

OFFICE OF THE DISTRICT ELECTION OFFICER, SUNDARGARH

TENDER CALL NOTICE

No. 183 /Elec. Dated 20/02 /2024

Sealed Tenders under two bid (technical and financial) system are hereby invited from Registered Firms/ Printing Press/Agencies for **PRINTING AND SUPPLY OF REQUISITE ELECTION FORMS** in connection with upcoming Simultaneous General Election, 2024 as per the specification mentioned in the tender call notice.

DETAILS OF TENDER

SI. No.	Description	Cost of Tender Paper	Earnest Money Deposit	Delivery of Printed Materials
01	PRINTING AND SUPPLY OF REQUISITE ELECTION FORMS in connection with Upcoming Simultaneous General Election, 2024	Rs.1,000.00	Rs.10,000.00	Within 7 days from receipt of supply order

SCHEDULE OF EVENTS

	Date and Time
1. Publication of Tender:	20.02.2024/ 11.00 AM
2. Last date of submission of Bids	01.03.2024/ 05.00 PM
3. Opening of Technical Bid:	02.03.2024/ 11.00 A.M
4. Opening of Financial Bid	02.03.2024/ 12.30 P.M.

The schedule of bidding will be as follows:

ELIGIBILITY CRITERIA: -

I. a) The bidder should be a Firm/Printing Press/Agency registered in India.

b) Adequate experience of providing satisfactory services amounting to Rs. 3,00,000/- of such types of assignments in the relevant field (design/ print of different materials) to any Govt. institutions or other related organizations during last 5 years.

c) The Minimum Annual Average Financial Turnover should be 3 Lakh or more in any of the last three financial years (Supported by Financial statements clearly depicting the annual average turn over, Balance Sheet duly certified by the Chartered Accountant) **(2020-21, 2021-22 & 2022-23)**

II 2 II

d) Agency must be registered with appropriate statutory authorities as required under law for taxation etc. and must enclose copy of the same. The bidder must have valid PAN/ GST (attach document)

e) The tender documents are available in the website www.sundargarh.nic.in

f) Agency should not have been black listed by any Govt. Office/ Institution/ Firm / Organization /School /Board /University etc. Undertaking in this regard to be submitted by tenderers with the technical bid as per **ANNEXURE -III.**

g) Cost of Tender Paper & Earnest Money in shape of Demand Draft of a scheduled/ Nationalized bank duly pledged in favor of the "District Election Officer, Sundargarh" payable at Sundargarh should be enclosed with the technical bid.

h) Conditional Tenders are liable to be rejected.

i) The Additional District Election Officer, Sundargarh reserves the right to cancel/ reject in full or any part of the tender without assigning any reason.

2. Agreement shall be made with the successful bidder.

An amount of Rs. 20,000/- (Rupees Twenty Thousand) only towards Performance Security shall be deposited by the successful bidder in shape of FDR (Fixed Deposit) payable to District Election Officer, Sundargarh at District Headquarter, Sundargarh.

TERMS AND CONDITIONS

1. The tender should comprise of two bid system: -

- (a) Envelope: -1 = Technical Bid
- (b) Envelope: -2 = Financial Bid

Envelope No. 1: This envelope must be marked as **Envelope No. 1** on the right-hand top corner. This envelope shall contain two parts.

Part-I: Envelope containing the "**Cost of Tender Paper**" & "**Earnest Money Deposit**" and will be opened first. If the Earnest Money Deposit is not found to be in accordance with the procedure prescribed then the other sealed envelope containing Part-II shall not be opened and as such the tender submitted by the tenderer shall not at all be considered.

Part-II: Containing the covering letter depicting "**Technical Bid**" (**ANNEXURE-I**) will then be opened in case of such tenderers whose Cost of Tender Paper & Earnest Money Deposit are in order. All the eligibility criteria mentioned in the tender document will be evaluated. Comments/ conditions may be discussed with the tenderer, if deemed necessary. If required, a meeting in respect of technical bids shall be held on notified date, time and place.

Envelope No. 2: Containing the **Sealed "Financial bid"** (**ANNEXURE-II**) will be opened on the scheduled date or on a subsequent date which will be duly intimated to the tenderers, if required. The Financial bid will be opened only of those agencies who meet the technical requirements of the tender document.

