

**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE DISTRICT WELECTION OFFICER, NADIA**  
**(DISTRICT ELECTION SECTION)**

**QUOTATION NOTICE**

In terms of order no. 339/1-Home/Jt.CEO/WB/2011 dated 28-11-2011 of the Home (C & E) Department, Government of West Bengal, sealed quotations are invited from bonafied Organization / Agencies for preparation and supply of Banners, Posters, Badges, Streamers, Certificates, Invitation Cards with envelope etc. (as per colour and Logo specified by CEI) as specified below on the following terms conditions.

| Sl. No. | Details of required Articles  | Size details   | Required Quantity | Rates to be offered by Bidders against each piece of Articles | Articles to be delivered latest by |
|---------|-------------------------------|----------------|-------------------|---|------------------------------------|
| 1       | 2                             | 3              | 4                 | 5   | 6                                  |
| 01.     | BANNER (FLEX)                 | 4' X 2' each   | 2800 Nos.         |   | 28-12-2011                         |
| 02.     | POSTER (Glossy Paper)         | 30" X 20" each | 3000 Nos.         |   | 28-12-2011                         |
| 03.     | Adhesive BADGE                | 3" x 2" each   | 55100 Nos.        |   | 28-12-2011                         |
| 04.     | STREAMERS                     | Standard Size  | 237 Nos.          |   | 28-12-2011                         |
| 05.     | CERTIFICATE                   | 11" X 8" each  | 400 Nos.          |   | 28-12-2011                         |
| 06.     | INVITATION CARD with ENVELOPE | 7" X 5" each   | 200 Nos.          |   | 28-12-2011                         |

**Terms & Conditions**

- 1) Separate rate for each of above mentioned articles should invariably & clearly be mentioned in the Letter Head Pad duly signed by the Bidders.
- 2) All above Articles/Templates must be handed over to this office on 28-12-2011 without fail.
- 3) Credential regarding such works should be submitted along with the Quotation.
- 4) The sealed Quotation will be accepted up to 2:00 p.m. on 26-12-2011 and no Quotation will be accepted beyond the date and time fixed. Quotations will be opened on the same day i.e. on 26-12-2011 at 12:00 hours in presence of the Bidders or his authorised representatives in the office chamber of the authority.
- 5) Total cost of the work may be charged as penalty if the selected Bidder fails to complete the work within stipulated timeline.
- 6) The prospective Bidders may know every details, colour specification etc. from the inviting Quotation and the district Election Section, Nadia (Office Telephone No.- 03472 252811) for their own convenience. No plea of ignorance shall be entertained at any stage of the process.
- 7) Required number of templates, mentioned above, may be varied as per need-based requirement and as per kind instruction of the district authority.
- 8) The successful Bidder has to produce PROOF before the authority against each above articles before final printout of the printing materials without fail.
- 9) The Authority reserves every right to accept or reject all or any of the Quotations without assigning any reason whatsoever at any stage and is not bound to accept the lowest rate.

  
**Additional District Magistrate (Election)**

Memo. No. : 1529 (18)/Elec.

Dated: 21 /12/2011.

Copy forwarded for information with a request to display the Quotation in the office Notice Board for wide publicity to:

- 1) The District Judge, Nadia.
- 2) The Superintendent of Police, Nadia.
- 3) The Secretary, Nadia Zilla Parishad, Krishnagar, Nadia.
- 4-7) The Sub-divisional Officer: Tehatta/Sadar/Ranaghat/Kalyani, Nadia.
- 8) The Nezarath Deputy Collector, Nadia.
- 9) The District Employment Exchange Officer, Nadia.
- 10) The District Registrar, Nadia.
- 11) The DIO-NIC, Nadia Collectorate with a request to display the NIT in the DM, Nadia's website.
- 12) The DICO, Nadia.
- 13-14) The treasury Officer, Treasury No.-I / II, Krishnagar, Nadia.
- 15-16) D.A.- Allotment / Bill, District Election Section, Nadia.

  
**Additional District Magistrate (Election)**  
**NADIA**