

Election Urgent



OFFICE OF THE DISTRICT ELECTION OFFICER, KANDHAMAL, PHULBANI

Phone & Fax No.: - 06842-253645

E-mail Id: - dy.collector.elec.kandhamal@gmail.com

TENDER/QUOTATION CALL NOTICE

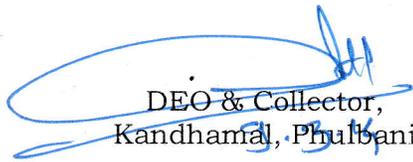
No.....462.....//Dt. 9.03.2024

Sealed quotations in prescribed papers are invited from the intending authorized suppliers /dealers / Manufacturers of **Kandhamal District** for **Printing of Postal Ballot, Flex, Banner & Sticker** inclusive of all taxes to be used in forth coming Simultaneous General Election, 2024 in Kandhamal District.

The sealed Tender should reach to the undersigned by Registered Post/ Speed Post/ by Hand on or before **15.03.2024 up to 1.30PM** and it will be opened on **15.03.2024 at 4.00PM** in Office chamber of Addl. District Magistrate, Kandhamal, Phulbani in presence of members of purchase committee and tenderer or their authorized agents. The Tender should be submitted in two bids i.e Technical Bid and Financial Bid. The envelop in which the intending bidders will apply should have to separate envelops for Technical Bid and Financial Bid. The above tender is subjected to the terms and conditions attached with the Tender call notice.

The Tender Paper along with the details with specification of the article will be available in the District Web Site [www.kandhamal.nic.in](http://www.kandhamal.nic.in). can be downloaded from the website. The Tender who downloads through website should pay the application fee for **Rs. 500.00(Rupees Five Hundred)** only **non-refundable** in shape of Bank draft drawn in favour of **OIC, Election, Kandhamal, Phulbani payable at Phulbani** from any nationalized Bank along with Tender documents.

The EMD cost of Rs. 10000/- (Rupees Ten thousands) only is be deposited in shape of Bank draft drawn in favour of **OIC, Election, Kandhamal, Phulbani payable at Phulbani** from any nationalized Bank along with Tender documents. The EMD of un-successful Bidders will be refunded after finalization of tender process. Transfer or adjustment of EMD will not be entertained short fall of any required documents/drafts and EMD will not be entertained in the tender papers will be liable for rejection. The Undersigned will not be responsible for any delay for Postal services.

  
DEO & Collector,  
Kandhamal, Phulbani

Memo No. 463 / Dt. 09.03.2024

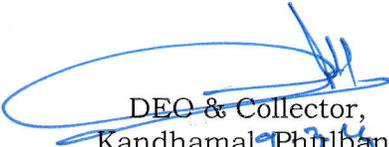
Copy forwarded to CDO-cum-EO, Zilla Parishad, Kandhamal, Phulbani/Sub-Collector, Baliguda/Phulbani/ All BDOs./ Tahasildars for information and necessary action. They are requested to display the tender call notice in their notice boards for wide publicity.

Copy to Notice Board of Collectorate, Kandhamal to display for wide publicity.

  
DEO & Collector,  
Kandhamal, Phulbani

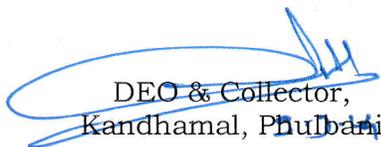
Memo No. 464 / Dt. 09.03.2024

Copy forwarded to DIO, NIC, Kandhamal, Phulbani for information and necessary action with request to upload the above tender call notice in Kandhamal district NIC portal .

  
DEO & Collector,  
Kandhamal, Phulbani

Memo No. 465 / Dt. 09.03.2024

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

  
DEO & Collector,  
Kandhamal, Phulbani

## TEERMS & CONDITIONS

TECHNICAL BID (Documents to be furnished along with technical bid):-

In support of eligibility a bidder must submit the EMD and the following documents, original copies or attested copies as the case may be along with the Technical Bid.