II 3 II

The above said two envelopes shall be kept in one sealed envelope and submitted to District Election Office, Sundargarh through **Speed post/ Regd.Post** on or before **01.03.2024 up to 5.00 P.M.** Bid not on the prescribed Performa without requisite details, and received after the closing date and time of that will be summarily rejected.

2. Addl.District Election Officer, Sundargarh does not bind itself to accept the lowest bidder or any other tender and reserves the authority to reject any or all the tenders received without the assignment of any reason.

3. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the Firms who resort to canvassing will be liable to rejection.

4 The Addl.District Election Officer, Sundargarh reserves the right to assign the job to the L-1 as well as to other bidders in part in L1 rate, if required.

5. The successful tenderer /tenderers shall have to execute an agreement before received supply orders and are bound to fulfill the term and condition of the agreement and in case of default the security deposit shall be forfeited and penalty of 5% the total cost of materials shall be imposed on the defaulters.

6. The bid for the works shall remain open for acceptance for a period of 7 days from the date of opening of financial bid. If any tenderer withdraws his tender before the said period or before issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender, the earnest money as aforesaid shall be forfeited.

7. Each tenderer shall submit only one tender; joint venture is not allowed. A tenderer who submits or participates in more than one tender will be disqualified.

8. Interpretations, corrections and changes to the Tender Documents shall be made by Addendum, if required which shall be uploaded on the District NIC website www.sundergarh.nic.in. All the bidders are kindly request to regularly visit the website.

9. The materials not confirming to the specification and requirements of the Office shall be rejected and no payment shall be made for the supplies.

10. The quoted rate in tender should include all taxes and levies. No carriage charges for transportations of goods shall be entertained by the Office. In case of discrepancy between the prices quoted in words & figures, lower of the two shall be considered.

11. The Earnest Money in case of unsuccessful tenderer shall be refunded on demand after final decision/ acceptances of the contract within a period of one month, whereas in case of successful tenderers, after submission of the PBG, the EMD will be released to the successful bidders. The PBG submitted by the successful bidders will be released only after successful completion of the contract.

12. The tenderer shall sign in each page and at the end in token of acceptance of all the terms and condition of the tender.

13. The rates approved and accepted by the District Purchase committee will remain in force for one year from the date of issue of supply order.

14. Rates offered by the successful tenderers and acceptance of which is communicated to them, will under no circumstances be enhanced at any stage during the period of contract.

15. Rates offered once in the tender shall be treated as final and irrevocable. Any request for later addition and intimation will not be entertained.

16. The selection of the bidder will be based on the **least cost method**.
(Cumulative unit cost of all items).

17. The firm shall supply the printed materials strictly in accordance with the approved quality, specification and quantity as finalized by the District Purchase Committee within 7 days from the date of issuance of supply order. The requirement in the supply order will be treated as tentative and shall be increase/ decrease as per actual requirement.

18. Supplies may be required at short notice & therefore the successful bidder is supposed to have enough stock of items at its disposal at any point of time. Normally, the supply shall be required to be provided within 24 hours from the receipt of supply order or as desired in the supply order.

17. The detailed specification of postal ballot paper for A.C/P.C towards designing is enclosed at Annexure- IV. The successful bidder has to design and print as per the enclosed specification after due approval from Addl. District Election Officer, Sundargarh.

18. The Addl. District Election Officer, Sundargarh reserve the right to accept or reject any or all bid/ tender or any part of it without assigning any reason thereof.

19. The agency will appoint a Nodal contact person for this specific job for co-ordination and regular update the District Election Office, Sundargarh.

20. The successful firm after allotment of the job, will have to first submit proof copy of the form for approval. If it is found that the job is not being done as per the required specification/ sample and or if the term and conditions are not met with, the Addl. Election Officer, Sundargarh has the right to cancel the job assigned and impose penalty on the firm at the rate as enumerated in point No.5.

