

DISTRICT ELECTION OFFICE, KHORDHA

Notice No 395 /Elec. Dated. 05.02.2024

TENDER CALL NOTICE

Sealed tenders in the prescribed format are invited from the intending Suppliers/Dealers/Manufacturers/ Sellers/ Firms/Company/ Authorised agencies/ Printing Agencies for supply of goods and services as per "Annexure-I" as per requirement in Khordha District for forthcoming Simultaneous General Election-2024.

The Sealed tenders should reach to District Election Office, Khordha by **Registered Post/ Speed Post** only on or before 19.02.2024 by 5.00 P.M. and it will be opened on Dt.20.02.2024(General Bid) & on Dt.21.02.2024 (Financial Bid) in the Conference Hall of Collectorate, Khordha in presence of members of Purchase Committee and Bidders or their authorized representatives. The tender should be submitted in two Bids i.e. (General Bid & Financial Bid) as per the Terms and Conditions attached with the Tender Call Notice.

The Tender Papers along with the details of specification of the articles/print matter will be available in the Website www.khordha.nic.in from dated 05.02.2024 to 19.02.2024 and can be downloaded from the website.

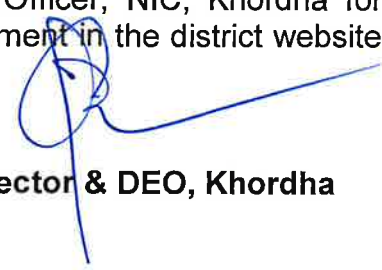
- (i) Last Date of submission of Tender: 19/02/2024 at 5.00 P.M.
- (ii) Date of Opening of General Bid : 20/02/2024 at 11.00 A.M.
- (iii) Date of Opening of Financial Bid : 21/02/2024 at 11.00 A.M.

The Earnest Money (EMD Cost) of Rs.15,000/-(Rupees Fifteen Thousand) only is to be deposited in shape of Bank Draft drawn in favour of the District Election Officer, Khordha payable at Khordha from any nationalized bank along with tender documents. Transfer or adjustment of E.M.D. will not be entertained. Shortfall of any required document, EMD will not be entertained and the tender paper will be liable for rejection. **NO TENDER APPLICATION COVER WILL BE RECEIVED BY HAND OR BY COURIER SERVICE.** The undersigned will not be held responsible for any delay in postal service.


Collector & DEO, Khordha

Memo No. 396 /Elec. Dtd. 05.02.2024

Copy forwarded to the District Informatics Officer, NIC, Khordha for information. He is requested to upload the advertisement in the district website for wide publication of the same.


Collector & DEO, Khordha

DISTRICT ELECTION OFFICE, KHORDHA

TENDER DOCUMENT

**Important dates of the Tender for supply of Articles/ Printing
Matter as per “Annexure-I” required for the forthcoming
Simultaneous General Election-2024 in Khordha District**

(a)	Date of Publication of Tender	05/02/2024
(b)	Last date and time for submission of Tender Document	19/02/2024 at 5.00 P.M.
(c)	Date and time for Opening of (i) General Bid (ii) Financial Bid of eligible Bidders	20/02/2024 at 11.00 A.M. 21/02/2024 at 11.00 A.M.

TERMS & CONDITIONS

1. General BID : (Documents to be furnished along with General Bid)

In support of eligibility, a bidder must submit the EMD & the following documents in shape of hard original copies or attested copies, as the case may be along with the Technical Bid.

- (i) Detailed Profile of the Contractor/ Supplier.
- (ii) Form of General bid application/declaration application & check list duly filled.
- (iii) EMD amount as specified in the schedule of requirement in shape of Demand Draft in favour of District Election Officer, Khordha, payable at Khordha from any nationalized bank. The EMD will be refunded to the unsuccessful bidders after finalization of tender within 15 days and to the successful bidders after completion of the Task / Job.
- (iv) Copy of PAN Card & Aadhar Card of the Head of Business.
- (v) Copy of the Income Tax return of last 03 years assessment.
- (vi) Copy of the up to date GST clearance certificate valid up to 31/12/2023.
- (vii) Copy of the firm registration certificate.
- (viii) Xerox copy of Bank Pass Book (front page) with the name & A/C Number of Bidder/ Business concern.

