



REATER PARTICIPATION FOR STRONGER DEMOCRACY
OFFICE OF THE DISTRICT ELECTION OFFICER & COLLECTOR,
BHADRAK.

Election Urgent

Phone-06784-240465

Email-bhadraelection1@gmail.com

Letter No. 781 /Elec

Date. 23/03/24

TENDER CALL NOTICE

District Election Officer, Bhadrak proposes to select printing firms/ vendors/ authorized suppliers/ supplying agencies for providing printing and supply of requisite election forms for the upcoming Simultaneous General Election-2024.

The tender documents are available in the website of Bhadrak District <https://bhadrak.odisha.gov.in> and also available in the District Election Officer, Bhadrak. Interested bidders can download the tender documents from the website and submit the bid duly filled in along with all the requisite documents as per the instruction with tender document fee of Rs-500/- (five hundred) only in shape of demand draft In favor of District Election Officer, Bhadrak.

Canvassing in any form shall be liable for disqualification.

Last date of submission of bid is Dt. 06.04.2024 by 5.00 PM.

The bids received after scheduled date and time will not be considered.

District Election Officer, Bhadrak reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.


District Election Officer & Collector,
Bhadrak.

Memo No 782 / Dt. 23/03/24

Copy to ADM, Bhadrak/ CDO-cum-EO, Zilla Parisad, Bhadrak/ Sub-Collctor, Bhadrak/ All BDOs of Bhadrak/ All Tahasildars of Bhadrak/ DI&PRO, Bhadrak for information and necessary action. They are requested to display in their notice board for wide publicity.

Copy to all members of District Purchase Committee constituted vide this office letter No.

Copy to DeGM, Bhadrak for information and he is requested to hoist the tender in the district website.

Copy to DIPRO, Bhadrak for information and he is requested to publish the same in one widely circulated English and Odia newspaper and submit the printed copy to District Election Officer, Bhadrak.


District Election Officer & Collector,
Bhadrak



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No. 781 /Elec

Date. 23/03/24

TENDER CALL NOTICE

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

DETAILS OF TENDER

SI. No.	Description	Cost of Tender Paper	Earnest Money Deposit	Delivery of Printed Materials
01	PRINTING AND SUPPLY OF REQUISITE ELECTION FORMS in connection with Upcoming Simultaneous General Election, 2024	Rs.500.00	Rs.3,000.00	Within 7 days from receipt of supply order

SCHEDULE OF EVENTS

- | | Date and Time |
|------------------------------------|-------------------------------|
| 1. Publication of Tender: | 27.03.2024/ 11.00 AM |
| 2. Last date of submission of Bids | 06.04.2024/ 05.00 PM |
| 3. Opening of Technical Bid: | 08.04.2024/ 11.00A.M |
| 4. Opening of Financial Bid | 08.04.2024/ 12.30 P.M. |

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The schedule of bidding will be as follows:

ELIGIBILITY CRITERIA: -

- I. a) The bidder should be a Firm/Printing Press/Agency registered within the state of Odisha.
- b) Adequate experience of providing satisfactory services amounting to Rs.1,00,000/- 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 1 (One) 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 <https://bhadrak.odisha.gov.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 tenderers 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 duly drawn in favor of the "Deputy Collector, Election, Bhadrak" payable at Bhadrak should be enclosed with the technical bid.**
- h) Conditional Tenders are liable to be rejected.
- i) The District Election Officer & Collector, Bhadrak reserves the right to cancel/ reject in full or any part of the tender without assigning any reason.

2. Agreement shall be made with the successful bidder.

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-handtop corner. This envelope shall contain the instruments towards "**Cost of Tender Paper**" & "**Earnest Money Deposit**" alongwith "**Technical Bid**" (**ANNEXURE-I**). The eligibility criteria mentioned in the tender document will be evaluated by the District Level tender/purchase Committee on the appointed date, time & place mentioned under Schedule of Events in presence of the bidders or their authorized agents if they desire so.

Envelope No. 2: Containing the **Sealed "Financial bid"** (**ANNEXURE-II**) will be submitted by the bidder separately. The Financial bids will be opened by the District Level tender/purchase Committee on the scheduled date, time & place only of those agencies who meet & qualify the technical requirements of the tender documents in presence of the bidders or their authorized agents if they desire so.

The above said two envelopes shall be kept in **ONE BIG SIZE** sealed envelope and submitted to District Election Office, Bhadrak through **Speed post/ Regd. Post/ By Hand** on or before **06.04.2024 up to 5.00 P.M.** 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, Bhadrak does not bind itself 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.

