

	COLLECTORATE: MALKANGIRI (ELECTION SECTION) At/Post/Dist.-Malkangiri Email- malkangirielection@gmail.com Telephone No.06861-230382 Whats App No.8984281249	
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No. 1557 /2024

dated 05/03/2024

TENDER CALL NOTICE

Sealed Tenders under two bid (Technical and Financial) system are invited from Registered firms / printing Press /Agencies for **PRINTING OF POSTAL BALLOT PAPERS** in connection with Simultaneous General Elections, 2024 as per the specification mentioned in the tender call notice.

The schedule of events i.e. last date of receipt of tender papers and opening of Tender papers etc. are as follow-

SCHEDULE OF EVENTS	
1.Last date for receipt of Tender papers	14.03.2024 by 3.00 pm
2.Opening of Technical Bid	14.03.2024 at 4.00 pm
3. Opening of Financial Bid	14.03.2024 at 4.30 pm

The tender documents are available in the District website <https://malkangiri.nic.in> . Interested bidders can download the tender documents from the website and sealed tender paper should be dropped into the Tender Box meant for the purpose kept in the District Election Office, Malkangiri or submitted through Speed Post/ Registered Post along with security money (refundable) of Rs.5,000/-(Rupees Five Thousand) only and Rs.500/-(Rupees five hundred) only towards cost of tender paper(Non-Refundable) in shape of Bank Draft/ bankers Cheque drawn in favour of Deputy Collector, Election, Collectorate, Malkangiri.

The DEO & Collector, **Malkangiri** 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 ,which will be published in the District Website/ Office Notice Board, if felt necessary. Hence, the bidders are advised to visit frequently the District Website i.e. <https://malkangiri.nic.in> to track any modifications/ corrigendum etc.

**District Election Officer &
Collector, Malkangiri**

Terms and Conditions:

- 1) The bidder should be a Firm/ Printing Press/ Agency registered in India
- 2) Adequate experience of providing satisfactory services amounting to Rs.3,00,000/- of such type of assignments in the relevant field i.e. designing, printing of different materials to any Government institution or other related organizations during last 5 years.
- 3) The minimum annual average financial turnover should be 3 lakhs or more in any of the last three financial years (supported by financial statements clearly depicting the annual average turnover.
- 4) Bidder must be registered with appropriate authorities as required under law for taxation etc. and must enclose copy of the same.
- 5) The bidder must have valid PAN and GST (attach documents).
- 6) Agency should not have been blacklisted by any Govt. Office/Institution /Firm /Organization /School/ Board etc. Undertaking in this regard to be submitted by the tenderers with the technical bid as per **ANNEXURE-III**.
- 7) The tender should comprise of two bid system
 - (a) Envelope: 1(Technical Bid)
 - (b) Envelope: 2 (Financial Bid)

Envelope No.1: This envelop must of marked as Envelope No.1 on the right hand top corner. This envelope containing the "cost of Tender Paper and Earned Money Deposit, covering letter depicting "**Technical Bid**"(**Annexure-I**) will be opened first. All the eligible criteria mentioned in the tender document will be evaluated.

Envelope No.2: Containing the sealed "**Financial Bid**"(**Annexure-II**) will be opened on the scheduled date and time only of those agencies who meet the technical requirement of the tender documents.
- 8) The above two envelops shall be kept in one sealed envelope depicting "**TENDER FOR PRINTING OF POSTAL BALLOT PAPERS**" and submitted to the District Election Officer & Collector, Malkangiri through Speed Post/ Regd. Post or should be dropped into the Tender Box meant for the purpose kept in the District Election Office, Malkangiri.
- 9) The bidder shall have to submit his bid in **Annexure-I** along with all the required documents such as 1. Aadhar Card, 2. Valid PAN CARD, 3. GSTIN registration certificate, 4. GSTIN Return, 5. Income Tax clearance (preceding 3 years) 6. bank drafts towards EMD ,7. Cost of tender papers.
- 10) Canvassing whether directly or indirectly in connection with tender is strictly prohibited and the tenders submitted by the firms who resort to canvassing will be liable to rejection.
- 11) No content of the Postal Ballot Paper either soft copies or hard copies to be shared with anyone except District Election Officer & Collector, Malkangiri. Failure comply the secrecy, action shall be initiated against the firm as per the provisions of Representation of Peoples Act, 1951.
- 12) All the pages of the tender papers should be signed with seal of the firms/ agencies.
- 13) Bids received after due date will not be entertained and shall liable for rejection.
- 14) All the rates should be quoted including GST and carriage charges.

