



**OFFICE OF THE DISTRICT ELECTION OFFICER &  
COLLECTOR, SAMBALPUR**

Telephone: 0663-2410361, E-Mail: [districtelection.sbp@gmail.com](mailto:districtelection.sbp@gmail.com)



**Notice No. 2718 /Election**

**Date: 11.02.2024**

**TENDER CALL NOTICE**

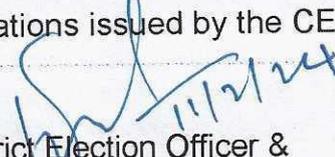
In pursuance of Govt. in Home (Elections) Deptt. Odisha, Bhubaneswar Letter No.12749/Elec. dated 21.12.2023 and No.20/Elec. dated 01.01.2024, Sealed tenders in the prescribed format are invited from the intending Suppliers/ Dealers/ Manufacturers/ Sellers/ Firms/ Authorized Agencies for supply of goods and services as required for the forthcoming Simultaneous General Election-2024 in Sambalpur District.

The Tender Papers along with the details of specification of the articles are available in the District Website [www.sambalpur.nic.in](http://www.sambalpur.nic.in). Interested bidders can download the tender documents from the district Website and the sealed tender papers duly filled in along with supporting documents must reach to the District Election Office, Sambalpur only through Speed Post or in the assigned drop box kept in District Election Office, Sambalpur latest by **20.02.2024 at 5.00 PM**. The undersigned will not be held responsible for any delay in postal service. The sealed tenders will be opened on **21.02.2024** in the Conference Hall of Collectorate, Sambalpur in presence of members of Purchase Committee and Bidders or their authorized agents.

| SCHEDULE OF EVENTS                   |                        |
|--------------------------------------|------------------------|
| 1.Last date of receipt of Quotations | 20.02.2024 by 5.00 PM  |
| 2.Opening of General Bid             | 21.02.2024 at 11.00 AM |
| 3.Opening of Financial Bid           | 21.02.2024 at 4.00 PM  |

The Security Money (EMD Cost) of Rs.10,000/- (Rupees Ten Thousand) only (refundable) and Tender application fee of Rs.500/- (Rupees Five hundred) only (non-refundable) are to be deposited in shape of Bank Draft drawn in favour of the District Election Officer, Sambalpur payable at Sambalpur 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 and tender application fee will not be entertained and the tender paper will be liable for rejection.

The District Election Officer & Collector, Sambalpur reserves the right to accept or reject any or all the tenders without assigning any reason thereof and also issue Corrigendum/addendum to the Tender Call Notice if felt necessary. Hence the bidders are advised to visit frequently the District Website to track any modifications/corrigendum etc. or to know the details of articles as per specifications issued by the CEO, Odisha.

  
District Election Officer &  
Collector, Sambalpur  
**District Election Officer &  
Collector, Sambalpur**

## Terms and Conditions

1. The interested suppliers/ firms should submit quotations in a sealed envelope super scribed with ".TENDER FOR ELECTION MATERIALS, SGE, 2024, DISTRICT-SAMBALPUR". The sealed envelope containing the proposals must be delivered to the District Election Officer & Collector, Sambalpur by speed post or in the drop box kept in District Election Office, Sambalpur latest by **20.02.2024 (05.00 PM)**. Bids received after due date & Time will not be entertained and shall be liable for rejection.
2. There shall be 03 covers. One sealed cover will contain General Bid papers with supporting documents and Demand Drafts for tender application fee and EMD. Another sealed cover will contain only Financial Bid papers/documents. On the front of these sealed covers must be addressed to the DEO & Collector, Sambalpur superscribed with **Tender paper for General Bid and Tender Paper for Financial Bid** as required. Both the covers will be kept in other big cover addressed to the DEO & Collector, Sambalpur superscribed with ".TENDER FOR ELECTION MATERIALS, SGE, 2024, DISTRICT-SAMBALPUR"
3. Those Bidders who will qualify in General Bid can only participate in Financial Bid.
4. The Bidder must have valid GST Registration under Regular Scheme and PAN.
5. The Bidder should have past experience of supplying election materials or any similar product to any Govt. or Autonomous Body. Bidder must furnish proof in the form of purchase order.
6. The Bidder must have average annual turnover of Rs.50,00,000/- (Rupees fifty lakhs) or more for the last three financial years.
7. Evaluation will be done on total value for all items and not on individual item . L1 Bidder will be decided based on total value exclusive of Taxes.
8. The Materials will be delivered at the District Election Office, Sambalpur. No transportation charges will be claimed by the L1 bidder.
9. Self attested Photocopy of valid PAN Card, GSTIN Registration Certificate must be enclosed by the bidder. The bidder must submit GSTIN Return/Income Tax Clearance (preceding 3 years) etc without which the Bid will not be taken into consideration.
10. The interested bidder may ascertain the specification of articles from the sample items supplied by CEO, Odisha which are available in District Election Office, Sambalpur before submitting the tender documents.
11. The bidder must come with sample with specification at the time of opening of the tender. The sample of articles to be furnished in separate packet under super scribed "Sample of the article & name of the Bidder" and to be produced before the purchase committee on 21.02.2024.
12. Any legal dispute arises out of this is subject to jurisdiction of Sambalpur only.
13. The bidder should not have been blacklisted by any Govt organization. If found later on, action shall be taken against the firm as per the law. Affidavit must be submitted by the bidder in this regard.
14. Delivery of the materials must be made to the District Election Office, Sambalpur within seven (07) days from the date of order.
15. The District Election Officer & Collector, Sambalpur reserves the right to accept or reject any or all the quotations without assigning any reason thereof and also has the right to allot/distribute the work to L2 supplier/firm at the lowest (L1) rate in case of L1 bidder fails to deliver items within the prescribed timeline.



