



O.No. 506 /Elec  
Date: 18/03/2024

**TENDER CALL NOTICE FOR PRINTING OF POSTAL BALLOT**

Sealed tenders in the prescribed format are invited from the intending Suppliers/ Dealers/ Manufactures/ Sellers/ Firms/ Company/ Authorized Printing agencies for printing of postal Ballot as per specifications annexed herewith for supply of printed postal Ballot for the forthcoming Simultaneous General Election-2024. The tender paper with detail term and condition attached at Annexure-A. The tender documents are available in the Kendrapara website: Kendrapara.nic.in. Interested bidder can download the tender documents from the District website.

Schedule of Events		
1	Last Date of Receipt of Tender Paper	29/03/2024 by 5.00P.M
2	Opening of Tender Paper	30/03/2024 by 11.00A.M

The tender should reach this office on or before 04.00 PM of 30/03/2024 through Regd. Post/ Speed Post or Drop into the tender Box kept in the office of Dy. Election Officer, Collectorate, Kendrapara and must be super scribed as **TENDER/ QUOTATION FOR PRINTING OF POSTAL BALLOT FOR SIMULTANEOUS GENERAL ELECTION-2024**. The application form of Quotation and Terms & Conditions will be available in the Dist. Website ([www.kendrapara.nic.in/](http://www.kendrapara.nic.in/) [www.kendrapara.odisha.gov.in](http://www.kendrapara.odisha.gov.in) ). Interested bidders can download the tender documents from the district website.

The tender paper received beyond the scheduled date and time shall not be taken into consideration. The undersigned reserved the right to accept/modify/reject any or all the quotation fully or partly without assigned any reason thereof.

  
D.E.O & Collector  
Kendrapara.

Memo No. 507 //Dt. 18/03/24 //

Copy to the Sub-Collector, Kendrapara/ All Tahasildar/ All BDOs /CSO, Kendrapara / DSWO, Kendrapara/ DWO, Kendrapara/ Dy. Collector ( Nizarat) Collectorate, Kendrapara for information and necessary action. They are requested to display the tender in their notice board for wide publicity.

Copy to the DIO, NIC, Kendrapara /District Manager, E-Governance Cell, Kendrapara for information and he is requested to hoist the tender in the district website.

Copy to the all members of the District purchase committee for information and necessary action. They are requested to participate in the opening of tender in the date time fixed for the purpose.

  
D.E.O & Collector  
Kendrapara.

## TERMS & CONDITIONS

### 1. Submission of Tender

- Tender should be submitted in two parts:
  - a. Part- I :will cover technical bid and
  - b. Part-II :will cover financial bid
- The Technical Bid and Financial Bid must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/Information mentioned in the Tender Document.
- The first envelope must be marked as-TECHNICAL PROPOSAL (Tender for printing of postal ballot and Identity Card for the upcoming Simultaneous General Elections-2024).
- The technical Bid envelop should be contain all the require documents such as 1. Aadhar Card, 2. Valid Pan Card, 3. GSTIN registration Certificate, 4. GST last return, 5. Income tax clearance (F.Y 2022-23),, 6. Bank draft towards EMD, 7. Cost of Tender Paper.
- The second envelope must be marked as "FINANCIAL PROPOSAL (Tender for printing of Postal Ballot for upcoming Simultaneous General Elections-2024) under District Election Office ,Kendrapara "and it should contain Financial Proposal only.
- Both the above envelopes must be sealed and placed in side a third main envelops with proper labeling of following information in bold:
  - NAME OF THE ASSISNMENT :
  - TENDER NUMBER AND DATE :
  - DEADLINE FOR SUBMISSION OF BID :
  - NAME OF THE BIDDER :
  - NAME AND ADDRESS OF THE BIDDER :
  - CONTACT NUMBER OF THE BIDDER:
  - EMAILIDOFTHEBIDDER :
- Any deviation from the prescribed procedures /information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal must be sealed and signed by the authorized representative of the bidder .Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder.

### 2. Earnest Money

- The Bidders are required to deposit an earnest money of Rs.10,000/- (Rupees Ten thousand only) in shape of Demand Draft in favor of the "Dist. Election Officer -cum-Collector Kendrapara". The E.M.D. amount of the unsuccessful Bidder will be refunded after completion of Quotation Process.  
And the bidders may obtain Tender paper by depositing Demand Draft of Rs 1000/- (Rupees One Thousand only) in favour of the "Dist. Election Officer -cum-Collector Kendrapara payable at SBI (Main Branch Kendrapara) towards cost of Tender Papers (Non-refundable).
- The earnest money will be released only after satisfactory printing of Postal Ballot and supply of Identity Card.

➤ The bidder who has quoted the lowest rate of the item excluding taxes shall be treated as the L1 bidder and contact for supply of item will be given to that L1 bidder.

3. The bidder must not have been black listed.
4. The Bidder shall submit true copy of self attested GST Registration Certificate with GST clearance details for last years i.e., 2023-24.
5. The bidder shall submit true copy of valid Income Tax PAN NO. of the Vendor/ Individual and last year of Income Tax clearance certificate of F.Y 2022-2023
6. The Tender should be signed by the bidder/ proprietor of the firm or by the person who is duly authorized for the same by the bidder/ proprietor of the firm.
7. The quotation should be valid for minimum period of six months form the last date of the tender.
8. The preference shall be given to the local printing agencies.
9. No advance payment shall be made to the successful bidder for any work.
10. While making payment, the Income tax & GST shall be deducted at source from the bills as per the rules of the Income Tax and GST Act.
11. The Purchase Committee will not be responsible for any loss or damage of any item which are under process of printing, due to any reason whatsoever.
12. The bidder must have at least 5(five) lakh turnover of the business averaging the last 3 years and provide documents to this effect.
13. The DEO & Collector, Kendrapara reserves the right to reject any/all quotations without giving any reason thereof. The decision of the DEO & Collector will be final.

