



DISTRICT ELECTION OFFICE: MAYURBHANJ: BARIPADA



No. 349 /Elec., Dated. 20-02-2024

SHORT TENDER CALL NOTICE

Sealed quotations/tenders are invited from intending registered proprietor of Printing Press for Printing of Forms in connection with **Simultaneous General Election-2024**. The details works to be executed along with terms and conditions are also available in the official website of Mayurbhanj District which can be downloaded from the website www.mayurbhanj.nic.in.

Last date of submission of Quotation paper- on or before 28.02.2024 by 3.00 PM


Place of Submission- District Election Office, Mayurbhanj.

Opening of Tender Box- 28.02.2024 at 4.00 PM in the Office Chamber of District Election Officer & Collector, Mayurbhanj.

Terms & Condition:-

- The interested suppliers/ firms should submit each of their general proposals & financial proposals separately in one sealed envelope. All the pages of the tender papers should be signed with seal of the firms/ agencies. The rate should be quoted in the plain paper in scripting with size, GSM etc.
- The sealed envelope containing the proposals must be delivered to the Office of District Election Officer & Collector, Mayurbhanj by Registered post/ speed post of Indian Postal Deptt. or dropped in the assigned box kept in the office of District Election Officer, Mayurbhanj. Any Quotation received after dateline shall liable for rejection.
- The Tenderer should deposit the cost of tender paper of Rs. 100/- (Rupees One hundred) only in shape of Cash/Demand draft/ Bankers cheque in favour of District Election Officer & Collector, Mayurbhanj payable at Baripada. The Tender paper can be obtained from the Office of District Election Officer & Collector, Mayurbhanj or can be downloaded from District website www.mayurbhanj.nic.in from **21.02.2024 to 28.02.2024** up to 1.00 PM and in such case he has to deposit the tender paper cost of Rs.100/- in form of Demand Draft / Bankers cheque.
- EMD of Rs. 5000/- (Rupees Five thousand) only in shape of demand draft/ Bankers cheque in favour of DEO & Collector, Mayurbhanj payable at Baripada should be furnished by the tenderer. The EMD of unsuccessful bidder will be refunded after finalization of tender.
- Photocopy of valid Pan Card, GSTIN registration certificate should be furnished along with the tender papers.
- The firm / individual / agency must have own Printing Press within Baripada Sub-Division area. The detail ownership and location of Printing Press shall be furnished with the Tender.


- The printing of forms will be done under supervision of one Officer with proper guarding of Police personnel for security reason. The Agency will complete the work within 3 days of submission of details about printing and shall not use his Printing press for any other purpose except printing of forms for District Election Officer & Collector, Mayurbhanj.
- The firm/ individual whose tender will be accepted shall have to execute an agreement with District Election Officer & Collector, Mayurbhanj in non-judicial stamp paper worth of Rs. 10/- (Rupees Ten) only. The rate quoted by the approved suppliers shall valid for a period of one year from the date of signing of agreement.
- Any legal dispute arises out of this is subject to jurisdiction of Baripada only.
- The agency should have not been blacklisted by any government organization. If found later on, the action shall be initiated against the firm as per the law.
- The successful bidder shall not assign or sublet the contract to any other firms.
- The District Election Officer & Collector, Mayurbhanj reserves the right to accept or reject any or all the quotations without assigning any reason thereof and also right to allot/ distribute the work to L2 suppliers/ firm at the lowest (L1) rate in case of L1 supplier fail to execute the contract.
- In case of breach of any terms and conditions and failure to execute the work by the successful bidders, the authority will have the right to cancel the Order/contract without assigning any reason thereof and nothing will be payable by the Purchaser in that event and the EMD shall also be forfeited.
- Interested bidders must be submitted their quotation in the prescribed format (item wise) and sealed with cover superscripting "**Tender for Printing of Forms in connection with SGE-2024**" on the envelop to the District Election Officer & Collector, Mayurbhanj, Baripada-757001 latest by 28.02.2024 **by 3.00 P.M.** Bidders may be present in person or through their representatives with authorization during the opening of Tender at **4.00 PM on 28.02.2024.**
- A Procurement Committee has been formed under the Chairmanship of Collector with other members whose decision on selection/ rejection of bidders would be final basing on the quotation submitted by the bidders and the quality of items to be supplied by them.
- The Order shall be placed to the selected bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price. The Procurement Committee shall also not to be bound to accept the lowest rate, but the acceptance of the quotation shall be based on experience with above related works by the agency.
- The bids are liable to be rejected if any of the above conditions are not complied with proper manner.


 District Election Officer
 & Collector, Mayurbhanj.

Memo No. 350 /Elec., Dated. 20-02-2024


Copy forwarded to the CDO-cum-EO, Zilla Parishad/ Sub-Collector, Baripada/ Karanjia/ Rairangpur/ Kaptipada /all Block Development Officers / all Tahasildars for information and necessary action. They are requested to display the Tender call notice in their Notice Boards for wide publicity.

Copy to Notice Board of Collectorate, Mayurbhanj, Baripada for wide publicity.


District Election Officer
& Collector, Mayurbhanj.


Memo No. 351 / Elec., Dated. 20-02-2024

Copy forwarded to DIO, NIC, Mayurbhanj for information & necessary action with a request to display the above tender call notice in Mayurbhanj district website www.mayurbhanj.nic.in immediately.


District Election Officer
& Collector, Mayurbhanj

Memo No. 352 / Elec. Dated. 20-02-2024

Copy forwarded to the Joint CEO- cum- Joint Secretary, Home (Election) Department, Odisha for information.


District Election Officer
& Collector, Mayurbhanj

(Article-I) PRINTING OF FORMS, BALLOT PAPERS ETC.

Sl. No.	Particulars
1.	Printing of Postal Ballot Paper (The width of ballot paper to be printed in one column will be between 4" and 6". The column will be added as per necessity)
2.	Postal Ballot numbering
3.	Binding
4.	¼ DM Size form (one side)
5.	¼ DM Size form (both side)
6.	1/8 DF Size form (one side)
7.	1/8 DF Size form (both side)
8.	Flex Banner (a) With framing (b) Without framing
9.	Checklist sticker (EVM Consumables) 14 cm x 7 ½ cm
10.	Checklist sticker polling station item 23 cm X 13 cm

ANNEXURE-II**TENDER FOR PRINTING OF FORMS IN CONNECTION WITH SIMULTANEOUS GENERAL ELECTION-2024**

DISTRICT: MAYURBHANJ

NAME OF THE FIRM / AGENCY:

ADDRESS:

SL. NO.	ITEM	RATE PER PIECE / QUANTITY (SPECIFY) IN RS.
1.	Printing of Postal Ballot Paper (The width of ballot paper to be printed in one column will be between 4" and 6". The column will be added as per necessity	
2.	Postal Ballot numbering	
3.	Binding	
4.	¼ DM Size form (one side)	
5.	¼ DM Size form (both side)	
6.	1/8 DF Size form (one side)	
7.	1/8 DF Size form (both side)	
8.	Flex Banner (a) With framing (b) Without framing	
9.	Checklist sticker (EVM Consumables) 14 cm x 7 ½ cm	
10.	Checklist sticker polling station item 23 cm X 13 cm	

PLACE:

DATE:

SIGNATURE OF BIDDER