1. Detailed profile of Bidder.
2. Form of Technical Bid application/declaration application and check list form duly filled.
3. EMD of amount as specified as schedule of requirement in shape of Bank draft drawn in favour of **OIC, Election, Kandhamal, Phulbani payable at Phulbani** from any nationalized Bank which will be refunded immediately to the un-successful bidder after finalization of tender and to the successful bidder after completion of the job/task.
4. Paper cost of download of tender from district web site in shape of DD drawn in favour of **OIC, Election, Kandhamal, Phulbani payable at Phulbani** from any nationalized Bank.
5. Copy of PAN Card.
6. Copy of income tax return for last three years.
7. Copy of the GST Returns (GSTR-3B) for last month/quarter.
8. Copy of the GST Registration Certificate.
9. Xerox copy of Bank Pass Book front page with name and account no of Bidder.
10. Copy of the DIC Registration Certificate/MSME Registration Certificate if any.
11. The tender paper is to be addressed to the District Election Officer, Kandhamal, Phulbani on the top of the cover should be super scribed "**Printing of Postal Ballot, Flex, Banner & Sticker**". In Polling Stations to be used in Kandhamal District during the SGE, 2024.
12. All the procured items should be supplied **within short notice as per requirement** placement of order. All the articles should be delivered in full and good conditions and in case part supply will be accepted.
13. If the supplier fails to supply the article within stipulated period the order will automatically stands cancelled and the EMD & Security money will be forfeited to Government.
14. The successful tender should replace any incorrect size, Specification of the item should replace immediately to the concerned officials.
15. During Finalization of Tender by District Purchase Committee, it is not mandatory to place supply order to lowest price quoted unit. If pointed out low quality of materials the committee shall consider the next rate quoted unit with observing quality of the tender sample materials
16. The authority reserves the right to reject any or all tender without assigning any reasons thereof.
17. Previous election experience in election will be given preference.

  
DEO & Collector,  
Kandhamal, Phulbani

**PRINTING OF BALLOT PAPER & OTHER DOCUMENTS FOR THE  
FORTH COMING SIMULTANEOUS GENERAL ELECTION-2024.**

**TENDER CALL NOTICE NO. \_\_\_\_\_ DATE. .03.2024.**

**FINANCIAL BID**

**CHECK LIST (FINANCIAL BID)**

Please check whether the following have been enclosed in the respective cover, namely, Financial Bid: Please arrange the documents serially in the following order.)

1. Financial Bid Form : Yes/No  
2. Declaration Financial Bid Application. : Yes/No

**DECLARATION FINANCIAL BID APPLICATION**

To

The District Election Officer,  
Kandhamal.

Ref: Tender Call Notice No. \_\_\_\_\_ Dated . \_\_\_\_\_

Sir,

I/We, the undersigned offer to printing of Ballot paper & other documents against the above Tender Call Notice for supply of as noted items for conduct of General Election-2024 of Kandhamal District in accordance with tender referenced above and our Technical Proposal.

Our proposal is valid for a period of one year & till the Election Process is Over after date of Price Bid opening, 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 proposal, we undertake to carry out the same as per the terms and conditions of this tender document.

We have carefully gone through the Terms & Conditions contained in the tender documents and I declare that all the provisions of this tender document are acceptable to my company/dealership.

Yours faithfully,

Authorized Signatory (in full and initials):

Name and Title of Signatory: .

Name of the Firm:

(Seal)

**PRINTING OF BALLOT PAPER & OTHER DOCUMENTS FOR THE  
FORTH COMING SIMULTANEOUS GENERAL ELECTION-2024.**

**TENDER CALL NOTICE NO.                      DATE.**

**TECHNICAL BID**

**CHECK LIST (TECHNICAL BID)**

Please check whether the following documents have been enclosed in the respective cover, namely, Technical Bid: Please arrange the documents serially in the following order.