4 The District Election Officer & Collector, Bhadrak 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 tenderer/tenderers shall have to execute an agreement before received 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. The bid for the works shall remain open for acceptance for a period of 7 days from the date of opening of financial bid. If any tenderer withdraws his tender before the said period or before issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender, the earnest money as aforesaid shall be forfeited.

7. Each tenderer shall submit only one tender; joint venture is not allowed. A tenderer who submits or participates in more than one tender both will be disqualified.

8. Interpretations, corrections and changes to the Tender Documents shall be made by Addendum, if required which shall be uploaded on the District website <https://bhadrak.odisha.gov.in/>. All the bidders are kindly request to regularly visit the website.

9. The materials not confirming to the specification and requirements of the Office shall be rejected and no payment shall be made for the supplies.

10. The quoted rate in tender should include all taxes and levies. No carriage charges for transportations of goods shall be entertained by the Office. In case of discrepancy between the prices quoted in words & figures, lower of the two shall be considered.

11. The Earnest Money in case of unsuccessful tenderer shall be refunded on demand after final decision/ acceptances of the contract within a period of one month, whereas in case of successful tenderers, the EMD will be released only after successful completion of the contract.

12. The tenderer shall sign in each page and at the end in token of acceptance of all the terms and condition of the tender.

13. The rates approved and accepted by the District Purchase committee will remain in force for one year from the date of issue of supply order.

14. Rates offered by the successful tenderers and acceptance of which is communicated to them, will under no circumstances be enhanced at any stage during the period of contract.

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

16. The selection of the bidder will be based on the **lowest cost method. (for individual /Cumulative unit/ cost of all items).**

17. The firm shall supply the printed materials strictly in accordance with the approved quality, specification and quantity as finalized by the District Purchase Committee within 7 days from the date of issuance of supply order. The requirement in the supply order will be treated as tentative and shall be increase/ decrease as per actual requirement.

18. 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.

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

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

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


District Election Officer & Collector,
Bhadrak

Memo No 783 /Dt. 23/03/24

Copy to the ADM (Revenue)/ CDO-cum-EO Zilla Prishad, Bhadrak / Sub Collector, Bhadrak/ All BDOs/ All Tahasildars / DI & PRO, Bhadrak for information and necessary action. They are requested to display this in their notice board for wide publicity.

Copy to DeGM, Bhadrak to hoist the same in the District website.

Copy to DIPRO, Bhadrak for information and she is requested to publish the same in one widely circulated English and Odia newspaper & submit the printed copy to District Election Office Dhenkanal.

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


District Election Officer & Collector,
Bhadrak

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.	
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)	2020-21 2021-22 2022-23
vii.	Income Tax No. (PAN No. / TIN No./ GST) (attach Photocopy) (attach photocopies of Income Tax clearance	
viii.	The attached copy of work order/completion certificate/ bill of Rs. 1,00,000/- (cumulative) in last 5 financial years	
ix.	Cost of Tender paper Rs.500/- Demand Draft details:	
X	EMD Rs.3000/- Demand Draft details:	

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 Tenderers:
..... 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: _____
Mobile No _____
Email Id: _____

**Authorized Signatory
(With full name, designation and stamp)**

ANNEXURE-II**Supply of Printing Forms/ Material for upcoming Simultaneous General Election, 2024**

Name & Address of the Firm: -

Name of the Proprietor of the Firm: -

Contact details of the Proprietor: -

SI. No.	Particulars of Forms	Description/ Specification	Tentative quantity	Unit Price to be Quoted. (Rs.) inclusive of all taxes
01	A4 size full page printing (one side) (Black & white)	Clear & visible		
02	A4 size full page printing (both side) (Black & white)	Clear & visible		
03	A3 size full page printing (one side) (Black & white)	Clear & visible		
04	A3 size full page printing (both side) (Black & white)	Clear & visible		
05	Legal-size full-page printing	Clear & visible		
06	Printing of ID Cards with Plastic ID and Card cover	i) ID Card : 300gsm,Multi color, Preferable size 10cm x 7cm ii) ID card Cover : Replacable Transparent Plastic Cover	10000	
07	Detachable Lanyard for the identity card	Preferably 12mm width	10000	
08	Printing of Flex Banner (normal)	Per Sq.ft.		
09	Printing of Flex Banner (star flex)	Per Sq. ft.		
10	Multicolor leaflet- ¼ Demi size	(8.5"X11"), 130 gsm art paper		
11	Black & white leaflet- ¼ Demi size	(8.5"X11")		
12	Printing of Vinyl Poster	Per Sq.ft.		
13	Self Adhesive Stickers (A4 Size)(with printing)	Per piece		
Total unit price in words & figures				

All Taxes should be included in the rates quoted above.

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)**

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ANNEXURE-III

**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)**