

**WEST BENGAL STATE ELECTION COMMISSION**  
**18, Sarojini Naidu Sarani (Rawdon Street)**  
**Kolkata - 700 017**  
**Ph. No. 2280-5276; FAX- 2280-7373**  
**E-Mail- sec-wb@nic.in**

No. 90-SEC/1M-28/2018

Dated: 05.01.2022

**NOTICE INVITING LIMITED TENDER INQUIRY**  
**(L.T.I.)**

West Bengal State Election Commission, invites Limited Tender Inquiry (L.T.I.) in TWO BID SYSTEM in sealed cover vide No. 90-SEC/1M-28/2018 dated 05.01.2022 from reputed manufacturer company of Indelible Ink having manufacturing unit in India for procurement of Indelible Ink as specified by the Bureau of Indian Standard with regard to the ensuing Municipal General Elections, 2022. A detail requirement schedule is annexed in the table below.

Item Name	Phial Type	Quantity Required	Place of delivery	Rate Per Phial
(1)	(2)	(3)	(4)	(5)
Indelible Ink	10 cc	25000 phials	West Bengal State Election Commission, 18, Sarojini Naidu Sarani (Rawdon Street), Kolkata – 700017.	(to be quoted in INR for per unit inclusive of all taxes / charges)

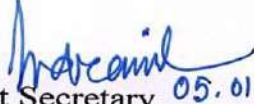
**Submission of Bids:** Submission of Hard copies of Bid Document are to be dropped in the tender box kept for this purpose at the chamber of the Joint Secretary, West Bengal State Election Commission, 18, Sarojini Naidu Sarani (Rawdon Street), Kolkata – 700017, two folders at a time for each work, one is Technical Bid & the other is Financial Bid, **before the prescribed date & time**. Tenders submitted by any other means will not be entertained.

- 1) In the event of LTI process, intending bidder may download the LTI notice documents from the website [www.wbsec.gov.in](http://www.wbsec.gov.in).
- 2) Eligibility criteria for participation in the LTI.
  - i. Reputed Indelible Ink Manufacturing Company having manufacturing unit in India and also having credential of work experience of similar nature as a prime agency under authority of State / Central Government, State / Central Government undertaking/ Statutory Bodies Constituted under the Statute of the Central / State Government during the last 3 (three) years from the date of issue of this Notice.
  - ii. Income Tax Acknowledgement Receipt for the latest F.Y.– (20-21), Professional Tax Deposit Challan (if any) for the year 2019-2020, PAN Card, GST Registration Certificate and Trade License are to be accompanied with the Bid Documents.
  - iii. The prospective bidders shall neither have abandoned any work nor any of their contract have been rescinded during the last 3 (three) years. Such abandonment or rescission will be considered as disqualification towards eligibility.
  - iv. Tenderers have to be quoted price per UNIT of phial in INR and Quantities mentioned are tentative and it may vary on the basis of actual requirement.

- v. The rate quoted by the tenderer should include all related costs like any logistics support. The rate shall be inclusive of all types of taxes including GST as applicable. The rate should be quoted as the unit cost for providing the required quantity of phials of the specification provided and the quantity for each category may vary at the time of awarding supply order.
- vi. **Technical Bid:** Relevant documents must be submitted for participating in this LTI. If the relevant documents are not submitted within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below. **The Technical proposal should contain copies of the following;**
- a. NIT document
  - b. Condition of Contract
  - c. Original copy of Bank Draft for Earnest Money Deposit (EMD) as prescribed in the NIT
  - d. Copies of original documents defining the constitution or legal status, Name and address, registration detail of Firm / Company / Agency, place of registration, and principal place of business, name of proprietor and written power of attorney of the signatory of the Bid to commit the Bidder.
  - e. Copies of balance Sheet of last three Financial Years for establishing average Annual Turnover in contractual business
  - f. PAN Card (Xerox Copy)
  - g. Income Tax return of last financial year.
  - h. Latest Professional Tax return.
  - i. Latest VAT return.
  - j. Duly filled in FORM-I (Declaration for Credential)
  - k. Duly Filled in FORM-II (Declaration for Turn-Over)
  - l. Trade License
- vii. **Financial Bid:** The financial proposal should contain the following documents in one cover (folder). The Tenderer shall quote the rate for the item only in the space marked for quoting rate in the Bill of Quantities (BOQ).
- 3) Payment will be made to the supplying agency after satisfactory supply of the items so required in good condition and after receiving clearance certificate from the testing agencies and as per availability of fund.
  - 4) No mobilization advance and secured advance will be allowed.
  - 5) Security Money: A refundable Bid Security amounting to Rs. 50,000 (Rupees fifty thousand) shall be provided along with the bid. The bid security has to be deposited in demand draft payable at Kolkata in favour of the Secretary, West Bengal State Election Commission.  
Bidders eligible for exception of Security Money as per govt. rule may avail the same and necessary documents thereof must be submitted with the bid documents.
  - 6) There shall be no provision of Arbitration.
  - 7) If the bidder withdraws the bid during the validity period of bid, the security money as deposited will be forfeited forthwith without assigning any reason thereof.
  - 8) The safety security and secrecy of the items to be supplied must be maintained.
  - 9) The responsibilities of the goods / items in-transit on road will be the suppliers own risk and the items must be fully insured against any tentative loss or damage. Insurance shall be taken for 100% of the value of the contract

- 10) Bid Documents are needed to be submitted by 20.01.2022 up to 03.00 PM in sealed cover directly in the office as specified.
- 11) **Financial Bid:**
- Single rate shall be quoted in the specified space of the BOQ given under financial bid.
  - The rate quoted by tenderer shall be inclusive of all elements of taxes and duties, demands, etc. The tenderer shall include income tax, GST, service tax, cess etc. as applicable, octroi if any, toll, ferry charges, local charges, royalties, turn over tax and all other charges as applicable while quoting the rate.
  - All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim what so ever in this account shall be entertained.
- 12) **Bid Evaluation:**  
At first, the technical bid will be evaluated by the tender committee constituted for this purpose. The financial bid of only those tenderers will be opened who would be found eligible in the technical bid evaluation. The financial bid will be evaluated on the basis of rate offered in the BOQ. The lowest rate received for the item will be considered as L-I and orders will be placed accordingly to a particular agency for such items in which that agency found to be lowest.
- 13) The Bid documents will be opened on 20.01.2022 at 3.30 PM. The Intending bidders must bring a sample of 5 phials on the date of opening of Bids. The Test Report of the samples should be annexed with the Bid Document. The bidder may remain present at the time of opening of bid.
- 14) **Delivery Clause :**  
The supplier must deliver all the goods within the stipulated date and time and at the place as will be specified in the supply order.
- 15) **Transportation arrangement:**  
The bidder shall arrange for all means of transport required for carriage and supply of Indelible Ink required within stipulated date and time at the office of the West Bengal State Election Commission. The bidder must consider this aspect while quoting rate.
- 16) The West Bengal State Election Commission, reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

Seal and Signature of the Tenderer  
West Bengal State Election Commission

  
Joint Secretary 05.01.2022  
West Bengal State Election Commission  
Signature of Tender Accepting Authority

## ITEM RATE BOQ

LTI inviting Authority : West Bengal State Election Commission

LTI No. ....dated .....

Name of the Bidder : .....

### Price Schedule

Item Name	Phial Type	Quantity	Basic rate	Total Amount with Taxes
(1)	(2)	(3)	(4)	(5)
Indelible Ink	10 cc	1 phial		
Quoted rate in words.....				