PAYMENT TERMS:

- I. Payment shall be made after printed materials is received at District Office and after properly brought on stock and submission of invoice by the bidder. No advance payment shall be made.
- II. The security deposit is liable to be forfeited in total if any deficiency is found in the services or bidder fails to fulfill any agreed terms and conditions. The decision of Addl. District Election Officer, Sundargarh shall be final and binding on the bidder in this regard.


20.2.24
Addl. District Magistrate-cum-
Addl. District Election Officer
Sundargarh

Memo No 184 /Dt. 20/02/2024

Copy to the ADM, Sundargarh/ Rourkela/ ADM (Revenue)/ CDO-cum-EO Zilla Prishad, Sundargarh / Sub Collector, Sadar, Sundargarh/ Panposh / Bonai/ PA ITDA, Sundargarh/ Panposh / Bonai / All BDOs/ All Tahasildars / DI & PRO, Sundargarh/ Rourkela for information and necessary action. They are requested to display this in their notice board for wide publicity.

Copy to Joint Director IT & NIC, Sundargarh to hoist the same in the District NIC website.

Copy to DIPRO, Sundargarh for information and she is requested to publish the same in one widely circulated English and Odia newspaper & submit the printed copy to District Election Office Sundargarh.

Copy to all Members of District Level Purchase Committee for information and necessary action.


20.2.24
Addl. District Magistrate-cum-
Addl. District Election Officer
Sundargarh

DISTRICT ELECTION OFFICER, SUNDARGARH (ODISHA) 770001
TECHNICAL BID

**Supply of Printing Forms/Materials for upcoming Simultaneous General
Election, 2024.**

1. ABOUT THE FIRM:

i.	Name and Address of the Registered Firms/Printing Press/Agencies	
ii.	Contact Person with Phone No. Mobile No. Email Id.	
iii.	Month & Year of establishment	
iv.	Type of firm / organization (Proprietary / Private / Public / Govt.)	
v.	Copy of Registration	
vi.	Total Annual Financial Turnover: 2020-21 during (Attach photocopies of 2021-22 Audited Balance Sheet & Profit & 2022-23 Loss Account)	
vii.	Income Tax No. (PAN No. / TIN No./ GST) (attach Photocopy) (attach photocopies of Income Tax clearance certificate)	
viii.	The attached copy of work order/completion certificate/bill of Rs. 3,00,000/- (cumulative) in last 5 financial years	

2. Have you ever been debarred / blacklisted by any Govt. Office/ Institution / Board / University / Organization / Government Agency: If yes, please provide the details.

i. Whether any Court Case / Legal Proceeding is pending against the Tenderers:
..... If yes, please provide the details.

It is certified that we have gone through all the terms and conditions of this TENDER and the same are acceptable to us.

Contact Person: _____
Telephone No _____
Mobile No - _____
Email Id: _____

Authorized Signatory
(With full name, designation and stamp)

ANNEXURE-II**DISTRICT ELECTION OFFICER, SUNDARGARH (ODISHA) 770001****Supply of Printing Forms/ Material for upcoming Simultaneous General Election,2024**

Name & Address of the Firm: -

Name of the Proprietor of the Firm: -

Contact details of the Proprietor: -

SI. No.	Particulars of Forms	Description/ Specification	Tentative quantity	Unit Price to be quoted. (Rs.) inclusive of all taxes
01	Designing & Printing of Postal Ballot Paper for P.C.	75gsm WHITE COLOUR PAPER	62,000	
02	Designing & Printing of Postal Ballot Paper for A.C.	75gsm PINK COLOUR PAPER	62,000	
03	A4 size full page printing (one side)	Clear & visible	15,000	
04	A4 size full page printing (both side)	Clear & visible	15,000	
05	A3 size full page printing (one side)	Clear & visible	15,000	
06	A3 size full page printing (both side)	Clear & visible	15,000	
07	Legal-size full-page printing	Clear & visible	10,000	
08	Printing of ID Cards	300gsm, Multi color, Preferable size 10cm x 7cm	20,000	
09	ID card cover	Replaceble Transparent Plastic cover (fit to ID card at Sl. No.8)	20,000	
10	Different color detachable Lanyard for the identity card	Preferably 12mm width	20,000	
11	Printing of Flex Banner (normal)	Per Sq. ft.	2,000	
12	Printing of Flex Banner (star flex)	Per Sq. ft.	1,000	

13	Multicolor leaf let- ¼ Demi size	(8.5"X11"), 130 gsm art paper	1,000
14	Black & white leaf let- ¼ Demi size	(8.5"X11")	1,000
Total unit price in words & figures			

All Taxes should be included in the rates quoted above.