1. E.M.D in shape of DD in favour of District Election Officer, *Kandhamal*. : Yes/No
2. Paper cost in shape of DD in favour of District Election Officer, *Kandhamal*. : Yes/No
3. Technical Bid Application : Yes/No
4. Declaration application for Technical Bid : Yes/No
5. Copy of the Manufacturer/Authorized Supplier Registration Certificate : Yes/No
6. Copy of the Experience Certificate if any : Yes/No
7. Copy of PAN Card : Yes/No
8. Copy of the Income Tax return filed for the last three years : Yes/No
9. Copy of GST registration certificate : Yes/No
10. Xerox copy of Bank Account details : Yes/No
11. In case of dealer valid dealership certificate from the manufactures/supplier. : Yes/No
12. Single Sample of each item(to be produce before the Purchase committee) : Yes/No
13. Copy of the GST (GSTR-3B) return for last quarter /Month : Yes/No
14. Copy of the DIC/MSME registration certificate if any. : Yes/No

**PRINTING OF BALLOT PAPER & OTHER DOCUMENTS FOR THE  
FORTH COMING SIMULTANEOUS GENERAL ELECTION-2024.**

**DECLARATION APPLICATION**  
(To be submitted with Technical Bid)

Technical Tender Submission Form

To

The District Election Officer,  
Kandhamal

Ref: Tender Call Notice No. \_\_\_\_\_ / Elect. Dated . .02.2024.

Sir,

I/We, the undersigned offer for supply of **Printing of Ballot paper & other documents** system against the Tender Call Notice of District Election Office, **Kandhamal** for temporary **Printing of Ballot paper & other documents** for **Kandhamal** District during the fourth coming General Election-2024. I/We are hereby submitting our bid, which includes this Technical Bid and Price Bid sealed under a separate envelope. The sample of the items shall be produced before the Purchase Committee on the date & time of opening of the Tender.

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.

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 I declare that all the provisions of this tender document are acceptable to my company/dealership.

I further certify that I am an authorized signatory of my company/firm 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)

**PRINTING OF BALLOT PAPER & OTHER DOCUMENTS FOR THE  
FORTH COMING SIMULTANEOUS GENERAL ELECTION-2024.**

**TECHNICAL BID APPLICATION**

(To be submitted with Technical Bid)

General Information about Manufacturer/Authorized supplier

SL No	Particulars	Details to be furnished	
<b>Details of the Bidder :</b>			
1	Name		
2	Address		
3	Telephone No.		
4	E.Mail Id		
<b>Details of the Authorized Person:</b>			
5	Name		
6	Address		
7	Telephone No.		
<b>Information about the Firm:</b>			
8	Name of the Firm		
9	Details of Registration of firm/ company (enclose the necessary documentary proof)	Date	Furnish the copy of the certificate of incorporation/ Registration certificate
10	Name of the A/C holder: Bank Account No. Name of Bank: IFSC Code :		
11	Locations and address of the Firm		
12	GSTIN No.	(Enclose the copy of Registration Certificate & the up-to-date GST return)	
13	PAN Card No.		
14	Valid dealership certificate from the manufactures in case of Authorized supplier.		
15	Income Tax return for last three years:	1. 2. 3.	

**DECLARATION**

I \_\_\_\_\_ Son/Daughter/Wife of shri \_\_\_\_\_ proprietor/Director/authorized signatory of the manufactures/authorized supplier 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 law.

**Authorized Signatory (Seal)**

**PRINTING OF BALLOT PAPER & OTHER DOCUMENTS FOR THE  
FORTH COMING SIMULTANEOUS GENERAL ELECTION-2024.**

**FINANCIAL BID FORMAT**

**APPLICATION -FINANCIAL BID FOR PRINTING OF BALLOT PAPER & OTHER DOCUMENTS  
FOR THE FORTH COMING SILMULTANEOUS GENERAL ELECTION -2024.**

SI No.	Name of the items	Units	Rate including all Taxes (Rs)
1	Ballot Paper	Per page	
2	Other documents	Per Page	

N.B. The prices quoted shall be in Indian rupees only .The unit prices quoted in the tender shall be inclusive of all taxes and transportation cost up to District Election Office, Kandhamal. The unit price comparable with the sample.

Authorized Signatory (in full and initials):

Name and Title of Signatory:

Name of the Firm:

(Seal)

## 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 affiliation 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 candidates 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 counterfoil shall be printed in

English only and it shall contain the following: -

Space for stitching at the top of the counterfoil;

A black border of 1 cm at the top of the counterfoil;

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 1 cm with a perforated rule/disjointed straight lines below, separating the ballot paper from the counterfoil.

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 counterfoil 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 so on. 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 therein, 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  $\times$  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.**