper&lt;br&gt;b) Size: 28 cm x 12 cm&lt;br&gt;c) Print Matter: Text &amp; Graphics - Single Colour&lt;br&gt;d) Pre Adhesive in the Flap for sticking&lt;br&gt;e) To be supplied in a packet containing 200 Envelopes</td>
<td>no.</td>
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<td>7</td>
<td>Envelope</td>
<td>a) Paper Quality: Unreaved Craft Paper&lt;br&gt;b) Size: 42 cm x 25 cm&lt;br&gt;c) Print Matter: Text &amp; Graphics - Single Colour&lt;br&gt;d) Pre Adhesive in the Flap for sticking&lt;br&gt;e) To be supplied in a packet containing 200 Envelopes</td>
<td>no.</td>
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<tr>
<td>8</td>
<td>Envelope</td>
<td>a) Paper Quality: Unreaved Craft Paper&lt;br&gt;b) Size: 43 cm x 14 cm&lt;br&gt;c) Print Matter: Text &amp; Graphics - Single Colour&lt;br&gt;d) Pre Adhesive in the Flap for sticking&lt;br&gt;e) To be supplied in a packet containing 200 Envelopes</td>
<td>no.</td>
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<td>9</td>
<td>Envelope</td>
<td>a) Paper Quality: Unreaved Craft Paper&lt;br&gt;b) Size: 44 cm x 26 cm&lt;br&gt;c) Print Matter: Text &amp; Graphics - Single Colour&lt;br&gt;d) Pre Adhesive in the Flap for sticking&lt;br&gt;e) To be supplied in a packet containing 200 Envelopes</td>
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<td>10</td>
<td>Envelope</td>
<td>a) Paper Quality: Coloured Map Litho&lt;br&gt;b) Size: 12.5 cm x 10 cm&lt;br&gt;c) Print Matter: Text &amp; Graphics - Single Colour&lt;br&gt;d) Pre Adhesive in the Flap for sticking&lt;br&gt;e) To be supplied in a packet containing 200 Envelopes</td>
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<td>Envelope</td>
<td>a) Paper Quality: Coloured Map Litho&lt;br&gt;b) Size: 28 cm x 12 cm&lt;br&gt;c) Print Matter: Text &amp; Graphics - Single Colour&lt;br&gt;d) Pre Adhesive in the Flap for sticking&lt;br&gt;e) To be supplied in a packet containing 200 Envelopes</td>
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<td>Item</td>
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| 12     | Envelope | a) Paper Quality: Coloured Map Litho  
b) Size: 42 cm x 25 cm  
c) Print Matter: Text & Graphics - Single Colour  
d) Pre Adhesive in the Flap for sticking  
e) To be supplied in a packet containing 200 Envelopes | no.  |
| 13     | Envelope | a) Paper Quality: Coloured Map Litho  
b) Size: 43 cm x 14 cm  
c) Print Matter: Text & Graphics - Single Colour  
d) Pre Adhesive in the Flap for sticking  
e) To be supplied in a packet containing 200 Envelopes | no.  |
| 14     | Envelope | a) Paper Quality: Coloured Map Litho  
b) Size: 44 cm x 26 cm  
c) Print Matter: Text & Graphics - Single Colour  
d) Pre Adhesive in the Flap for sticking  
e) To be supplied in a packet containing 200 Envelopes | no.  |
| 15     | Form    | Size: ¼ demy  
Quality of Paper: Map Litho Colour Paper  
Matter: Text & Graphics - Single Colour  
Both side Printing  
To be printed & prepared by the Supplier | 1000 sheet |
| 16     | Form    | Size: ¼ demy  
Quality of Paper: Map Litho Colour Paper  
Matter: Text & Graphics - Single Colour  
Single side Printing  
To be printed & prepared by the Supplier | 1000 sheet |
| 17     | Form    | Size: ¼ demy  
Quality of Paper: Map Litho White Colour Paper  
Matter: Text & Graphics - Single Colour  
Both side Printing  
To be printed & prepared by the Supplier | 1000 sheet |
| 18     | Form    | Size: ¼ demy  
Quality of Paper: Map Litho White Colour Paper  
Matter: Text & Graphics - Single Colour  
Single side Printing  
To be printed & prepared by the Supplier | 1000 sheet |
| 19     | Form    | Size: ¼ demy  
Quality of Paper: Map Litho White Colour Paper  
Matter: Text & Graphics - Single Colour  
Both side Printing  
To be printed & prepared by the Supplier | 1000 sheet |
| 20     | Form    | Size: ¼ demy  