  
D.E.O & Collector  
Kendrapara.

**DETAILS OF THE BIDDER**

1..	Name of the Supplier/ bidder	
2..	Full address:	At.
		P.O
		P.S
		Dist
		Mobile No
3.	Registered Office Details	
	Address	
	Contact No	
	Email	
4.	Aadhar No.(With True Copy)	
5.	PAN No .(With True Copy)	
7.	IT Clearance certificate of Last one year	F.Y2022-23
8.	GST Registration no. with place(Copy to be attached)	
9	Turnover/Balance sheet Of Last three years.	2020-21,2021-22,2022-2023
	G.ST Clearance Certificate	F.Y2022-23

I do hereby certify that the above mentioned particulars are true and correct.

**Full Signature of the Bidder with seal**

**ANNUAL TURN OVER STATEMENT**

The Annual turnover of M/s ..... for the past three years are given below and is certified that the statement is true an correct.

SI No	Year	Turn Over (Rs. in lakhs)
1.	2020-2021	
2.	2021-2022	
3.	2022-2023	
	Total	
Average Annual turnover		

Date:

**SIGNATURE OF THE BIDDER**  
(With seal and address)

**Signature of Chartered Accountant**  
(With Seal and Address)

**CERTIFICATE**

**Date:**

Certified that M/s ..... / the firms/  
company/Printing press or its partners/ shareholders had not been blacklisted by any  
Government Agencies.

**Full Signature of the Bidder  
with seal & Address**

DECLARATION FORM

Date \_\_\_\_\_

A) I /we ..... having our office at .....  
..... do declare that I/We have carefully read all the conditions of tender floated vide tender ref.  
no. .... for printing of postal Ballot and Identity card for the forthcoming Simultaneous  
General Election to the DISTRICT ELECTION OFFICE,KENDRAPARA and will complete the contract as per the  
tender conditions.

B) I/We have downloaded the tender document from the Web Portal and I/We have not  
tampered/modified the tender document in any manner. In case, if the same is found to be  
tampered/ modified, I/We understand that my/our tender will be summarily rejected and I/We  
am/are liable to be banned from doing business with the Collector, Kendrapara or prosecuted.

**Full Signature of the Bidder  
with seal & Address**

**PART-I (Covering Letter)**

Date: \_\_\_\_\_

From,

Name :  
Address :  
Ph. :  
Fax :  
E-Mail :

To,

.....,  
.....,

Sub: Tender for printing of Postal Ballot paper & Identity Card for the forth coming Simultaneous General Elections-2024– Reg.

Ref: Your Tender Notice \_\_\_\_\_ dated \_\_\_\_\_ //

Sir,

With reference to your tender notice ,we submit herewith the following documents:

- 1) Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions.
- 2) Authorization letter from the bidder for the person to sign the tender or remain present in person.
- 3) Details of the Bidder (as per Annexure-B).
- 4) Annual turnover statement duly certified by a Chartered Accountant (as per Annexure-C)
- 5) Declaration for not having blacklisted by either the registration department to any other Government Agencies as per Annexure- D).
- 6) Declaration for not having tampered the Tender documents downloaded from the website (Annexure-E).
- 7) Any other relevant documents including copy of EMD.

Yours faithfully,

Encl: As stated above

**SIGNATURE OF THE BIDDER  
(With seal and address)**



**Quotation for Printing of Postal Ballot & Identity Card for Forthcoming Simultaneous General Election-2024.**

The

The DEO-cum-Collector.  
Kendrapara.

<b>Printing of Postal Ballot</b>				
<b>Sl. No</b>	<b>Description</b>	<b>Rate per Packet (50 pieces)</b>	<b>GST</b>	<b>Total</b>
1	Printing of Postal Ballot Without paper cost.	Rate per packet		
2	Printing of Postal Ballot With paper cost.	Rate per packet		
<b>Printing of Identity Card</b>				
3	Identity Card ( thick paper, different Colour one side print (12CMx9CM)	Rate Per piece		
4	Identity Card Cover ( Plastic replaceable fit to above Identity card)	Rate Per piece		
5	Tape for the Identity Card	Rate Per piece		
6	Printing tape for the Identity Card	Rate Per piece		
7	Vehicle Log Book ( 75GSM white A4 paper two side printing)	Rate Per piece		
8	Sticker for Counting hall & Counting Table ( 75GSM white A4 paper one side printing)	Rate Per piece		
9	Voter Facilitation poster (27 inches x27 inches) printed on paper	Rate per piece		
10	Voter Facilitation poster (27 inches x36 inches) printed on paper	Rate per piece		
11	Banner, Flex printing	Rate per Sqft.		

**Term and Conditions:**

- 1.The actual Printing of Postal Ballot will be intimated as per requirement
- 2.The rate quoted must be valid for minimum period of six months form the last date of the tender.
3. Supply of material and transportation is the sole responsibility of the vendor.

I hereby agree for the term and conditions mentioned above

Dated at \_\_\_\_\_ on \_\_\_\_\_ 2024.

**Signature of the vendor with seal.**