- The rates must be quoted inclusive of Travelling, Boarding and Lodging Charges of Manpower, if any.

Certified that all the terms and conditions of this TENDER are accepted by us.

Contact Person:

Telephone No:

Mobile No:

Email Id:

**UNDERTAKING
(ON FIRM LETTERHEAD)**

This is to certify that M/s _____
address _____ has not ever been
blacklisted from any by any Govt. Office/ Institution/ School / Board / University /
Organization / Government Agency, etc. for any reason at any point of time and no legal
case / proceedings is pending against the Agency as on date.

Date:

**Authorized Signatory
(With full name, designation and stamp)**

DETAILED SPECIFICATION OF POSTAL BALLOT PAPER

POSTAL BALLOT PAPERS –

It may be noted that there would be different specifications for the two types of postal ballot papers, i.e.

Postal ballot papers for Service Voters.

Postal ballot papers for the other categories of electors entitled to vote by postal ballot.

For Service Voters, the particulars regarding names of candidates and party affiliation shall continue to be printed in the official language of the State and in English. Election Symbol is not to be printed on the Postal Ballot for Service Voters. Photographs of candidates shall also be printed on it. The width of the ballot paper, when printed in one column shall be between 4" and 6" as considered necessary. Along with name of candidates, their party affiliation if any is also to be printed i.e., name of the political party which sets up the candidate is to be printed below the name of the candidate. In the case of independent candidates, the word "Independent" has to be printed.

As for the Postal Ballot papers for the other categories of electors i.e., for those entitled to vote by postal ballot (other than Service Voters), the election symbols allotted to the candidates and photographs of candidates shall also be printed thereon. The particulars on the ballot paper shall be printed in the official language of the State and also in English (where English is not the official language). The party affiliation is not required to be printed on the ballot paper in the case of postal ballot for these categories of electors. The width of the ballot paper, when printed in one column, shall be between 4" and 6" as considered necessary. The election symbol shall be printed between the photograph of the candidate and the space for marking vote.

In case of postal ballot papers for other categories of electors entitled to vote by postal ballot paper, the symbol for "None of the Above" option as specified by the Commission shall be printed on the postal ballot paper against the column meant for printing of election symbol.

On both types of postal ballot papers, the photograph of candidates shall be printed. The photograph of the candidates shall be printed in the panel for the name of the candidates and shall appear on the right side of the name in between the name and symbol of the candidate or the column for marking vote/preference, as the case may be. The size of the photograph printed on the ballot paper shall be 2cm x 2.5cm.

Every postal ballot paper shall have a counterfoil attached to it. The counterfoil shall be at the top of the ballot paper and its depth shall not ordinarily exceed 15 cm. The particulars on the counterfoil shall be printed in

English only and it shall contain the following: -

Space for stitching at the top of the counterfoil;

A black border of 1 cm at the top of the counterfoil;

The words "Electoral Roll Part Number and Serial Number of Elector," which shall be printed one below the other on the left-hand side or right-hand side as may be convenient;

Serial number of the ballot paper on the left-hand side either on the front or on the back as may be convenient.

One block of lines of 1 cm with a perforated rule/disjointed straight lines below, separating the ballot paper from the counterfoil.

There shall be one block of lines 1cm below the perforated rule/disjointed lines on the ballot paper.

