

# DISTRICT ELECTION OFFICE, JAGATSINGHPUR

email - [dcelectionjspur@gmail.com](mailto:dcelectionjspur@gmail.com)

No. 3742 /Elec. Dated 28/02 /2024

## TENDER CALL NOTICE

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

The Tender Papers along with the details of specification of the articles will be available in the Website [www.jagatsinghpur.nic.in](http://www.jagatsinghpur.nic.in) and can be downloaded from the website.

### DETAILS OF TENDER

Sl. No.	Description	Cost of Tender Paper	Earnest Money Deposit	Delivery of Printed Materials
01	<b>PRINTING AND SUPPLY OF ELECTION MATERIALS</b> For Upcoming Simultaneous General Election, 2024	<b>Rs.1,000.00</b> (Rupees one thousand) only	<b>Rs.20,000.00</b> (Rupees twenty thousand) only	Within 3 days from receipt of supply order

### SCHEDULE OF EVENTS

1	Publication of Tender	<b>29.02.2024</b>
2	Last date of submission of Bids	<b>12.03.2024 (1.30 PM)</b>
3	Opening of Technical Bid	<b>12.03.2024 (3.30 PM)</b>
4	Opening of Financial Bid	<b>12.03.2024 (After opening of Technical Bid)</b>

### 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)**.

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.Jagatsinghpur.nic.in](http://www.Jagatsinghpur.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 bidders 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 in favor of the "District Election Officer & Collector, Jagatsinghpur" payable at Jagatsinghpur should be enclosed with the technical bid.

h) Conditional Tenders are liable to be rejected.

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

### **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 bidder shall not at all be considered.

**Part-II:** Containing the covering letter depicting "**Sealed Technical Bid**" (**ANNEXURE-I**) will then be opened in case of such bidders 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 bidder, 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 bidders, if required. The Financial bid will be opened only of those agencies who meet the technical requirements of the tender document.

The above said two envelopes shall be kept in one sealed envelope super scribed in as **“Tender for Printing of Election Materials”** and submitted to District Election Office, Jagatsinghpur through **Speed post/ Regd. Post/Dropped in drop box kept in District Election Section, Collectorate, Jagatsinghpur** on or before **12.03.2024 up to 01.30 P.M.** The tenders will be opened on the same day **at 3.00 P.M.** in office chamber of the Addl. District Magistrate, Jagatsinghpur. Bidders or their authorized person may remain present at the time of opening of Tender. Bid not in the prescribed Proforma, without requisite details, and received after the closing date and time will be summarily rejected.

2. The District Election Officer & Collector, Jagatsinghpur does not bind to accept the lowest bidder or any other tender and reserves the right to reject any or all the tenders received without assigning any reason thereof.
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<sup>489</sup>.
4. The District Election Officer & Collector, Jagatsinghpur 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 bidder/bidders shall have to execute an agreement before receipt of 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% of the total cost of materials shall be imposed on the defaulters.
6. Each bidder shall submit only one tender, joint venture is not allowed. A bidder who submits or participates in more than one tender will be disqualified.
7. 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.jagatsinghpur.nic.in](http://www.jagatsinghpur.nic.in). All the bidders are kindly request to regularly visit the website.
8. The quoted rate in tender should include all taxes and levies, transportation charges, travelling, boarding and lodging charges of Manpower, if any. In case of discrepancy between the prices quoted in words & figures, lower of the two shall be considered.
9. The Earnest Money in case of unsuccessful bidder shall be refunded on demand after final decision/ acceptances of the contract within a period of one month. The EMD will be released to the successful bidders only after successful completion of the assigned works.
10. The bidder shall sign in each page and at the end in token of acceptance of all the terms and condition of the tender.
11. The rates approved and accepted by the Purchase Committee will remain in force for one year from the date of issue of supply order.

12. Rates offered by the successful bidders will under no circumstances be enhanced at any stage.

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

14. **The firm shall supply the printed materials strictly in accordance with the approved quality, specification and quantity as finalized by the Tender Committee within 3 days from the date of issuance of supply order. The requirement in the supply order will be treated as tentative and shall increase/ decrease as per actual requirement. If the material received do not confirm to the specifications as approved, it will be rejected and no payment shall be made for such supplies.**

15. 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.

16. The District Election Officer & Collector, Jagatsinghpur reserves the right to accept or reject any or all bid/ tender or any part of it without assigning any reason thereof.

