

	<p><b>COLLECTORATE: MALKANGIRI</b>  <b>(ELECTION SECTION)</b>  <b>At/Post/Dist.-Malkangiri</b>  <b>Email- <a href="mailto:malkangirielection@gmail.com">malkangirielection@gmail.com</a></b>  <b>Telephone No.06861-230382</b>  <b>Whats App No.8984281249</b></p>	
---	--	---

No. 1555 /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 AND SUPPLY OF REQUISITE ELECTION FORMS** 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 FORMS**" 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) All the pages of the tender papers should be signed with seal of the firms/ agencies.
- 12) Bids received after due date will not be entertained and shall liable for rejection.
- 13) All the rates should be quoted including GST and carriage charges.
- 14) Any legal dispute arises out of this is subject to jurisdiction of Malkangiri only.
- 15) 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 required forms within the stipulated time.

- 16) In case of breach of any terms and conditions and failure to print and supply the forms 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.
- 17) The earnest money/ security money shall be retained as performance security till the completion of contract.
- 18) The material not conforming to the specifications and requirements of the office shall be rejected and no payments shall be made for the supplies.
- 19) The selection of bidder will be based on the least cost method(cumulative unit cost of all items)
- 20) The firm shall supply the printed materials strictly in accordance with the approved quality, specifications and quantity as finalized by the District purchase committee. The
- 21) The requirement in the supply order will be treated as tentative and shall be increased/ decreased as per actual requirement.
- 22) 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.
- 23) TDS and GST shall be deducted at source as per applicable rates by the deductee (DDO).
- 24) Payment will be made within 15 days after receipt of the invoice/ bills.

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

Memo No. 1556 /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 ELECTION OFFICE, MALKANGIRI**  
**Supply of Printing forms/ material 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 ELECTION OFFICE, MALKANGIRI**  
**Supply of Printing forms/ material 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	A4 Size full page printing (one side) Back & white)	Clear & visible	As per actual requirement	
2	A4 Size full page printing (Both side) Back & white)	Clear & visible	As per actual requirement	
3	A3 Size full page printing (one side) Back & white)	Clear & visible	As per actual requirement	
4	A3 Size full page printing (Both side) Back & white)	Clear & visible	As per actual requirement	
5	Legal Size full page printing Back & white)	Clear & visible	As per actual requirement	
6	Printing of ID cards	300 gsm, Multi colour preferable size 10 cm & 7cm	5000	
7	ID card cover	Replaceable transparent Plastic cover fit to ID card at sl. 7	5000	
8	Different colour detachable Lanyard for the identity card	Preferably 12 mm width	5000	
9	Printing of Flex banner (normal)	Per Sq.Ft.		
10	Printing of Flex banner (Star flex)	Per Sq.Ft.		
11	Multicolour leaflet-1/4 Demi size	(8.5" X 11 ", 130 gsm art paper		
12	Black & white leaflet-1/4 Demi size	(8.5" X 11 ")		
13	Printing of Vinyl poster	Per Sq.Ft.		
14	Self-Adhesive Stickers (A4 Size)	Per piece	1000	
15	Total unit price in words and figures			

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

2. The rates must be quoted inclusive of travelling, Boarding and Lodging charges of Manpower, if any

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):**