The width of the postal ballot paper when printed in single column and its counterfoil shall be between four inches (4") and six inches (6") as may be considered convenient by the Chief Electoral Officer for printing the ballot papers. The width particulars of the last candidate on the ballot paper, there shall be a panel with the words "none of the above" written therein. Where the number of contesting candidates exceeds 8, the postal ballot paper shall be printed differently. The ballot paper, in such a case, shall be printed in two or more columns depending upon the number of candidates. Ordinarily, the number of candidates along with provision for "None of the above" panel in one column should not exceed nine, but it should not exceed fifteen in any case. If the number of columns is two, three or more, the width of the ballot paper and its counter-foil shall be dependent on the number of columns, which are provided on the ballot paper. Each column shall be separated from the other by a shaded area of half an inch width from top to bottom. The names of the contesting candidates and their election symbol will appear in the same order in which they appear in the list of contesting candidate in Form 7A (but without the headings of the three categories of candidates mentioned therein). These names will be printed below the other in those columns, starting with the name of the candidate at S. No. 1 in the list of contesting candidates appearing at Serial Number 1 in the first column, candidate at Serial Number 10 in the list of contesting candidates as the first candidate in the second column (if each column has nine names), and so on. If the number of contesting candidates is 10 (if each column has nine names) then the panel showing "None of the above" will be at Sl. No.11 as the second panel in second column. If the number of contesting candidates including the provision for "None of the above" panel is not exactly divisible by the number of candidates in each column, the end panels on the right side of the ballot paper will be completely shaded. No symbol is to be printed in postal ballot paper.

On the top of the front face of the ballot papers, the particulars of the constituency and the election shall be printed. The particulars of the

constituency will contain the serial number and the name of the Parliamentary or Assembly Constituency, as the case may be, as given in the delimitation of the Parliamentary and Assembly Constituencies Order. In the case of State/Union Territories the whole of which form a Parliamentary Constituency, their names will not find mention in the Delimitation Order. The name of each State/Union Territory shall be mentioned as the name of the Parliamentary Constituency. The year of election and the legend "Genl." or "Bye" will also be printed after the year depending on whether the ballot paper is intended for a general election or a bye- election. The word "Postal Ballot Paper" shall be endorsed below that entry. The following illustrations will make the position clear:

For General Election to the House of the People Postal Ballot Paper (on white paper) "8-Rampur PC. /2004 Genl. Postal Ballot Paper"

For Bye-election to the House of the People Postal Ballot Paper (on white paper) "8 -Rampur PC. /2005 Bye Postal Ballot Paper"

For General Election to the Legislative Assembly Postal Ballot Paper (on pink paper) "11-Almora AC./2004 Genl. Postal Ballot Paper"

For Bye-election to the Legislative Assembly Postal Ballot Paper (on pink paper) "11- Almora AC./2005 Bye Postal Ballot Paper"

The name of each candidate and his symbol shall be inscribed in a panel, the panels being separated from each other by shaded area of 3 cm width. There will be a thick black border of 1 cm at the bottom.

After the panel containing the name and particulars of the last candidate on the ballot paper, there shall be a panel below the said last panel with the words "None of the Above" written therein, for the benefit of those electors who may wish to exercise the option of not voting for any of the candidates in the fray. These words shall be written in the same language or languages as used in the case of names of candidates. The size of the panel shall be the same as in the case of the candidates.

In case of postal ballot papers for other categories of electors entitled to vote by postal ballot paper, the symbol × for "None of the Above" option as specified by the Commission shall be printed on the postal ballot paper against the column meant for printing of election symbol.

In case of postal ballot papers for service electors, the names of contesting candidates and their party affiliation, if any, on the ballot papers shall be printed in the official language of the State or the Union Territory concerned and also in English where English is not such official language of that State or Union Territory. The particulars in the official language shall appear first over those in English in the ballot papers where such particulars are printed, into the languages as aforesaid. The name of the constituency shall be printed in English only. The particulars on the counterfoil of the ballot paper shall be printed in English only. The particulars

on the postal ballot papers, for the other categories of electors entitled to vote by postal ballot other than Service Voters shall be printed in the official language of the State and also in English (where English is not the official language). The party affiliation is not required to be printed on the ballot paper in the case of postal ballot for these categories of electors. The election symbols of candidates are to be printed in this case.

The serial number of the ballot paper shall be printed on the left-hand side either on the front or on the back as may be convenient.

The postal ballot papers will be stitched into convenient bundles, with consecutive serial numbers. It will be ensured that the serial number on each ballot paper and its counterfoil is identical.

COLOUR OF POSTAL BALLOT PAPERS

The postal ballot papers shall be printed on paper of white colour in the case of parliamentary election, and of pink colour in the case of assembly election.