

ELECTION URGENT

COLLECTORATE, JAJPUR

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(ELECTION SECTION)

No. 535 /Elec. Dated 28/2/2024

QUOTATION CALL NOTICE

The sealed quotations invited from the intending local bonafied firms / suppliers / Agencies / Firms for Printing of Postal Ballot and different forms as per the list with specifications mentioned at Annexure-A in connection with Simultaneous General Elections-2024.

The tender documents are available in the District website <https://jajpur.nic.in> . Interested bidders can download the tender documents from the website and sealed tender paper should be dropped in the Tender Box kept in the District Election Section, Jajpur with security money of Rs.25,000/-(Rupees twenty five Thousand) only in shape of Bank Draft drawn in favour of Deputy Collector, Election, Collectorate, Jajpur payable at S.B.I., Jajpur (main branch). Canvassing in any form shall be liable for disqualification.

The quotation will be opened on 07.03.2024 at 5.00PM in the Office Chamber of the Addl DEO & Additional District Magistrate, Jajpur. The quotationers / firms or their authorized representatives are directed to remain present on the scheduled date, time and venue fixed for finalization of the quotation. No excuse will be admitted regarding his/her/their absent at the time of opening of the quotation.

The DEO & Collector, Jajpur reserves the right to accept or reject any or all the tenders without assigning any reason thereof and also issue Corrigendum / addendum to the quotation Call Notice, which will be published in the District Website / Election Section Notice Board, if felt necessary. Hence, the bidders are advised to visit frequently the District Website i.e. <https://Jajpur.nic.in> to track any modifications / corrigendum etc.

SCHEDULE OF EVENTS

- | | |
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| 1. Last date for receipt of Quotations | 07.03.2024 by 2.00 pm |
| 2. Opening of Tender Paper/Bids | 07.03.2024 at 5.00 pm |

Terms & Conditions

- 1) The interested supplier/ firms must submit quotations in two cover seals i.e. one for Technical / Document bid and another for finance bid / offered rate, superscribing the name of the bid in the front cover. All the pages of the tender papers should be signed with seal of the firms/ agencies.
- 2) Photocopies of valid PAN CARD, GST registration certificate with self attestation, must be enclosed by the applicants of tender. Last three years Income Tax Return & last two quarters GST return with balance sheet must be enclosed with the tender paper.
- 3) The firm / individual / agency must have own printing press within Jajpur district, where the printing will be done. The detail ownership and location of printing press shall be furnished with the tender.
- 4) The printing of Postal Ballot will be done under supervision of one Officer with proper guarding of Police personnel for security reason. The printing press must have its own 24 X 7 CCTV surveillance system. The agency will complete the work within (max) three (3) days of submission of details about printing and shall not use the printing press for any other purpose till completion of printing the postal ballot for District Election Officer & Collector, Jajpur.
- 5) Any legal dispute which arises out of this is subject to jurisdiction of Jajpur District only.
- 6) The tenderers must have not been blacklisted by any Government organization. If found later, action shall be initiated against the firm as per the law. **One affidavit regarding this must be enclosed with the tender paper.**
- 7) The District Election Officer & Collector, Jajpur 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 supplier / firm at the Lowest (L 1) rate in case of L1 bidder fails to deliver items and perform the work within the stipulated time and L2 supplier agrees to it.

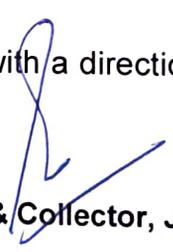
- 8) In case of breach of any terms and conditions and failure by the successful bidder, the District Election Officer & Collector, Jajpur shall have the right to cancel the order / contract without assigning any reason thereof. The decision of DEO & Collector, Jajpur will be final.
- 9) The security money of all participants will be released after satisfactory performance of selected supplier(s).
- 10) In case of failure to perform duties in timely manner, the security deposit of the tenders will be forfeited.
- 11) The price quoted in the tender will include all taxes like GST, Commercial Tax and Income Tax along with the cost of transportations.
- 12) Payment will be made after receipt of the invoice / bills along with certificate of the concerned Officers.


DEO & Collector, Jajpur

Memo No. 536 dated: 28 / 02 / 2024.

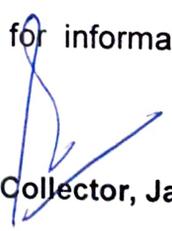
Copy to the Sub-Collector, Jajpur / all BDOs / all Tahasildars / all Executive Officers of ULBs for information with a request to publish the notice in their Office notice Board for wide publicity.

Copy to the DIO, NIC, Collectorate, Jajpur for information with a direction to host the tender in the District website.


DEO & Collector, Jajpur

Memo No. 537 dated: 28 / 02 / 2024.

Copy to all members of the District Purchase Committee for information and necessary action.


DEO & Collector, Jajpur

Memo No. 538 dated: 28 / 02 / 2024.

Copy submitted to Joint CEO-Cum-Joint Secretary to Govt, Home (Elections) Department, Odisha, Bhubaneswar for information.


DEO & Collector, Jajpur

PRINTING OF BALLOT PAPERS & FORMS etc

Sl. No.	Particulars	Unit Price (fig in Rs.) inclusive of all taxes
1.	Printing of Postal Ballot Paper with numbering & binding @25nos each (The width of ballot paper to be printed in one column will be between 4" and 6"(Minimum thickness 75 GSM). The column will be added as per necessity.	
2.	1/4 Demi Size form (one side)	
3.	1/4 Demi Size form (both side)	
4.	1/8 Demi Size form (one side)	
5.	1/8 Demi Size form (both side)	
6.	Checklist sticker (EVM Consumables)14 CM X7 1/z cm	
7.	Checklist sticker polling station item 23cmX13cm 450	
8.	A4 Size full page printing (one side)	
9.	A4 Size full page printing (both side)	
10.	A3 Size full page printing (one side)	
11.	A3 Size full page printing (both side)	
12.	Legal-Size full-page printing	

Name of the firm/agency:

Address:

Seal & full Signature of the bidder
Contact number: