



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

Telephone: 0663-2410361, E-Mail: districtelection.sbp@gmail.com



Notice No. 3281 /Election

Date: 17.02.2024

TENDER CALL NOTICE

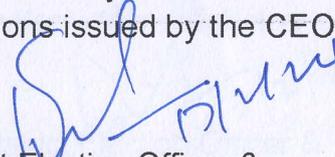
Sealed tenders in the prescribed format are invited from the intending local Printing Firms/ Printing Agencies for printing and supply of different kinds of Forms, ID Cards, Flex Banners, Posters, stickers, Booklets and any other items as required for the forthcoming Simultaneous General Election-2024 in Sambalpur District.

The Tender Papers along with the details of specification of the articles to be printed are available in the District Website 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 **27.02.2024 at 5.00 PM**. The undersigned will not be held responsible for any delay in postal service. The sealed tenders will be opened on **28.02.2024** 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 Tenders	27.02.2024 by 5.00 PM
2.Opening of General Bid	28.02.2024 at 11.00 AM
3.Opening of Financial Bid	28.02.2024 at 4.00 PM

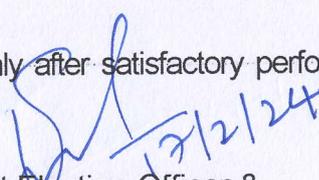
The Security Money (EMD Cost) of Rs.10,000/- (Rupees Ten Thousand) only (refundable) and Tender application fee of Rs.500/- (Rupees Five hundred) only (non-refundable) are to be deposited in shape of Bank Draft drawn in favour of the District Election Officer, Sambalpur payable at Sambalpur from any 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

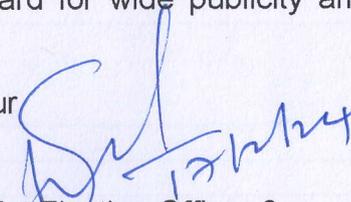
1. The interested Agencies/ Firms should submit quotations in sealed envelope containing the proposals must be delivered to the District Election Officer & Collector, Sambalpur by speed post or in the drop box kept in District Election Office, Sambalpur latest by **27.02.2024 (05.00 PM)**. Bids received 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 PRINTING OF FORMS AND OTHER ELECTION RELATED MATERIALS, SGE, 2024, DISTRICT-SAMBALPUR"
3. Those Bidders who will qualify in General Bid can only participate in Financial Bid.
4. L1 Bidder will be selected on the basis of total value of unit Price of all items excluding GST/ other tax.
5. The Bidder must have valid GST Registration under Regular Scheme and PAN.
6. The Bidder should have past experience of printing election materials or any similar work for any Govt. or Autonomous Body. Bidder must furnish proof in the form of purchase order.
7. 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.
8. Any legal dispute arises out of this is subject to jurisdiction of Sambalpur only.
9. 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.
10. 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 time line. The decision of DEO & Collector, Sambalpur will be final. No correspondence in this regard will be entertained.
11. The bidder must produce sample of each item during opening of General Bid.
12. 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.
13. 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. 3282 /Date: 17.02.2024

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.

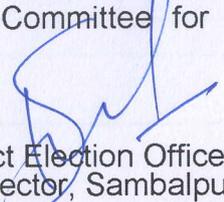
Copy to the Notice Board of Collectorate, Sambalpur


District Election Officer &
Collector, Sambalpur

**District Election Officer &
Collector, Sambalpur**

Memo No. 3283 /Date: 17.02.2024

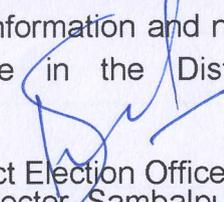
Copy to all members of Distrit Level Purchase Committee for information and necessary action.


