

DISTRICT ELCTION OFFICE:JAGATSINGHPUR

TENDER CALL NOTICE FOR HIRING OF SERVICES OF PRINTER FOR THE ENSUING GENERAL ELECTION, 2019

Tender No. 554 / **Date** 07 / 09 / 2018

TENDER CALL NOTICE

Sealed tenders are invited from the intending Registered Printing firms / Supplying Agency for **hiring of services of printer** for Printing of various forms & stationary for use in the ensuing General Election, 2019.

The detailed tender paper along with prescribed tender schedule can be obtained from the District Election Office, Jagatsinghpur, at a cost of **Rs. 3,000.00/- (Rupees Three Thousand)** only non-refundable on any working day during office hours from **Dt.10.09.2018 (10.AM) to 24.09.2018 (5.00 P.M.)** and the Money Receipt obtained as token of purchase of tender paper in original shall be submitted along with the tender form. The detailed tender paper along with the prescribed scheduled can also be downloaded from the Jagatsinghpur District website (<http://www.Jagatsinghpur.nic.in>). In case of downloading the tender papers from the website, the complete detailed tender bid to be submitted must accompany with a Demand Draft for **Rs. 3000.00 (Rupees Three Thousand)** only from scheduled nationalized bank in favour of the Collector, Jagatsinghpur. The tender without original money receipt/D.D will be out-rightly rejected. The detailed tender paper should be submitted with the tender duly signed by the tenderer on each and every page as token of acceptance of the terms and conditions.

The tender shall be received by the District Election Office, Jagatsinghpur, on behalf of the Collector, Jagatsinghpur during office hour on working days from **Dt.10.09.2018 (10.AM) to 25.09.2018 (1.00 P.M)** only through REGISTERED / SPEED POST in the District Election Section, Collectorate, Jagatsinghpur. Tender document sent in any mode other than the above prescribed mode shall not be entertained in any circumstances. The District Election Officer, Jagatsinghpur, shall not be responsible for any postal delay. Tender paper received after the scheduled date and time along with telegraphic and conditional tender shall not be accepted.

Period of sale of tender document:- from Dt.10.09.2018(10.AM) to 24.09.2018(5.00 P.M) in working days.

Last date for receipt of tender document:- 25.09.2018(1.00 P.M)

Date of opening of Tender :- 25.09.2018(04.00 P.M)

Address for submission of Tender document:-

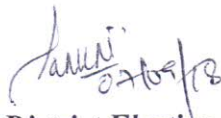
Collector & District Election Officer, Jagatsinghpur
Collectorate, Jagatsinghpur
At/Po/Dist-Jagatsinghpur

The tender papers should be submitted in a sealed envelope superscripted in as **“Hiring of Services of Printer for the ensuing General Election due in 2019”**.

TERMS AND CONDITIONS OF TENDER CALL NOTICE FOR HIRING OF SERVICES OF PRINTER FOR THE ENSUING GENERAL ELECTION, 2019

- 1 The intending registered Printing Press / Supplying Agencies must be bonafide registered body having valid registration number. Attested photocopy of the registration certificate should be attached.
- 2 The organization should have PAN and TIN/ SRIN holder. Attested copies of PAN Card & TIN / SRIN number should be attached.
- 3 Attested copy of valid GST registration certificate should be attached.
- 4 Attested DIC registration certificate and attested upto date Labour Certificate to be attached
- 5 The tenderer must not have been blacklisted by any Govt. organization. (Attach declaration in Stamp Paper of Rupees Ten)
- 6 The bidder has to deposit Rs.3000.00 (Rupees Three Thousand) only towards tender paper cost shape of Bank Draft made in favour of Collector, Jagatsinghpur from any Nationalized Bank payable at Jagatsinghpur is to be attached.
- 7 Rate should be quoted inclusive of colour quoted paper & also inclusive of tax as applicable, printing cost and delivery charges. The defective and damage printing materials if any must be replaced by the printing organization.
- 8 The tender must be accompanied with a Demand Draft of Rs. 10,000.00 (Rupees Ten Thousand) only in favour of Collector, Jagatsinghpur as EMD .The draft be made in favour of Collector, Jagatsinghpur in any nationalized bank payable at Jagatsinghpur.
- 9 The tenders without EMD will be liable for rejection.
- 10 The EMD of unsuccessful bidder will be returned without interest on finalization of bid.
- 11 The successful bidder will have to deliver the printing materials within 5 days from the date of issue of supply order.
- 12 All the materials will have to be submitted in the Office of the District Election Office, Collectorate, Jagatsinghpur on their own cost .The transportation charges, loading and unloading of materials shall not be paid.
- 13 The bidder who qualify in technical bid will be eligible to participate in financial bid.
- 14 The Agency finalized for printing have to give an undertaking that he/she has understood the expected quality and quantity of the products.
- 15 Quality of printing materials shall not be compromised and have to be as per Govt. specification.
22. Sample copy of each should be submitted.
23. If any dispute arises the matter shall be referred to purchase committee for settlement of dispute.
24. The Price quoted by the bidders shall be valid for the period of one year from the date of signing of agreement/finalisation of the tender.