- 2. The Tender paper is to be addressed to the Collector & District Election Officer, Khordha having on the top of the cover/ envelope should be superscribed "**Tender paper for supply of Election Materials/Printing Matter to be used in Khordha District during the General Election-2024.**"
- 3. There shall be 03 covers/envelops. One sealed cover will contain General Bid papers/documents and another sealed cover will contain Financial Bid papers/documents. On the front top of 02 sealed covers/ envelops must be addressed to the Collector & DEO, Khordha superscribed as **Tender paper for General Bid and Tender paper for Financial Bid** as required. Both the sealed covers will be kept in another cover addressed to the Collector & DEO, Khordha superscribing the mark as written in the Point No.2 above.
- 4. **The intending bidders should verify some samples of the articles available in this office received from the office of the CEO, Odisha, on any working hours and submit the proposal/quote price accordingly to provide the exact items on successful bidding.**
- 5. All the item of articles should be supplied **within short notice as per requirement** & placement of order. All the articles/printing matter should be delivered in full and good conditions/ as per the sample & quality finalised & in no case part supply will be accepted. The Successful Unit/Firm should submit GST Clearance up to 31/12/2023 during time of submission of Invoice Bill with Delivery Challan.
- 6. The Supplier should supply the products/articles having specific company logo in each and every item as specified other than the manual made items.
- 7. If the supplier fails to supply the articles within stipulated period, the order will stand automatically cancelled and the EMD amount will be forfeited to Government.
- 8. The Bidders must have at least 20(Twenty) lakhs turnover of the business averaging the last 03 years and provide documents to this respect at the time of application for tender.
- 9. The Bidders must not have been black listed and must have Udyam Aadhar Registration Certificate. They will submit declaration and copy of certificate respectively.
- 10. The Bidders are required to produce Sample of each item against which the rate quoted at the time of opening of the Tender paper i.e. on 21.02.2024 as per specification (as per availability of requirement). If failed to produce sample items at the time of opening of Tender, the District Purchase Committee shall have right to cancel his/her/its Tender application.
- 11. The successful Bidder(s) should replace any damage material(s)/ sub-standard printing matter or if arose any incorrect size/specification of the items immediately to concerned official(s).
- 12. During finalization of tender by the District Purchase Committee, it is not mandatory to place supply order to lowest price quoted unit. If pointed out regarding low quality of the materials/ printing matter, the committee shall consider the next rate quoted unit after verifying quality of the Tender sample Materials. The purchase committee may verify the press/printing place in order to ascertain work worthiness of the bidder.
- 13. Any other materials/printing matter other than the list given with this tender may be ordered from this office as per the finalised rate of similar items.
- 14. The authority reserves the right to reject any or all Tender without assigning any reasons thereof.

**SUPPLY OF ELECTION MATERIALS/PRINTING MATTER TO THE DISTRICT ELECTION
OFFICE, KHORDHA FOR THE FORTHCOMING SIMULTANEOUS GENERAL ELECTION-2024**

TENDER CALL NOTICE No..... Dt...../02/2024

GENERAL BID

CHECK LIST (GENERAL BID)

Please check whether the following documents have been enclosed in the respective cover/envelope namely, General Bid and arranged serially in the following order.

1.	E.M.D in shape of DD in favour of District Election Officer, Khordha.	Yes / No
2.	General Bid Application	Yes / No
3.	Declaration application for General Bid	Yes / No
4.	Copy of the Manufacturer / Printing Agency / Publisher / Authorized Supplier Registration Certificate	Yes / No
5.	Copy of the GST Registration Certificate	Yes / No
6.	Copy of PAN Card	Yes / No
7.	Copy of Udyam Aadhar Certificate	Yes / No
8.	Copy of 03 years turnover document proof / Balance sheet	Yes / No
9.	Copy of the Income Tax return filed for the last Three assessment years	Yes / No
10.	Copy of GST Return for the Financial Year 2022-23	Yes / No
11.	Xerox copy of Bank Account details	Yes / No
12.	Sample of item if any(to be produced before the Purchase Committee)	Yes / No
13.	Copy of Authorization to the person attending the Tender opening meeting.	Yes / No

