

**OFFICE OF THE DISTRICT ELECTION OFFICER & COLLECTOR  
BARGARH (ODISHA)**

No. 4023 Date. 08.03.24

**SHORT QUOTATION CALL NOTICE**

Sealed Quotations are invited in plain paper from bonafide firms / Press / Companies / Agency of Bargarh District having experience & credential of working with Government Departments/ Undertakings, for printing and supply of requisite election forms and Postal Ballot as per the specifications stated and fulfillment of the terms and conditions hereunder:

Sl. No	Name of the Article	Specification	Rate/Unit
1	POSTAL BALLOT PAPER	Size of the Postal Ballot Paper :- Width 4" to 6 " Page quality:- 75 GSM paper Postal Ballot paper to be stitched in bundle of 50 ballot papers Specimen as will be provided by the Office of the District Election Officer, Bargarh and as per the written specification there on	Per 1000 Piece
2	1. Form 13A 2. Form 13B 3. Form 13C 4. Form 13D	Specimen as will be provided by the Office of the District Election Officer, Bargarh and as per the written material there on	Per 1000 Piece

**Terms and Conditions**

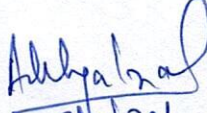
1. The quotation documents are to be submitted by 1.00 PM of 18.03.2024 & same will be opened at 3.30 PM on the same day.
2. Sealed Envelopes superscribing the "Bid for Printing of Postal Ballot Papers" should be addressed to the District Election Officer, Bargarh.
3. The rate quoted should be considered as inclusive of all taxes and charge whatsoever.
4. The rate quoted in the quotation shall remain open for acceptance up to 06 months from the date of the finalisation of the bid.
5. The press should have sufficient number of printing and cutting machines as well as manpower for accurate printing of huge quantity of election documents / Papers within shortest period of time.



6. The press should have enough space for checking, segregation & packaging the printed materials. The bidder having past experience of handling and printing such Election materials may be given preference, Subject to satisfaction of the committee, the bidder must have authentic copy of work experience to this effect.
7. The press should be under CCTV surveillance in inner and outer space of the press.
8. The press should have sufficient space for positioning of police and Security personnel.
9. The press should have room for safe custody of printed ballot papers.
10. All master copies (including the Hard disk) and data must be destroyed after completion of process. The intending firm/ agency/ press/ company must execute no disclosure certificate with the District Election Officer.
11. The printing work is bound by the terms and conditions as mentioned in the quotation or its appropriate byelaws along with the specifications.
12. Before submitting the quotation, bidders are requested to verify specification of printing by actual visit of the undersigned.
13. The selected bidder has to print the ballot paper as per the specifications of postal ballot provided by ECI / CEO. The selected bidder should visit the District Election Office, Bargarh to verify the requisite specification of printing of postal ballots.
14. The bidder must have valid GSTIN certificate, latest income Tax return, Trade license, PAN Card. Copy of all relevant documents must be enclosed with the quotation documents. The intending firms should have willingness to complete the printing work within the shortest possible time and capacity of handling sensitive materials.
15. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the OIC ELECTION, COLLECTORATE, BARGARH, Payable at SBI Main Branch, Bargarh and submitted along with the tender as security deposit. After completion of bidding process, the amount will be refunded to unsuccessful bidders
16. Quotation which does not fulfill the above conditions or without proper document will be summarily rejected.
17. The bidder should submit quotation in two separate envelopes. One accompanying all the details including registration/tax statements and relevant documents etc. The other envelop should be the financial bid. The authority/evaluation committee shall verify and evaluate capacity as well as the security and safety related features connected to printing of election materials. If the authority/ Committee shall be satisfied about the all factors the agency shall be invited for financial bid opening.

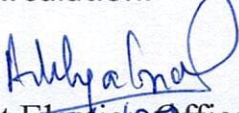


18. Sealed quotation ate to be dropped in the drop box kept in the District Election Office, Collectorate, Bargarh on all working days within working hours. Quotation received through any other means will not be accepted.
19. Under any circumstance if any of the day or days of application/ dropping of quotation as mentioned in the above time schedule are declared as holidays by the Central/State Government the date of application/dropping of quotation as the case may be, will automatically be the next working day and time will be the same . No separate notification will be published in this respect.
20. The District Election Officer, Bargarh reserve the right to cancel, modify in part or whole the terms & conditions without assigning any reason thereof.

  
District Election Officer &  
Collector, Bargarh.

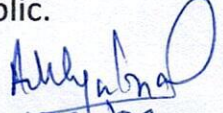
Memo No. 4024 Date. 08.03.24

Copy to Notice Board of Collectorate, Bargarh/ Sub-Collector Office, Bargarh/ Padampur for its publication and wide circulation.

  
District Election Officer &  
Collector, Bargarh.

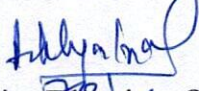
Memo No. 4025 Date. 08.03.24

Copy to DIO , NIC, Bargarh with a request to upload the Notice in the Official Website for general information of the public.

  
District Election Officer &  
Collector, Bargarh

Memo No. 4026 Date. 08.03.24

Copy to D.I & P.R.O., Bargarh for information and necessary action.

  
District Election Officer &  
Collector, Bargarh