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

18. The successful firm after allotment of the job, will have to first submit proof copy of the form/material for approval. If it is found that the job is not being done as per the required specification/ sample and or if the terms and conditions are not met with, the District Election Officer & Collector, Jagatsinghpur 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 Election 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 District Election Officer & Collector, Jagatsinghpur shall be final and binding on the bidder in this regard.

**District Election Officer & Collector,  
Jagatsinghpur**

**Memo No.** 3743 / **Elec. Dt.** 28 / 02 / **2024**

Copy to the District Office Notice Board, Collectorate Jagatsinghpur for wide publicity.

Copy forwarded to the S.P., Jagatsinghpur/ CDO-cum-EO, Zilla Parishad, Jagatsinghpur / Sub-Collector, Jagatsinghpur / C.D.M.O., Jagatsinghpur / C.D.V.O., Jagatsinghpur / District Education Officer, Jagatsinghpur / D.P.C. SSA, Jagatsinghpur / All Tahasildars / All B.D.Os / Executive Officer, Jagatsinghpur Municipality / Paradeep Municipality / All C.D.P.Os / Assistant Collector, Nizarat, Jagatsinghpur with a request to disseminate the tender call notice for wide publicity.

Copy forwarded to the D.I.&P.R.O. Jagatsinghpur for information and necessary wide publicity.

Copy to all members of the Tender Committee for information.

Copy forwarded to the DIO, NIC, Jagatsinghpur for information. He is requested to hoist the Tender Call Notice in the district website for wide publicity.

*Pop*  
*28/2/24*

**District Election Officer & Collector,  
Jagatsinghpur**

**Memo No.** 3744 / **Elec. Dt.** 28 / 02 / **2024**

Copy forwarded to the Addl. Chief Electoral Officer and Addl. Secretary to Govt., Home (Elections) Dept., Odisha, Bhubaneswar for information and necessary action.

*Pop*  
*28/2/24*

**District Election Officer & Collector,  
Jagatsinghpur**

**DISTRICT ELECTION OFFICER, JAGATSINGHPUR (ODISHA)**

**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: during (Attach photocopies of Audited Balance Sheet & Profit & Loss Account)	<b>2020-21</b>
		<b>2021-22</b>
		<b>2022-23</b>
vii.	Income Tax No. (PAN No. / TIN No./ GST) (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 Bidders: 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)**

**FINANCIAL BID****Supply of Printing Forms/ Material for  
Up coming Simultaneous General Election, 2024**

Name &amp; Address of the Firm: -

Name of the Proprietor of the Firm:

Contact details of the Proprietor:

SI. No.	Particulars of Forms	Description/ Specification	Unit	Unit Price (In Rs.) inclusive of all taxes
1	A4 size full page printing (one side) (Black & white)	Clear & visible	Per piece	
2	A4 size full page printing (both side) (Black & white)	Clear & visible	Per piece	
3	A3 size full page printing (one side) (Black & white)	Clear & visible	Per piece	
4	A3 size full page printing (both side) (Black & white)	Clear & visible	Per piece	
5	A4 size half page printing	Clear & visible		
6	A4 size quarter page printing	Clear & visible	Per piece	
7	A4 size 1/8th page printing	Clear & visible	Per piece	
8	Legal-size full-page printing	Clear & visible	Per piece	
9	I-card (Colour) with Cover and hanging ribbon (8 cm X 11 cm)	300gsm, Multi color, Preferable size 10cm x 7cm Replaceable Transparent Plastic cover (fit to ID card)	Per piece	
10	Printing of Flex Banner (normal)		Per Sq.ft.	
11	Printing of Flex Banner (star flex)		Per Sq. ft.	
12	Multicolor leaflet- ¼ Demi size	(8.5"X11"), 130 gsm art paper	Per piece	
13	Black & white leaflet- ¼ Demi size	(8.5"X11")	Per piece	
14	Printing of Vinyl Poster		Per Sq.ft.	
15	Self Adhesive Stickers (A4 Size)		Per piece	
16	Self Adhesive Stickers (1/4 <sup>th</sup> A4 Size)		Per piece	
17	Leaflet (Half of A4 size)		Per piece	
18	Certificate (A4 size)		Per piece	
19	Binding of Book		Per book	
20	Self Adhesive Sticker		Per piece	
21	Xerox of documents		Per piece	
22	Vehicle log book containing 8 pages (both side printing-)		Per book	

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

Contact Person:

Telephone No:

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)**