- 15) Any legal dispute arises out of this is subject to jurisdiction of Malkangiri only.
- 16) The District Election Officer & Collector, Malkangiri 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 firm at the Lowest (L 1) rate in case of LI bidder fails to print the postal ballot papers within the stipulated time.
- 17) In case of breach of any terms and conditions and failure to print and supply the postal ballot papers by the successful bidder, the District Election Officer, Malkangiri will have the right to cancel the order/ contract without assigning any reason thereof and the security deposit of the bidders will be forfeited.
- 18) The earnest money/ security money shall be retained as performance security till the completion of contract.
- 19) The material not confirming to the specifications and requirements of the office shall be rejected and no payments shall be made for the supplies.
- 20) The selection of bidder will be based on the least cost method(cumulative unit cost of all items)
- 21) The firm shall supply the printed materials strictly in accordance with the approved quality, specifications and quantity as finalized by the District purchase committee.
- 22) The requirement in the supply order will be treated as tentative and shall be increased/ decreased as per actual requirement.
- 23) Supplied may be required at short notice and 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.
- 24) The detailed specification of the postal ballot paper for Assembly constituencies towards designing is enclosed at Annexure-IV. The successful bidder has to design and print as per the enclosed specification after due approval from the District Election Officer & Collector, Malkangiri.
- 25) TDS and GST shall be deducted at source as per applicable rates by the deductee (DDO).
- 26) Payment will be made within 15 days after receipt of the invoice/ bills.



**District Election Officer &
Collector, Malkangiri**
dated 05/03/2024.

Memo No. 1558 /2024

Copy to all the District Level Officers/ Sub-Collector, Malkangiri / all BDOs/ all Tahasildars/ all CDPOs / Executive Officers of ULB & NAC for information with a request to publish the Notice in their Office Notice Board for wide publicity among the General Public.

Copy to the DIO, NIC, Collectorate, Malkangiri for information and necessary dissemination of the information in the District website.

Copy to Notice Board, Collectorate, Malkangiri.



**District Election Officer &
Collector, Malkangiri**

TECHNICAL BID
DISTRICT ELELECTION OFFICE, MALKANGIRI
Printing of Postal Ballot Papers in connection with Simultaneous General
Elections, 2024

1.ABOUT THE FIRM

i)	Name and address of the Registered Firms/ Printing Press/ Agencies	
ii)	Contact person with Phone No. Mobile No. Email ID.	
iii)	Month & year of establishment	
iv)	Type of Firm / Organization(Proprietary / Private / Public / Government)	
v)	Copy of Registration	
vi)	Total Annual financial Turnover (attach photocopies of audited balance sheet & losses)	2020-21
		2021-22
		2022-23
vii)	Income Tax No.(PAN No. .TIN no./GST) Attach photocopies of IT clearance and GST certificates	
viii)	Attached copy of work order / completion certificate/ bill of Rs.3,00,000/-(cumulative in last 5 financial years)	

2. Have you ever been debarred/ blacklisted by any Government offices/Institution/Board/University/ Organization/Government Agency?:_____ If yes, provide the details.

- i) Whether any court case/ legal proceedings 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 use.

Date:

Signature of Bidder

Full Name:_____

Address:_____

(Stamp):

FINANCIAL BID

DISTRICT ELELECTION OFFICE, MALKANGIRI

Printing of Postal Ballot Papers in connection with Simultaneous General Elections, 2024

Name & Address of the Firm

Name of the Proprietor of the firm:

Contact details of the Proprietor:

Sl.	Particulars of forms	Description/ Specification	Tentative quantity	Unit Price to be quoted(Rs.) inclusive of all taxes
1	Designing & Printing of Postal Ballot Paper for AC	75 gsm Pink Colour Paper	Will be given in work order	

NB: 1. All taxes should be included in the rates quoted above.