16. In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the District Election Officer, Sambalpur will have the right to cancel the order/contract without assigning any reason thereof.
17. The DEO & Collector, Sambalpur reserves the right to reject any/ all quotations without giving any reason thereof. The decision of DEO & Collector, Sambalpur will be final. No correspondence in this regard will be entertained.
18. The Earnest Money/Security Money will be released only after satisfactory performance of supply.

  
District Election Officer &  
Collector, Sambalpur  
**District Election Officer &  
Collector, Sambalpur**

Memo No. 2719 /Date: 11.02.2024

Copy to the Commissioner, SMC, Sambalpur/all Sub-Collectors/ all BDOs / All Tahasildars/ EO, NAC, Kuchinda/Rairakhol/ all district level officers for information with a request to publish the Notice in their Office Notice Board for wide publicity among the General Public.

Copy to the Notice Board of Collectorate, Sambalpur

  
District Election Officer &  
Collector, Sambalpur  
**District Election Officer &  
Collector, Sambalpur**

Memo No. 2720 /Date: 11.02.2024

Copy to all members of District Level Purchase Committee for information and necessary action.

  
District Election Officer &  
Collector, Sambalpur  
**District Election Officer &  
Collector, Sambalpur**

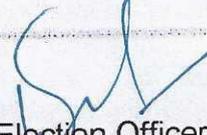
Memo No. 2721 /Date: 11.02.2024

Copy to the DIO, NIC, Collectorate, Sambalpur for information and necessary action. He is requested to upload the tender call notice in the District Portal i.e. [www.sambalpur.nic.in](http://www.sambalpur.nic.in)

  
District Election Officer &  
Collector, Sambalpur  
**District Election Officer &  
Collector, Sambalpur**

Memo No. 2722 /Date: 11.02.2024

Copy to the Joint CEO-cum-Joint Secretary to Govt. Home (Election) Deptt. Odisha Bhubaneswar for kind information with reference to his letter No.12749 dtd.21.12.2023 and No.20/Elec. dated 01.01.2024

  
District Election Officer &  
Collector, Sambalpur  
**District Election Officer &  
Collector, Sambalpur**

**BID APPLICATION**

(General Information about Manufacturer/Authorized supplier)

| Sl. No.                       | Particulars   | Details to be furnished |
|-------------------------------|---|-------------------------|
| Details of Bidder:            |   |                         |
| 1                             | Name  |                         |
| 2                             | Address   |                         |
| 3                             | Telephone/Mobile Number   |                         |
| 4                             | Email Id  |                         |
| Details of Authorized Person: |   |                         |
| 5                             | Name  |                         |
| 6                             | Address   |                         |
| 7                             | Telephone/Mobile 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 Shri \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_

Proprietor/Director/authorized signatory of the manufactures/authorized supplier/ agency 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  
Authorized Signatory

**DECLARATION**

**(To be submitted with Bid Application)**

To,  
The District Election Officer &  
Collector, Sambalpur

Ref: Tender Call Notice No *2718* /Elec. Dt. *11.02.2024*

Sir,

I/ We, the undersigned offer to supply Election Materials against the Tender Call Notice of District Election Office, Sambalpur for requirement of the articles/ materials for the forthcoming Simultaneous General Election-2024. I/We do hereby submit the required bid, 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 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)