District Election Officer &
Collector, Sambalpur

**District Election Officer &
Collector, Sambalpur**

Memo No. 3284 /Date: 17.02.2024

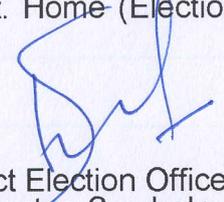
Copy to the DIO, NIC, Collectorate, Sambalpur for information and necessary action. He is requested to upload the tender call notice in the District Portal i.e. www.sambalpur.nic.in


District Election Officer &
Collector, Sambalpur

**District Election Officer &
Collector, Sambalpur**

Memo No. 3285 /Date: 17.02.2024

Copy to the Joint CEO-cum-Joint Secretary to Govt. Home (Election) Deptt. Odisha Bhubaneswar for kind information.


District Election Officer &
Collector, Sambalpur

**District Election Officer &
Collector, Sambalpur**

GENERAL 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)	

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 /Elec. Dt.

Sir,

I/ We, the undersigned offer for printing of different kinds of Forms and other Election Materials against the Tender Call Notice of District Election Office, Sambalpur 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)

Annexure-III

**PRINTING OF FORMS AND OTHER ELECTION MATERIALS THE DISTRICT ELECTION OFFICE,
SAMBALPUR FOR THE FORTHCOMING SIMULTANEOUS GENERAL ELECTION-2024**

TENDER CALL NOTICE NO. _____ /ELEC. DATE: _____

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.	General 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.	Quotation of item wise price for Financial Bid in Annexure-IV in separate cover.	Yes / No
7.	Copy of the GST Registration Certificate	Yes / No
8.	Copy of PAN Card	Yes / No
9.	Copy of Udyam Aadhar Certificate	Yes / No
10.	Copy of the Income Tax return filed for the last Three	Yes / No
11.	Copy of GST Returns for the Financial Year 2022-23	Yes / No
12.	Xerox copy of Bank Account details	Yes / No
13.	Single Sample of each item (to be produced before the Purchase Committee)	Yes / No
14.	Copy of Authorization to the person attending the Tender opening meeting if any	Yes / No
15.	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)

Annexure-IV

Price quoted for Printing and supply of Forms & other election materials for the forthcoming Simultaneous General Election, 2024 for Sambalpur District

Sl. No.	Description of Item	Specification	Price per unit excluding GST & other Tax (In Rs.)	Percentage of GST/Tax to be levied on Total cost
1	Printing charges per page (with 75 GSM white paper A4 size)	Per page		
2	Printing charges per page (with 75 GSM white paper A3 size)	Per page		
3	Printing charges per page (with 75 GSM white paper Legal size)	Per page		
4	Printing charges per page (with 75 GSM Colour paper A4 size)	Per page		
5	Printing charges per page (with 75 GSM Colour paper A3 size)	Per page		
6	Printing charges per page (with 75 GSM Colour paper Legal size)	Per page		
7	Self-Adhesive Sticker (Printed) per square Inch	per square Inch		
8	Identity Card (Thick Paper, different colour of size 10cm x 7 cm)	per piece		
9	Identity Card transparent cover (Plastic replaceable fit to above Identity Card (Sl.8))	per piece		
10	Different colour Lanyard for the Identity Card	per piece		
11	Vehicle Log Book (75 GSM A4 paper- 02 side printing) as per sample available in District Election Office, Sambalpur containing 2 sheets per Book	per Book		
12	Flex Banner	Per Square ft		
13	Letter Pad (A4 size 75 GSM) containing 50 sheets	Per Pad		
14	Letter Pad (Half of A4 size 75 GSM) containing 50 sheets	Per Pad		
15	Multi Colour Leaf let - 1/4 Demi size (8.5" x 11")	per 100 piece		
16	Black & white Leaf let - 1/4 Demi size (8.5" x 11")	per 100 piece		
17	Multi Colour Poster (Size 22" x 17")	per 100 piece		
18	Black & white Poster (Size 22" x 17")	per 100 piece		

Signature and Seal of Bidder