Certified that all the terms and conditions of this TENDER are accepted by us.

Signature of Bidder

**UNDERTAKING
(ON THE FIRM LETTERHEAD)**

This is to certify that M/s _____
address _____ has not ever
been blacklisted from 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:

Signature of Bidder

Full Name: _____

Address: _____

(Stamp):

DETAILED SPECIFICATION OF POSTAL BALLOT PAPER

POSTAL BALLOT PAPERS-

It may be noted that there would be different specifications for the two types of postal ballot papers, i.e.

Postal ballot papers for Service Voters.

Postal ballot papers for the other categories of electors entitled to vote by postal ballot.

For Service Voters, the particulars regarding names of candidates and party affiliations shall continue to be printed in the official language of the State and in English. Election Symbol is not to be printed on the Postal Ballot for Service Voters. Photographs of candidate shall also be printed on it. The width of the ballot paper, when printed in one column shall be between 4" and 6" as considered necessary. Along with name of candidates, their party affiliation if any is also to be printed i.e., name of the political party which sets up the candidate is to be printed below the name of the candidate. In the case of independent candidates, the word "Independent" has to be printed.

As for the Postal Ballot papers for the other categories of electors i.e., for those entitled to vote by postal ballot (other than Service Voters), the election symbols allotted to the candidates and photographs of candidates shall also be printed thereon. The particulars on the ballot paper shall be printed in the official language of the State and also in English (where English is not the official language). The party affiliation is not required to be printed on the ballot paper in the case of postal ballot for these categories of electors. The width of the ballot paper, when printed in one column, shall be between 4" and 6" as considered necessary. The election symbol shall be printed between the photograph of the candidate and the space for marking vote.

In case of postal ballot papers for other categories of electors entitled to vote by postal ballot paper, the symbol for "None of the Above" option as specified by the Commission shall be printed on the postal ballot paper against the column meant for printing of election symbol.

On both types of postal ballot papers, the photograph of candidates shall be printed. The photograph of the candidates shall be printed in the panel for the name of the candidates and shall appear on the right side of the name in between the name and symbol of the candidate or the column for marking vote/ preference, as the case may be. The size of the photograph printed on the ballot paper shall be 2cm x 2.5cm.

Every postal ballot paper shall have a counterfoil attached to it. The counterfoil shall be at the top of the ballot paper and its depth shall not ordinarily exceed 15 cm. The particulars on the counter foil shall be printed in English only and it shall

contain the following:-

Space for stitching at the top of the counter foil;

A black border of 1cm at the top of the counter foil;

The words "Electoral Roll Part Number and Serial Number of Elector," which shall be printed one below the other on the left-hand side or right-hand side as may be convenient;

Serial number of the ballot paper on the left-hand side either on the front or on the back as may be convenient.

One block of lines of 1cm with a perforated rule/ disjointed straight lines below, separating the ballot paper from the counter foil.

There shall be one block of lines 1cm below the perforated rule /disjointed lines on the ballot paper.

