

Government of West Bengal
Office of the District Magistrate & District Election Officer, Purulia
Ballot Paper Cell

NIG No. 01/BP/2021

Date : 14.02.2021

NOTICE INVITING QUOTATION

In connection with ensuing General Election to West Bengal Legislative Assembly-2021, the undersigned invites sealed quotation for printing, stitching, cutting, numbering, perforating, bundling etc. of the Postal Ballot Papers for Assembly Constituencies from bonafide and resourceful Printing Agencies within Purulia Municipality in the following terms and condition:

Schedule of dropping and opening of sealed quotation –

- A. **Period of dropping of sealed quotation** : During office hours of 15.02.2021 to 25.02.2021 up to 3:00 p.m
- B. **Opening of quotation** : 4.00 p.m. on 25.02.2021, participating bidders may remain present during opening of quotations.
- C. **Place of dropping and opening of quotation** : Office of the Addl. District Magistrate (Dev.), Purulia.
- D. **Rate should be quoted against items noted in following table:**

SI No	Design	Quoted Rate (Rs.)	
1	GRAM PANCHAYAT	Upto 10000 Ballot Papers	For each set of additional 100 or less
	A. Single Column upto 9 Candidates		
	B. Double Column upto 18 Candidates		
	C. Triple Column More than 27 Candidates		

Terms & Conditions:-

1. Printing work is to be done as per prescribed size and design as indicated in the relevant, Rules and instructions of the Election Commission. Paper will be supplied from this end. Rates to be quoted in number and word per hundred sheet of Ballot Papers.
2. Paper secrecy of the Press Premises is to be maintained. No unauthorized person shall be allowed to enter into the premises without specific permission. Also no foreign matter is to be printed during the period of printing of Ballot Papers.
3. Neither the Press owner nor any employee of the Press should disclose supplied fact, figure or matter relating to Ballot Papers outside the Press and Offender will be liable for prosecution under the law.

Continued in Page 2

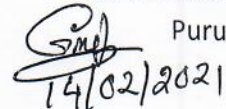
4. In case of any printing error, fresh printing is to be done by the Press. No charge for reprinting will be paid for mistake done on the part of printing press.
5. Payment will be made after satisfactory completion of printing works on production of the bill with a certificate issued by the Officer-in-Charge of printing attached with the Press.
6. A demand draft of Rs. 5000/- (Rupees Five Thousand) only drawn in favour of the District Magistrate, Purulia, as security deposit to be attached inside the sealed quotation. That in case of failure of printing of Ballot Paper in time and in proper manner the security money will be forfeited to the Government.
7. The owner of the press will be responsible for any mechanical or man-power failure of the Press.
8. Printing work will continue without any break. Alternative source of power like Generator must be arranged for printing and other works, if normal supply of electricity fails.
9. Sufficient hygienic space and toilet along with lights, fans etc. must be provided for all staff deployed for checking of Ballot Papers and other allied works like cutting, numbering, stitching etc.
10. After completion of printing, the matter should be destroyed / deleted by the press.
11. Not only the rate quoted by the participating bidders but other parameters relating to security, would also be taken into consideration during selection of press. Also previous experience in this field will also be taken into consideration before issuing supply order.
12. As the work is time-bound, the authority reserves the right to divide the work amongst the willing participants, instead of issuing work order to the lowest bidder.
13. The authority reserves the right to accept or reject any quoted rate without disclosing any reason. Also the whole process may be cancelled at any time without showing any reason.


District Magistrate

&

District Election Officer

Purulia


14/02/2021