**SUPPLY OF ELECTION MATERIALS TO THE DISTRICT ELECTION OFFICE,  
SAMBALPUR FOR THE FORTHCOMING SIMULTANEOUS GENERAL ELECTION-2024**

**TENDER CALL NOTICE NO. 2718 /ELEC. DATE: 11.02.2024**

**CHECK LIST**

I/We have enclosed the following documents with the Tender Application and arrange the documents serially in the following order.

|     |   |          |
|-----|---|----------|
| 1.  | Tender Application Fee of Rs.500/- in shape of DD in favour of District Election Officer, Sambalpur.                      | Yes / No |
| 2.  | E.M.D of Rs.10,000/-in shape of DD in favour of District Election Officer, Sambalpur.                                     | Yes / No |
| 3.  | Bid Application in Annexure-I   | Yes / No |
| 4.  | Declaration Application for General Bid in Annexure-II  | Yes / No |
| 5.  | Check list in Annexure-III  | Yes / No |
| 6.  | Average Annual turnover for last 3 financial years in Annexure-IV   | Yes / No |
| 7.  | Quotation of item wise price for Financial Bid in Annexure-V in separate cover.   | Yes / No |
| 8.  | Copy of the Manufacturer / Authorized Supplier Registration Certificate   | Yes / No |
| 9.  | Copy of the GST Registration Certificate  | Yes / No |
| 10. | Copy of PAN Card  | Yes / No |
| 11. | Copy of Udyam Aadhar Certificate  | Yes / No |
| 12. | Copy of 03 years turnover document proof / Balance sheet  | Yes / No |
| 13. | Copy of the Income Tax return filed for the last Three assessment years   | Yes / No |
| 14. | Copy of GST Returns for the Financial Year 2022-23  | Yes / No |
| 15. | Xerox copy of Bank Account details  | Yes / No |
| 16. | In case of dealer, valid dealership certificate from the manufactures/supplier.   | Yes / No |
| 17. | Single Sample of each item (to be produced before the Purchase Committee)   | Yes / No |
| 18. | Copy of Authorization to the person attending the Tender opening meeting.   | Yes / No |
| 19. | Affidavit to the effect that the Bidder has not been blacklisted by any Organization is attached with the Bid Application | Yes / No |

Authorized Signatory (in full and initials):  
Name and Title of Signatory:  
Name of the Firm:  
(Seal)

**ANNUAL TURNOVER STATEMENT**

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

| Sl.No.                  | Financial Year | Turnover (Rs. In lakh) |
|-------------------------|----------------|------------------------|
| 1                       | 2020-21        |                        |
| 2                       | 2021-22        |                        |
| 3                       | 2022-23        |                        |
| Total                   |                |                        |
| Average Annual Turnover |                |                        |

Date:

Signature and seal of Bidder

Signature of Chartered Accountant  
With seal and address

## Annexure-V

Price quoted for Materials/Articles to be supplied for the forthcoming Simultaneous General Election, 2024 for Sambalpur District

