

Government of West Bengal
Office of the District Panchayat Election Officer
&
District Magistrate, Paschim Medinipur
(Ballot Paper Cell)

NIT No.01-BPC/PGE-18

Dated : ...31/03/2018

TENDER NOTICE

Sealed tender is hereby invited from intended bonafide Printers/ Printing Press for printing of ballot paper as per terms and conditions given hereinunder and to be received in the office chamber of the Additional District Magistrate (Dev.), Paschim Medinipur at Collectorate Compound up to 03.00 PM on 09.04.2018 in connection with West Bengal Panchayat General Election,2018. Tender will be opened on 09.04.2018 at 03.30 PM in the office chamber of the Additional District Magistrate(Dev), Paschim Medinipur.

Intended tenderers are hereby requested to quote the rate both in figure & words of Printing of ballot papers per thousand in the following format:-

Name of the Item	Single Column
Mono colour (black) printing of ballot paper of GP/PS/ZP tier of 6 nos. of Block under Midnapore Sadar Sub-Division, Paschim Medinipur.	Enclosed with sample 3 types ballot papers Width 10 cm. Length 20.75 cm or above

Terms & condition:-

1. The tenderers must be bonafide and must have previous experience of printing ballot papers for Loksabha/Assembly/Municipality/Panchayat election.
2. There must be sufficient space in the press for working of splitting/stitching etc. and well arrangement of seating of Govt. officials therein.
3. The Printer/Press must have offset Machine for printing.
4. The Printing Press must have all sorts of congenial atmosphere from security point of view which will be finalised by the DPEO.
5. The printing work is to be done as per prescribed line and design as indicated in the relevant Rules and instruction of the State Election Commission of West Bengal and also as regards numbering, cutting of papers.
6. Proper secrecy of the press premises is to be maintained. No unauthorised persons will be allowed to enter into the premises without prior permission of District Panchayat Election Officer during the entire period of printing of ballot papers.
7. No foreign matter is allowed to be printed at the printing press during the printing of ballot papers.
8. The press will come under the control of District Panchayat Election Officer, Paschim Medinipur and security personnel will be posted on and from the date of starting of printing of ballot papers till completion of printing ballot papers or till the premises is derequisitioned by the D.P.E.O.
9. Required paper and format will be supplied from the Office of the concerned Panchayat Returning Officer under Paschim Medinipur. Other material of printing, numbering etc. are to be provided from the press.
10. The Press should have the facilities like generator, trained manpower and facilities to install closed circuit camera to run it round the clock for 24 hours continuously. Separate toilet and room for security attached to the press is necessary.

Contd...P/2

11. Security deposit will be taken as per Govt. rule. The tenderer must submit detailed of facilities available and the copy of PAN, Income Tax Statement of the last financial year, Credential Certificate/Experience certificate to the tune of Rs. 3.00 lakhs during the last three years and trade licence renewal copy from the appropriate authority in a separate envelope & rate to be quoted in another envelope. Rates are to be quoted per thousand as well as per hundred.
12. Printing will be started after getting printing order of the Panchayat Returning Officer or authorised Assistant Panchayat Returning Officer.
13. The Press should have standby arrangement for all types of machines required for printing.
14. If selected, the firm will have to print matter as per necessity even throughout the night if so required. For this no additional rates will be allowed.
15. The authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Additional District Magistrate (Dev)

&

Additional District Magistrate in Charge of
Ballot Paper Cell

Memo No 01(20)-BPC/PGB-18

Dated 30/03/2018

Copy forwarded for information and necessary action to:-

1. The District Magistrate, Paschim Medinipur.
2. The Addl. District Magistrate (all), Paschim Medinipur.
3. The Sub Divisional Officer, Midnapore Sadar Sub-Division, Paschim Medinipur.
4. The Sub Divisional Officer, Kharagpur Sub Division, Paschim Medinipur.
5. The Sub Divisional Officer, Ghatal Sub Division, Paschim Medinipur.
6. The D.P.R.D.O, Paschim Medinipur.
7. The Officer-in-Charge, Ballot Paper cell.
8. The Block Development Officer (all), Paschim Medinipur.
- ✓ 9. The DIO, NIC with a request to publish in the District's Official website.
10. The District Information and Cultural Officer with a request to publish in any three local daily for wide publicity.
11. Office file.

Additional District Magistrate (Dev)

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Additional District Magistrate in Charge of
Ballot Paper Cell