

OFFICE OF THE DISTRICT ELECTION OFFICER, KEONJHAR

TENDER CALL NOTICE

No.X-14/2024 274 /Elec. Dated 07 / 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 mention in the tender call notice.

Sl. 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 5 days from receipt of supply orders

SCHEDULE OF EVENTS

	Date and Time
1. Publication of Tender :	07.02.2024/ 02.00 P.M
2. Last date of submission of Bids	28.02.2024/ 05.00 P.M
3. Opening of Technical Bid:	29.02.2024/ 11.00 A.M
4. Opening of Financial Bid	29.02.2024/11.30 A.M

The schedule of bidding will be as follow:

ELIGIBILITY CRITERIA: -

1. a) The bidder should be a Firms/Printing Press/Agencies registered in India.
- b) Adequate experience of providing satisfactory services of such types of assignments in the relevant field to any Govt. institutions or other related organizations during last 5 years
- c) The Minimum Annual Financial Turnover should be 5 Lakh or more in any of the last three financial years (Supported by Financial statements, Balance Sheet duly certified by the Chartered Accountant) (2020-21, 2021-22 & 2022-23)

(Contd..P-2...)

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.kendujhar.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 favour of the "**Officer-In Charge, Election, Keonjhar**" should be enclosed with the technical bid.

h) In case the date of issue / receipt of tenders are declared / happens to be a public holiday, the tenders will be issued / received on the next working day.

i) Conditional Tenders are liable to be rejected.

j) The District Election Officer & Collector, Keonjhar 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 security shall be deposited by the successful bidder in shape of FDR payable to District Election Officer, Keonjhar at Keonjhar (District Headquarter)

TERM AND CONDITION

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: Shall contain 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. These will be scrutinized and comments/ conditions which have financial implications 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. The Financial bid will be opened only of those agencies who meet the technical requirements of the tender document.

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The above said two envelopes shall be kept in one sealed envelope and submitted to District Election Officer & Collector, Keonjhar on or before **28.02.2024 up to 5.00 P.M.** Bid not on the prescribed Performa without requisite details/ EMD and received after the closing date and time of Bid will be summarily rejected.

2. District Election Officer & Collector, Keonjhar does not bind itself to accept the lowest or any other tender and reserves to itself 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 District Election Officer & Collector, Keonjhar reserves the right to assign the job to the L-1 as well as to other bidders in part.

5. The successful tenderers/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 one month 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 said 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 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 Sample of each printed form mentioned in **Annexure- II** shall be made available for scrutiny of the quality and specification by the District Purchase Committee on the date schedule for opening of financial bid.

11. The rates tender should include all taxes and levies. No carriage charges for transportations of goods shall be entertained by the Office.

12. The Earnest Money in case of unsuccessful tenderer shall be refunded after final decision/ acceptances of the contract within a period of one month, whereas in case of successful tenderers, it shall be treated as the part of security deposit and will be release only after successful completion of the contract.

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

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

15. 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.

16. Rates offered once in the tender shall be treated as final and irrevocable and any later addition and intimation will not be entertained.

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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 5 days from the date of issuance of supply order. The requirement in the supply order will be treated as tentative and shall be increased/ decrease as per actual requirement.

18. The District Election Officer & Collector, Keonjhar 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 person for this specific job for co-ordination and regular update the District Election Office.

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 District Election Officer and Collector, Keonjhar has the right to cancel the job assigned and impose penalty on the firm.

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 wholly or partially if any deficiency is found in the services or bidder fails to fulfill any agreed terms and conditions. The decision of District Election Officer & Collector, Keonjhar shall be final & binding on the bidder in this regard.


District Election Officer &
Collector, Keonjhar

Memo No.X-14/2024 275 /Elec. Dated 07/02/2024

Copy to D.I.O., NIC, Keonjhar for uploaded the tender notice alongwith its enclosures in the District Website for information of the general public.

Copy alongwith enclosures forwarded to all Sub- Collectors/ all Tahasildars/ all Block Development Officers/ all Executive Officers of ULBs/NAC for display of the same in their office notice board for wide publication.

Copy to Collectorate Notice board.


District Election Officer &
Collector, Keonjhar

Memo No.X-14/2024 276 /Elec. Dated 07/02/2024

Copy to all members of District Purchase Committee, Simultaneous General Election, 2024 for information and necessary action with reference to this office Order No.970/Elec. Dated 10.10.2024.


District Election Officer &
Collector, Keonjhar

DISTRICT ELECTION OFFICER, KEONJHAR (ODISHA) 758001
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, if applicable	
vi.	Total Annual Financial Turnover : during(Attach photocopies of Audited Balance Sheet & Profit & Loss Account)	2020-21
		2021-22
		2022-23
vii.	Income Tax No. (PAN No. / TIN No./ GST) (attach Photocopy)	
	Service Tax Registration No. (attach Photocopy)	
	(attach photocopies of Income Tax clearance certificate)	

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.:

WhatsApp Mobile No.:

Email Id:

Authorized Signatory
(With full name, designation and stamp)

DISTRICT ELECTION OFFICER, KEONJHAR (ODISHA) 758001
FINANCIAL BID

**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:-

Sl.No.	Particulars of Forms	Description/ Specification	Price to be quoted.(Rs.)	Remarks
01	Postal Ballot Paper for P.C.			
02	Postal Ballot Paper for A.C.			
03	Postal Ballot Paper numbering			Both Ballot paper and its counterfoil
04	Log Book of Vehicle with cover page	10 pages per Book		
05	POL coupon Book	Book (60 pages) In triplicate		
06	Printing of ID Cards	6"x 4"		
07	ID Cover and Band	Per piece/set		
08	ID Cards	Post Card size		
09	Leaflet	1/8 DM size		One side Printing for creating awareness
10	Printing of Flex Banner	Per Sq.ft.		
11	Binding Charges			

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.:

WhatsApp Mobile No.:

Email Id:

Authorized Signatory
(With full name, designation and stamp)

**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)**