DECLARATION

(To be submitted with General Bid Application)

To,

**The Collector & District Election Officer,
Khordha**

Ref: Tender Call Notice No. _____ / Elec. Dt. _____ /02/2024

Sir,

I/We, the undersigned offer to supply Election Materials/ Goods & Services/ Printing matters against the Tender Call Notice of District Election Office, Khordha for requirement of the articles/ materials /printing matter for the forthcoming Simultaneous General Election-2024. I/We are hereby submitting our bid, which includes this General Bid and Financial Bid sealed under separate envelopes and both kept in another envelope. The sample of the items shall be produced before the Purchase Committee on the date & time of opening of the Tender.

I/We hereby declare that all the information and statement made in this bid are true and accept that any of our misrepresentation/blacklisting contained in it may lead to our disqualification.

My/Our bid is valid for a period of one year & till completion of the process of General Election-2024, subject to the modification of result from contract negotiation; you may subsequently carry out with us to accept our tender. If we are assigned the work during the period of validity of the bid, we undertake to carry out the same as per the terms and conditions of the tender documents.

We have carefully gone through the Terms & Conditions contained in the tender documents and declare that all the provisions of this tender document are acceptable to my company/dealership/agency.

I further certify that I am an authorized signatory of my company/firm/agency/ printing entity and am, therefore, competent to make this declaration.

Yours faithfully,

Authorized Signatory (in full and initials):

Name and Title of Signatory:

Name of the Firm:

(Seal)

GENERAL BID APPLICATION

(To be submitted with General Bid)

General Information about Manufacturer/Authorized supplier

Sl.No.	Particulars		Details to be furnished
Details of Bidder:			
1	Name	:	
2	Address	:	
3	Telephone Number	:	
4	E.Mail Id	:	
Details of Authorised Person:			
5	Name	:	
6	Address	:	
7	Telephone Number	:	
Firm/Entity/Agency Details:			
8	Name of the Firm/Agency	:	
9	Details of Registration of Company/ Firm/ Entity (Enclose Registration Certificate)	:	
10	Address of the Firm/Entity	:	
11	GST Number	:	
12	PAN	:	
13	Aadhar Number of the Owner of the Business	:	
14	Udyam Aadhar Number of Business Entity	:	
15	Bank Account Details (Enclose copy of the Cancelled Cheque)	:	
16	Valid Dealership Certificate	:	
17	Income Tax Assessment Return of last 03 years. (Enclose copies)	:	
18	Turnover/Balance sheet/ Audit Report of last 03 years	:	

DECLARATION

I _____ Son/Daughter/Wife of Shri _____

Proprietor/Director/authorized signatory of the manufactures/authorized supplier/ agency/ firm mentioned above, am competent to sign this declaration and execute this tender document. I have carefully read and understood all the Terms & Conditions of the Tender & undertake to abide by them. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing any false information/fabricated documents would lead to rejection of my Tender at any stage besides liabilities towards prosecution under appropriate provisions of law.

**Signature & Seal of
Authorised Signatory**

**SUPPLY OF ELECTION MATERIALS/ PRINTING MATTER / SERVICES
TO DISTRICT ELECTION OFFICE, KHORDHA FOR THE FORTHCOMING
SIMULTANEOUS GENERAL ELECTION-2024**

TENDER CALL NOTICE NO. DATE: 02.2024

**FINANCIAL BID
CHECK LIST (FINANCIAL BID)**

Please check whether the following papers have been enclosed in the respective cover, namely, Financial Bid: Please arrange the documents serially in the following order.