25. The organisation have to submit an affidavit of declaration for no case pending under violation of PF/ESI/MW Act for any other law.
26. The quotations received in incomplete form or after the scheduled date & time shall be summarily rejected.
27. The authority reserve right to reject any or all the tenders without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.

A handwritten signature in black ink, appearing to read 'Jagatsingh', with the date '02/09/18' written below it.

Collector & District Election Officer
Jagatsinghpur

TENDER FORM**Annexure- A****Part-I**

1	Name of the Printing Press / Supplying Agency (In Capital Letter)	
2	Address of the Organisation	
3	Name of the authorised Signatory (In Block letters)	
4	Telephone number of authorised signatory / organisation.	
5	DIC Registration No.(Attach attested copy of registration certificate)	
6	Labour Certificate (Attach attested copy of registration certificate)	
7	GST registration Certificate (copy to be attached)	
8	PAN number (Copy to be attached)	
9	TIN number/ SRIN (Copy to be attached)	
10	Bank Draft of Rs 3000.00 payable at Jagatsinghpur towards cost of tender paper or money receipt to be attached)	
11	Bank Draft or Money receipt of Rs.10,000.00 pledged in favour of Collector, Jagatsinghpur towards Earnest Money Deposit	
12	Documents of any past experience of printing and supply of materials to the Govt. organisation. (Attested copy to be submitted)	
13	Whether any legal suit / criminal case pending against it for violation of PF/ ESI / MW Act or any other law. (submit the affidavit of declaration for no case pending)	
14	Affidavit of declaration that the Tenderer agrees to abide by all Terms and conditions of tender.	
15	Whether all documents submitted signed by the authorised signatory of the organisation (Yes /No)	

DECLARATION

I/We hereby certify that the terms and conditions specification etc. given with the tender notice have been read carefully and acceptance to me / us and that the information furnished above is complete and correct to the best of my / our knowledge. I / We understand that in case of any deviation in the above statement at any stage, the Tenderer shall be blacklisted and will not have any dealing with in future.

(Signature and seal of the authorised signatory)

Place :

Date :

TENDER FORM

PART-II

Sl. No.	Material	Rate Quoted for	Rate in Rs.(Including all Taxes)
1	A4 Size full page printing	Per 100 Pcs.	
2	A4 size Half Page Printing	Per 100 Pcs.	
3	A4 Size Quarter Page Printing	Per 100 Pcs.	
4	A4 Size 1/8 th Page Printing	Per 100 Pcs.	
5	Printing of Leaf Let	Per 100 Pcs.	
6	Printing of Flex Banners	Per Square feet	
7	Printing of I-Cards with Cover and Band	Per Unit	
8	Printing of Certificate	Per Unit	
9	Printing of Tokens	Per 100 Pcs.	
10	Printing of Letter Pad(A4 Size & ½ Size of A4 Size)	Per Unit of 100 Page/ 50 Page/25 Page	
11	Postal Ballot Paper	100 Nos.	
12	¼ DM Size Form(One Side)	100 Nos.	
13	¼ DM size form(both side)	100 Nos.	
14	1/8 DF Size form(One Side)	100 Nos.	
15	1/8 DF size form (both side)	100 Nos.	
16	Binding	1 piece	
17	Sticker	100 Nos.	
18	Green & Yellow Sticker to be pasted in EVMs during 1 st Randomisation.(Standard Size of ECI)	100 pieces	
19	Postal Ballot Covers(Standard Size of ECI)	100 Pieces	
20	Form 7A for PCs(As per Hand Book for Presiding Officers)	100 Pcs	
21	Mock Poll Certificate(As per Hand Book of Presiding Officer)	100 Pcs.	
22	Part-II of Form 17C(Standard Size of ECI)	100 Pcs.	
23	Printing of Forms for recording of votes by Addl. Counting Staff(Standard Size of ECI)	100 Pcs.	
24	Check List of Polling Stations(A4 Size)	100 Pcs.	
25	Voters Slip(Pink)(Standard Size of ECI)	100 Pcs.	
26	Address Tag for Ballot Unit(Standard Size of ECI)	100 Pcs.	
27	Address Tag for Control Unit(Standard Size of ECI)	100 Pcs.	
28	Special Tag(Standard Size of ECI)	100 Pcs.	
29	Strip Seal(Standard Size of ECI)	100 Pcs.	
30	Vehicle Log Book	1 Piece(10 Pages Per Book)	

❖ The items may vary depending upon the actual requirement.

(Signature and seal of the authorised signatory)