

**OFFICE OF THE DISTRICT ELECTION OFFICER & COLLECTOR, PURI**

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Ph. No. 06752-223260

**Quotation Call Notice No. 400 /Elec. Dt. 09.02.2024**

Sealed quotations in plain paper / letter pad are invited from intending registered Firms/ Printing Press of Puri District for Printing and Supply of different type of **Forms / Booklet / Stickers / Flex / Banners / Leaflets / Rubber Seal etc.** to the District Election Office, Puri for forthcoming General Elections-2024. The details of the items with specification are enclosed at **Annexure-A** and will be changed as per requirement and instruction of Government.

**Terms and conditions of the Quotation Call Notice.**

- 1) The Quotationer should have valid GST No. (Self attested copy of the GST Registration Certificate is to be submitted)
- 2) The quotationer must submit copy showing up-to-date deposit of GST.
- 3) The Quotationer should have valid PAN ( copy to be submitted)
- 4) The quotationer shall have to furnish their offer (rate) inclusive of GST, transportation and delivery charges. The price quoted shall be valid for the period of one year from the date of issue of contract or till finalization of process of next Quotation whichever is later.
- 5) Any other requirements as desired by the DEO & Collector, Puri, should be supplied by the successful bidder immediately as per local market price.
- 6) The Quotationer shall deposit non-interest bearing earnest money of **Rs.2,000/-** (Rupees Two thousand) only in shape of Account Payee Bank Draft payable to the District Election Officer, Puri which will be refunded to the unsuccessful quotationer or whose quotations are not accepted. The EMD of the successful quotationer will be refunded after completion of the validity period of contract.
- 7) The Quotationer shall have to submit the list of experience certificates towards Printing of Forms/Sticker to different Departments / Offices of Govt. particularly in Election Works during the last 5 (Five) years (only copy of work orders should be submitted). The Firms should have necessary expertise to complete the assignment within the stipulated time schedule.
- 8) The Sealed Quotations should be dropped in the Drop Box of **District Election Section, Collectorate, Puri on or before 11.00 AM of dated 17.02.2024** Besides, the Sealed quotations received through Regd. Post / Speed Post shall be accepted **on or before 11.00 AM of dated 17.02.2024** and the same shall be opened on the same day at **11.30 AM at in the office Chamber of Addl. District Magistrate (Revenue), Collectorate, Puri** in presence of Purchase Committee and Quotationers or his authorized representatives, if they so desire.
- 9) The Quotations received in incomplete form or after the scheduled date & time shall be summarily rejected. The Purchase Committee reserves the right to reject all or any quotations without assigning any reason thereof.
- 10) The Purchase Committee are not bound to accept the lowest financial bid and reserves the right to negotiate the rates and other terms and conditions with the lowest quotationer.

- 11) On delivery, the products shall be inspected to ascertain the quantity / specification / quality for which the order was placed. If, it turns out to be otherwise, the acceptance or delivery shall be refused and ask for explanation for supplying so.
- 12) Failure of Printing and supply the order in full within the stipulated period may lead to forfeiture of EMD and action as deemed proper may be taken against the quotationer.
- 13) The successful firm / bidder must sign an agreement for a period of one year from the date of signing of agreement / finalization of tender and will complete the delivery of items 5 days unflinching after issue of work order, failing which the order will stand automatically canceled. The rate should be quoted distinctively.
- 14) If the quotation cannot be opened due to unavoidable reason, the same will be opened on the next working day at 11.00 AM or as per decision of the Chairman of Purchase Committee.
- 15) The approved quotations with rate shall be applicable both for District Election Office as well as O/o the Sub-Collector, Puri.

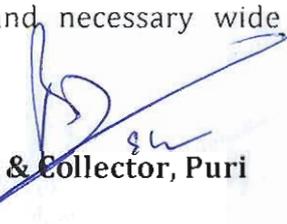
  
DEO & Collector, Puri

Memo No. 401 / Elec. Dt. 09.02.2024

Copy to Dist. Office Notice Board & Notice Board of all offices in the District including Line Department for wide publicity.

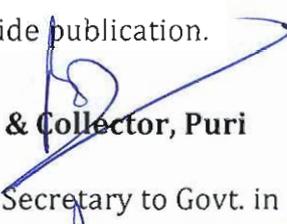
Copy forwarded to the SP, Puri / PD, DRDA, Puri / ERO & Sub-Collector, Puri / Executive Officer, Puri Municipality / DPC (SSA) Puri / Dist. Education Office, Puri / CDMO, Puri / CDVO, Puri / Dy. Collector, Nizarat, Puri / All Tahasildars / All BDOs / All CDPOs of Puri District for personal information with a request to disseminate the quotation call notice widely.

Copy forwarded to the DI&PRO, Puri for information and necessary wide publicity.

  
DEO & Collector, Puri

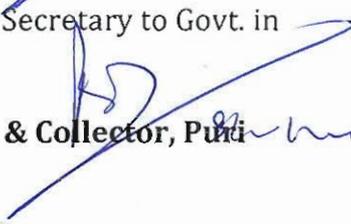
Memo No. 402 / Elec. Dt. 09.02.2024

Copy to DIO, NIC, Puri for information and necessary action. He is requested to upload the quotation in the District NIC website (<https://puri.nic.in>) for wide publication.

  
DEO & Collector, Puri

Memo No. 403 / Elec. Dt. 09.02.2024

Copy forwarded to the Joint Chief Electoral Officer-cum-Joint Secretary to Govt. in Home (Elections) Deptt. Odisha, Bhubaneswar for information.

  
DEO & Collector, Puri

**ANNEXURE-A**

**Details of Printing of Forms etc. for Simultaneous General Elections-2024**

Sl. No.	Item	Paper quality (GSM)	Size	Colour	Printing Type	Rate per Unit
1	Printing of Forms	72	A-4 Size	White	Both side	
2	Printing of Forms	72	A-4 Size	White	Single side	
3	Printing of Forms	72	½ A-4 Size	White	Single side	
4	Printing of Forms	72	A-3 Size	White	Single side	
5	Printing of Forms	72	A-3 Size	White	Both side	
6	Printing of Forms	72	Legal	White	Both side	
7	Printing of Forms	72	Legal	White	Single side	
8	All Passes	95 & 210	3.5x4.5 inches	White	Single Colour	
9	Photo Identity Card of Executive Magistrate & staff etc.	95 & 250	3x2 inches	White	Bi-colour	
10	Printing of Booklet	(As per time to time instruction of Govt. in Home (Elections) Department.				
11	All Types of Stickers	(As per time to time instruction of Govt. in Home (Elections) Department.				
12	All Types of Rubber Seal	(As per time to time instruction of Govt. in Home (Elections) Department.				
13	Flex / Banners / Leaflets (Small / Big / Medium) The quotationer shall quote rates for different size differently.	(As per time to time instruction of Govt. in Home (Elections) Department.				

**DEO & Collector, Puri**