- | | |
|--|------------|
| 1. Financial Bid Form | : Yes / No |
| 2. Declaration of Financial Bid Application. | : Yes / No |

DECLARATION FINANCIAL BID APPLICATION

To,

**The Collector & District Election Officer,
Khordha**

Ref: Tender Call Notice No. _____ Dated. _____

Sir,

I/We, the undersigned offer to supply Election Materials/ Printing matter/ Goods & services against the above Tender Call Notice for supply of items/ articles/ materials / printing matters as per the list for conduct of General Election-2024 of Khordha District in accordance with tender referred above clubbed with General Bid proposal.

Our proposal is valid for a period of one year & till the Election Process is over after date of Financial Bid opening, subject to the modification of result from contract negotiation; you may subsequently carry out with us to accept our tender. If we are assigned the work during the period of validity of the proposal, we undertake to carry out the same as per the terms and conditions of this tender document.

I have carefully gone through the Terms & Conditions contained in the tender documents and I hereby declare that all the provisions of this tender document are acceptable to my company/dealership/ agency/entity.

Yours faithfully,

Authorized Signatory (in full and initials)

Name and Title of Signatory:

Name of the Firm:

(Seal)

**LIST OF ARTICLES/ MATERIALS / PRINTING MATTER FOR FINANCIAL BID TO BE
SUPPLIED FOR THE FORTHCOMING GENERAL ELECTION, 2024 OF KHORDHA DISTRICT**

Sl. No.	Description of Item	Specification	Per Unit Price Quoted
01	Postal Ballot Paper	As per Sample	
FORMS			
02	Notice to the candidate or their election agents regarding the date, time and place of counting (When counting is takes place at one place)	75 GSM A4 Paper	
03	Notice to candidate or their election agents regarding the date, time and place of counting (When counting is takes place at one place)	75 GSM A4 Paper	
04	Appointment of Counting Staff (Order)	75 GSM A4 Paper	
05	Appointment of Micro Observer for Counting	75 GSM A4 Paper	
06	Proforma for verifying votes of randomly selected CUs (Micro Observer)	75 GSM A4 Paper	
07	Authorization by the observer for declaration of result	75 GSM A4 Paper	
Sign Boards (Thick Paper sheets as per Sample)			
08	Presiding Officer	26.3CM x 15CM	
09	Polling Officer-1	26.3CM x 15CM	
10	Polling Officer-2	26.3CM x 15CM	
11	Polling Officer-3	26.3CM x 15CM	
12	Entry	26.3CM x 15CM	
13	Exit	26.3CM x 15CM	
14	Male	26.3CM x 15CM	
15	Female	26.3CM x 15CM	
16	Polling Agent	26.3CM x 15CM	
17	You are under CCTV surveillance	26.3CM x 15CM	
18	Miscellaneous notice specifying area, etc. as required under Rule 31(1)(a) of the Conduct of Election Rules, 1961	26.3CM x 15CM	
19	Self-Adhesive Sticker (Printed)	Per Square inch	
20	Identity Card (Thick Paper, different colour & two side print)	12CM x 9CM	
21	Identity Card Cover(Plastic replaceable fit to above Identity Card (Sl.20))	Per piece	

22	Printed Tape for the Identity Card (Sl.21)	Per piece	
23	Vehicle Requisition Form (75GSM A4 Paper)	Per 500 page	
24	Vehicle Log Book (75GSM A4 Paper- 02 side printing)	Per Book as per Sample	
25	Printing charges per page (with 75GSM colour paper)	A4	
26	Printing charges per page (with 75GSM colour paper)	A3	
27	Printing charges per page (with 75GSM colour paper)	Legal	
28	Printing charges per page (with 75GSM white paper)	A4	
29	Printing charges per page (with 75GSM white paper)	A3	
30	Printing charges per page (with 75GSM white paper)	Legal	

N.B. (1) The prices quoted shall be in Indian rupees only. The unit prices quoted in the tender shall be inclusive of all taxes and transportation cost up to District Election Office, Khordha. The unit price quoted should accompany the sample on availability.

(2) The actual quantity of materials will be intimated as per requirements.

(3) Any other materials/printing matter other than the list given with this tender may be ordered from this office as per the finalised rate of similar items.

Authorized Signatory (in full and initials):

Name and Title of Signatory:

Name of the Firm:

(Seal)