



DISTRICT ELECTION OFFICE: JHARSUGUDA

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BYE-ELECTION URGENT
BY FAX/BY E-MAIL



No. 164 /Elec. Dated. 01-02-2024

Quotation Call Notice

Short Sealed tenders are invited from interested reputed suppliers/ Manufacturers/ Printing Press/Agencies in prescribed format Part-A, B & C for **hiring of services of printer** for use in the upcoming Simultaneous General Elections, 2024 . The sealed quotation paper along with relevant paper should be dropped in the tender box meant for the purpose kept in the office of the District Election Officer, Jharsuguda (1st floor of Collectorate, Jharsuguda) by **1.30 PM on 12.02.2024** during office hour which will be opened on the same day at 4.00 PM i.e. on **12.02.2024** in the Office Chamber of the Addl.District Election Officer-cum-ADM, Jharsuguda in presence of purchase committee and tenderers or their authorized representatives. Tender received after stipulated time shall not be accepted. Detail format can be obtained from District Election Office, Jharsuguda or can be downloaded from Jharsuguda District website www.jharsuguda.nic.in

DEO & Collector, Jharsuguda

Memo No. 165 /Elec. Dated. 01-02-2024

Copy to Asst. Collector, Nizarat, Collectorate, Jharsuguda/ Sub-Collector Office, Jharsuguda/ All Tahasildar/ All BDO of Jharsuguda to affix the tender call notice in their notice board and copy to DIO, NIC, Jharsuguda for information requested to web host the tender call notice in the District website.

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

DEO & Collector, Jharsuguda

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Application Form

IMPORTANT

1. Time & Date for closing of the receipt of quotations : 1.30 PM on 12.02.2024.
2. Time & Date for opening of sealed quotations : 4.00 PM on 12.02.2024 in the Office Chamber of the Addl. District Election Officer-cum-ADM, Jharsuguda
3. The address to which the bids to be sent if sent by speed post : Office of the District Election Officer, Jharsuguda.
4. Place of deposit of sealed quotations if submitted in person : Quotation box placed at the District Election Office, Jharsuguda.
5. READ TERMS AND CONDITIONS CAREFULLY BEFORE SUBMITTING SEALED QUOTATIONS.

PART-A

1. Name of the firm/ individual (in BLOCK CAPITALS) : _____
2. Address of the firm/ individuals : _____
3. Name of the Proprietor of the firm : _____
4. Permanent residential address : _____
5. Contact No. Office: _____ Mobile: _____
6. Security Deposit D.D. No. _____ / Amount Rs.5,000/- (Five thousand only)
Dated: _____ Name of the issuing bank. _____.

Name & Full Signature of the bidder

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PART-B

Sl. No.	Material	Quality Description	Rate
1.	A4 size full page printing	Good Quality	Per 100 piece
2.	A4 size half page printing	Good Quality	Per 100 piece
3.	Printing of Postal Ballot	Good Quality	Per unit
4.	Printing of leaf let	Good Quality	Per 100 piece
5.	Printing of Flex banners	Good Quality	Per Square feet
6.	Printing of I-Cards with cover and band	Good Quality	Per unit
7.	Printing of Certificate	Good Quality	Per unit
8.	Printing of Tokens	Good Quality	Per 100 piece
9.	Printing of letter pad (A4 size & 1/2 size of A4 page)	Good Quality	Per unit of 100 pages/ 50 page/ 25 page.

Name and Full signature of the bidder

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PART-C

Terms & Conditions

1. District Election Officer reserves the right to cancel or modify the tender at any moment without assigning any reason thereof.
2. The bidders will produce the sample of the material to be used in the printing i.e. Flex, paper for certificate, paper & cover for I Card at the time of opening of the sealed quotations and for printing of Postal Ballot Papers, the paper will be supplied by this office.
3. All materials shall be delivered to District Election Officer at District Election Office/Sub-Collector's office within 5 days from the date of order or the date by which the District Election Officer desires.
4. The rate quoted must include GST. The supplier shall be solely responsible to make such payment to the appropriate authority.
5. No extra cost of any type to be charge at any point of time after finalization of the bid.
6. The decision of the purchase committee shall be final and bidding to all.
7. Quotation shall be rejected if security deposit of Rs.5,000/- is not placed in shape of Demand Draft in favour of District Election Officer, Jharsuguda payable at SBI, Main Branch, Jharsuguda.
8. The quantity and specification of material mention above are tentative and subject to change as per actual requirement.
9. Order will be placed after final assessment of materials and on declaration of date of election.

Declaration

I Sri _____/son of Sri _____ proprietor of _____ (mention name of the firm with address) do hereby declare that

1. Information given by me at Part-A are correct.
2. I have read the terms and conditions mention above and agree o abide the same in case purchase order is placed with me.
I have enclosed security deposit of Rs.5,000/- in favour of District Election Officer, Jharsuguda payable at SBI, Main Branch, Jharsuguda and the Demand Draft No. is _____, issued by (mention name of the bank) _____ on (mention date) _____.

Name and Full signature of the bidder