The width of the postal ballot paper when printed in single column and its counter foil shall be between four inches (4") and six inches (6") as may be considered convenient by the Chief Electoral Officer for printing the ballot papers. The width particulars of the last candidate on the ballot paper, there shall be a panel with the words "none of the above" written therein. Where the number of contesting candidates exceeds 8, the postal ballot paper shall be printed differently. The ballot paper, in such a case, shall be printed in two or more columns depending upon the number of candidates. Ordinarily, the number of candidates along with provision for "None of the above" panel in one column should not exceed nine, but it should not exceed fifteen in any case. If the number of columns is two, three or more, the width of the ballot paper and its counter-foil shall be dependent on the number of columns, which are provided on the ballot paper. Each column shall be separated from the other by a shaded area of half an inch width from top to bottom. The names of the contesting candidates and their election symbol will appear in the same order in which they appear in the list of contesting candidate in Form 7A (but without the headings of the three categories of candidates mentioned therein). These names will be printed below the other in those columns, starting with the name of the candidate at S.No. 1 in the list of contesting candidates appearing at Serial Number 1 in the first column, candidate at Serial Number 10 in the list of contesting candidates as the first candidate in the second column (if each column has nine names), and soon. If the number of contesting candidates is 10 (if each column has nine names) then the panel showing "None of the above" will be at Sl.No. 11 as the second panel in second column. If the number of contesting candidates including the provision for "None of the above" panel is not exactly divisible by the number of candidates in each column, the end panels on the right side of the ballot paper will be completely shaded. No symbol is to be printed in postal ballot paper.

On the top of the front face of the ballot papers, the particulars of the constituency and the election shall be printed. The particulars of the constituency will contain the serial number and the name of the Parliamentary or Assembly Constituency, as the case may be, as given in the delimitation of the Parliamentary and Assembly Constituencies Order. In the case of State/ Union Territories the whole of which form a Parliamentary Constituency, their names will not find mention in the Delimitation Order. The name of each State/Union Territory shall be mentioned as the name of the Parliamentary Constituency. The year of election and the legend "Genl." or "Bye" will also be printed after the year depending on whether the ballot paper is intended for a general election or a bye- election. The word "Postal Ballot Paper" shall be endorsed below that entry. The following illustrations will make the position clear:

For General Election to the House of the People Postal Ballot Paper (on white paper) "8-Rampur PC./2004 Genl. Postal Ballot Paper"

For Bye-election to the House of the People Postal Ballot Paper (on white paper) "8-Rampur PC. /2005 Bye Postal Ballot Paper"

For General Election to the Legislative Assembly Postal Ballot Paper (on pink paper) "11-Almora AC./2004 Genl. Postal Ballot Paper"

For Bye-election to the Legislative Assembly Postal Ballot Paper (on pink paper) "11-Almora AC./2005 Bye Postal Ballot Paper"

The name of each candidate and his symbol shall be inscribed in a panel, the panels being separated from each other by shaded area of 3 cm width. There will be a thick black border of 1 cm at the bottom.

After the panel containing the name and particulars of the last candidate on the ballot paper, there shall be a panel below the said last panel with the words "None of the Above" written there in, for the benefit of those electors who may wish to exercise the option of not voting for any of the candidates in the fray. These words shall be written in the same language or languages as used in the case of names of candidates. The size of the panel shall be the same as in the case of the candidates.

In case of postal ballot papers for other categories of electors entitled to vote by postal ballot paper, the symbol X for "None of the Above" option as specified by the Commission shall be printed on the postal ballot paper against the column meant for printing of election symbol.

In case of postal ballot papers for service electors, the names of contesting candidates and their party affiliation, if any, on the ballot papers shall be printed in the official language of the State or the Union Territory concerned and also in English where English is not such official language of that State or Union Territory. The particulars in the official language shall appear first over those in English in the ballot papers where such particulars are printed, into the languages as aforesaid. The name of the constituency shall be printed in English only. The particulars on the counterfoil of the

ballot paper shall be printed in English only. The particulars on the postal ballot papers, for the other categories of electors entitled to vote by postal ballot other than Service Voters shall be printed in the official language of the State and also in English (where English is not the official language). The party affiliation is not required to be printed on the ballot paper in the case of postal ballot for these categories of electors. The election symbols of candidates are to be printed in this case.

The serial number of the ballot paper shall be printed on the left-hand side either on the front or on the back as may be convenient.

The postal ballot papers will be stitched into convenient bundles, with consecutive serial numbers. It will be ensured that the serial number on each ballot paper and its counterfoil is identical.

COLOUR OF POSTAL BALLOT PAPERS

The postal ballot papers shall be printed on paper of white colour in the case of parliamentary election, and of pink colour in the case of assembly election.