| Sl. No. | Item  | Estimated Quantity required (approx) | Price per unit excluding GST & other Tax (In Rs.) | Total cost excluding GST & other tax (In Rs.) | Percentage of GST/Tax to be levied on Total cost |
|---------|---|--------------------------------------|---|---|--|
| 1       | Small Transparent plastic Box with lock lid, of dimensions (19 x 12.5 x 5) c.m. (Keeper No.55) affixed with printed sticker as per sample supplied by CEO, Odisha                       | 1043 Nos.                            |   |   |  |
| 2       | Rubber stamp with arrow cross mark as per sample supplied by CEO, Odisha  | 1043 Nos.                            |   |   |  |
| 3       | Metal Seal for Presiding Officer as per sample supplied by CEO, Odisha  | 1043 Nos.                            |   |   |  |
| 4       | Distinguishing mark rubber stamp as per sample supplied by CEO, Odisha  | 948 Nos.                             |   |   |  |
| 5       | Mock Poll Slip Stamp as per sample supplied by CEO, Odisha  | 1043 Nos.                            |   |   |  |
| 6       | Self adhesive printed sticker of size 22.5 cm X 13 cm to be pasted on Big transparent plastic box (already available in District Election Office) as per sample supplied by CEO, Odisha | 1043 Nos.                            |   |   |  |
| 7       | Stamp Pad (Purple) as per sample supplied by CEO, Odisha  | 1043 Nos.                            |   |   |  |
| 8       | Match Box as per sample supplied by CEO, Odisha   | 1043 Nos.                            |   |   |  |
| 9       | Sign Boards (26.5 x 15) cm each of following as per sample supplied by CEO, Odisha  |                                      |   |   |  |
|         | i Presiding Officer   | 1043 Nos.                            |   |   |  |
|         | ii Polling Officer-1  | 1043 Nos.                            |   |   |  |
|         | iii Polling Officer-2   | 1043 Nos.                            |   |   |  |
|         | iv Polling Officer-3  | 1043 Nos.                            |   |   |  |
|         | v Entry   | 1043 Nos.                            |   |   |  |
|         | vi Exit   | 1043 Nos.                            |   |   |  |
|         | vii Polling Agent   | 1043 Nos.                            |   |   |  |
|         | viii Miscellaneous notice specifying area, etc as required by Rule 31(1) (a) of The Conduct of Elections Rules 1961   | 1043 Nos.                            |   |   |  |
|         | ix You are under CCTV surveillance  | 4172 Nos.                            |   |   |  |
|         | x Male  | 1043 Nos.                            |   |   |  |
|         | xi Female   | 1043 Nos.                            |   |   |  |
| 10      | Ordinary Pencil ( A1 Deep Dark HB) as per sample supplied by CEO, Odisha  | 1043 Nos.                            |   |   |  |
| 11      | Ball Pen (Blue) as per sample supplied by CEO, Odisha   | 3129 Nos.                            |   |   |  |
| 12      | Ball Pen (Red) as per sample supplied by CEO, Odisha  | 1043 Nos.                            |   |   |  |

Contd.....

|    |  |             |  |  |  |
|----|--|-------------|--|--|--|
| 13 | Ball Pen (Silver White) as per sample supplied by CEO, Odisha                                    | 1043 Nos.   |  |  |  |
| 14 | Blank white paper sheet-A4 size (70 GSM) packet containing 500 sheets                            | 80 Pkts     |  |  |  |
| 15 | Packet containing 25 nos. of Pins as per sample supplied by CEO, Odisha                          | 1043 pkts   |  |  |  |
| 16 | Packet containing 6 nos. of sealing wax as per sample supplied by CEO, Odisha                    | 1043 pkts   |  |  |  |
| 17 | Fevicol MR-White adhesive gum paste (8 gm) as per sample supplied by CEO, Odisha                 | 1043 Nos.   |  |  |  |
| 18 | Blade as per sample supplied by CEO, Odisha  | 1043 Nos.   |  |  |  |
| 19 | Packet containing 4 nos. of candle stick   | 1043 pkts   |  |  |  |
| 20 | Thin twine thread (20 metres/15 gram) Roll as per sample supplied by CEO, Odisha                 | 1043 Rolls  |  |  |  |
| 21 | 12 inch Metal Rule as per sample supplied by CEO, Odisha   | 1043 Nos.   |  |  |  |
| 22 | Packet containing 100 sheets of Blue carbon paper (Kores) as per sample supplied by CEO, Odisha  | 12 pkts     |  |  |  |
| 23 | Cloth/rag for removing oil etc. (130 cm x 50 cm size) each as per sample supplied by CEO, Odisha | 1043 pcs    |  |  |  |
| 24 | Packing paper sheets (58 cm x 45 cm each) as per sample supplied by CEO, Odisha                  | 3129 sheets |  |  |  |
| 25 | Cup/empty tin/plastic box for holding indelible ink bottle as per sample supplied by CEO, Odisha | 1043 Nos.   |  |  |  |
| 26 | Packet containing 24 pcs of drawing pins as per sample supplied by CEO, Odisha                   | 1043 pkts   |  |  |  |
| 27 | Packet containing 20 pcs of Rubber band as per sample supplied by CEO, Odisha                    | 1043 pkts   |  |  |  |
| 28 | 1 inch size transparent Adhesive tape  | 1043 pcs.   |  |  |  |
| 29 | Battery based (removable/changeable) LED lamps (ceiling price Rs.500/- including tax)            | 2086 Nos.   |  |  |  |
| 30 | Small Lock & Key (Mobaj-11 No.)  | 1043 Nos.   |  |  |  |
| 31 | Metal Seal for Returning Officer of AC   | 20 Nos.     |  |  |  |
| 32 | Metal Seal for Returning Officer of PC   | 20 Nos.     |  |  |  |
| 33 | Spike  | 1043 Nos.   |  |  |  |

Signature and Seal of Bidder