Quality of Paper: Map Litho White Colour Paper  
Matter: Text & Graphics - Single Colour  
Single side Printing  
To be printed & prepared by the Supplier | 1000 sheet |
| 21     | Form    | Size: ¼ demy  
Quality of Paper: Map Litho Colour Paper  
Matter: Text & Graphics - Single Colour  
Both side Printing  
To be printed & prepared by the Supplier | 1000 sheet |
| 22     | Form    | Size: ¼ demy  
Quality of Paper: Map Litho Colour Paper  
Matter: Text & Graphics - Single Colour  
Single side Printing  
To be printed & prepared by the Supplier | 1000 sheet |
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<th>Specification</th>
<th>Unit</th>
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<tr>
<td>23</td>
<td>Form</td>
<td>Size: 7/4 DPC&lt;br&gt;Quality of Paper: Map Litho Colour Paper&lt;br&gt;Matter: Text &amp; Graphics - Single Colour&lt;br&gt;Both side Printing&lt;br&gt;To be printed &amp; prepared by the Supplier</td>
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<td>24</td>
<td>Form</td>
<td>Size: 7/4 DPC&lt;br&gt;Quality of Paper: Map Litho Colour Paper&lt;br&gt;Matter: Text &amp; Graphics - Single Colour&lt;br&gt;Single side Printing&lt;br&gt;To be printed &amp; prepared by the Supplier</td>
<td>1000 sheet</td>
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<td>25</td>
<td>Identity Card</td>
<td>Size: 14 cm x 10 cm&lt;br&gt;Quality of Paper: Art Board, White Colour&lt;br&gt;Matter: Text &amp; Graphics - Multi Colour, Digital Print&lt;br&gt;Both side Hot Lamination with 225 Micron Pouch&lt;br&gt;Lanyard: 30&quot; Nylon Lace (White &amp; Blue)&lt;br&gt;To be printed &amp; prepared by the Supplier</td>
<td>set</td>
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<td>26</td>
<td>Identity Card</td>
<td>Size: 14 cm x 10 cm&lt;br&gt;Quality of Paper: Art Board, White Colour&lt;br&gt;Matter: Text &amp; Graphics - Multi Colour, Digital Print&lt;br&gt;Single Hole at the top for inserting Safety Pin (excluding)&lt;br&gt;To be printed &amp; prepared by the Supplier</td>
<td>set</td>
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<td>27</td>
<td>Label</td>
<td>Size: 21 cm x 17 cm&lt;br&gt;Quality of Paper: Coloured Art Paper&lt;br&gt;Matter: Text &amp; Graphics - Single Colour&lt;br&gt;Single side Printing with Pre-adhesive on the rear side&lt;br&gt;To be printed &amp; prepared by the Supplier</td>
<td>1000 sheet</td>
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<td>28</td>
<td>Label</td>
<td>Size: 33 cm x 10 cm&lt;br&gt;Quality of Paper: Coloured Art Paper&lt;br&gt;Matter: Text &amp; Graphics - Single Colour&lt;br&gt;Single side Printing with Pre-adhesive on the rear side&lt;br&gt;To be printed &amp; prepared by the Supplier</td>
<td>1000 sheet</td>
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<td>29</td>
<td>Label</td>
<td>Size: 33 cm x 21 cm&lt;br&gt;Quality of Paper: Coloured Art Paper&lt;br&gt;Matter: Text &amp; Graphics - Single Colour&lt;br&gt;Single side Printing with Pre-adhesive on the rear side&lt;br&gt;To be printed &amp; prepared by the Supplier</td>
<td>1000 sheet</td>
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<tr>
<td>30</td>
<td>Log Book</td>
<td>a) Paper Quality: Ledger Paper&lt;br&gt;b) Cover: Grey Back Duplex Board&lt;br&gt;c) Page Size: 6.5&quot; x 8&quot;&lt;br&gt;d) No. of Pages: 16&lt;br&gt;e) Binding: Centre Stitch&lt;br&gt;f) Sticker on cover&lt;br&gt;To be prepared &amp; printed by the supplier</td>
<td>book</td>
</tr>
<tr>
<td>31</td>
<td>Receipt Book for Challan Fees</td>
<td>a) Paper Quality: Ledger Paper&lt;br&gt;b) Cover: Grey Back Duplex Board&lt;br&gt;c) Page Size: 6.5&quot; x 8&quot;&lt;br&gt;d) No. of Pages: 12&lt;br&gt;e) Binding: Centre Stitch&lt;br&gt;f) Sticker on cover&lt;br&gt;To be prepared &amp; printed by the supplier</td>
<td>book</td>
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