



## GOVERNMENT OF WEST BENGAL

Office of the Sub-Divisional Magistrate

&

Sub-Divisional Officer, Medinipur Sadar

P.O. Midnapore, Dist. Paschim Medinipur, Pin 721101.

Tel. No.: 03222-275330 \* Fax No.:03222-267333 \* e-mail ID:medinipursadar@gmail.com

### QUOTATION NOTICE.

Sealed Quotation are invited from the Bonafide Agencies with having experience of similar nature of work for printing of following forms in connection with the Continuous Updation and Summary Revision of Electoral Roll. Intending Agencies are requested to submit their Sealed Quotation to this office by 17.09.2022 within 02.00P.M. The Quotation will be opened at 3.00 P.M. on the same day in the office chamber of the undersigned.

Quotation should be submitted in Agency Letter Head mentioning printing charges per one thousand including all other incidental charges, if any.

SI No.	Particulars	Rate for Printing per 1000(thousand)
1.	¼ demy single side single page (1 sheet)	
2	¼ demy single side two page (4 sheet)	

All Forms should be printed in 58 GSM milky white paper with ¼ demy size.


The types of forms are as follows:

SI No.	Type of Form	Particulars
1	Form-6 (Eng & Beng)	2 page 4 sheet
2	Form-6B (Eng & Beng)	1 page
3	Form-7 (Eng & Beng)	1 page
4	Form-8 (Eng & Beng)	2 page 4 sheet
5	Form-9	1 page
6	Form-10	1 page
7	Form-11	1 page
8	Form-11A	1 page
9	Form-11B	1 page
10	Form-12	1 page
11	Form-13	1 page
12	Form-14	1 page
13	Form-15	1 page
14	Annexure-II	1 page
15	Annexure-III	1 page
16	Annexure-IV	1 page

#### Terms & Conditions:-

1. Intending agencies will have to submit rate Quotation.
2. Each Quotation should accompany security deposit amount Rs 10,000/- (Rs. Ten thousand only) in form of Bank Draft drawn in favour of the Sub-divisional Officer, Medinipur Sadar with Lien Certificate.
3. Experience : Printing of Forms and schedules and have own printing infrastructure.
4. Documents to be submitted : Credentials of experience, copy of PAN, GST Registration Certificate and Latest IT Return.
5. Quotation will be opened in presence of quotationers who may like to be present at that time
6. The undersigned reserves the right to accept or reject any or all the Quotation without assigning any reason thereof.
7. The EMD amount will be released after satisfactory completion of job.
8. This is Election Urgent failure of any part of supply in time will attract prevailing election rules with penal provisions.
9. Previously terminated/suspended/black listed agencies will not be allowed to participate.
10. Payment of Bill will be made as per availability of Fund and no claim of delay of payment will be allowed.

The Quotation complete in all respect will have to be submitted in the Tender Box which will be kept at the office chamber of Sub-Divisional Officer, Medinipur Sadar during office hours up to 13.09.2022 and 2.00 PM.

  
Sub-Divisional Magistrate  
&  
Sub-Divisional Officer,  
Medinipur Sadar.

Memo No.:

2485/1(15)


Date:

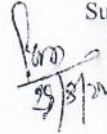
02/09/22

Copy forwarded for information to :

- 1) The District Magistrate & District Election Officer, Paschim Medinipur.
- 2-5) The Additional District Magistrate (General) / (Development) / (L&R), Paschim Medinipur.
- 6) The Officer-in-Charge, District Election Department, Paschim Medinipur.
- 7-12) The Block Development Officer, Medinipur Sadar/Keshpur/Salboni/Garhbeta – I/Garhbeta-II/ Garhbeta-III Dev. Block with request for wide publicity.
- 13) The District Information & Cultural Officer, Paschim Medinipur, with the request to make necessary arrangement to publish the Quotation notice.
- ✓ 14) The District Informatics Officer, Paschim Medinipur with request to publish the Quotation Notice at the district website ([www.paschimmedinipur.gov.in](http://www.paschimmedinipur.gov.in)).
- 15) Office Notice Board.



  
Sub-Divisional Magistrate  
&  
Sub-Divisional Officer,  
Medinipur Sadar.

  
25/8/22