



OFFICE OF THE COLLECTOR AND DISTRICT ELECTION OFFICER; CUTTACK



Tel. No. 0671-2508212

Email Id :districtelectionofficecuttack@gmail.com

No. **II-40/2024/**669 /Elec./dtd. the 13th February, 2024

TENDER/QUOTATION CALL NOTICE

Sealed Tenders are invited from the intending reputed Printing Firms / Printing Press having valid CGST/ OGST Clearance Certificate and requisite reputation to have worked with Govt. Department for printing and binding of different type of forms and Stationary to be used in Simultaneous General Election-2024. The quoting price shall be quoted in prescribed Format "ANNEXURE-I" enclosed with the Tender call notice.

Tender should be submitted in sealed cover superscribing "**Tender for Printing and Binding of Election Materials**". The envelope containing tender should be addressed to the District Magistrate - cum - District Election Officer & Collector, Collectorate, Cuttack, PIN-753002 on the top of the sealed envelope. Firm name & full address including Telephone number should be mentioned at the bottom of the left side of the envelope.

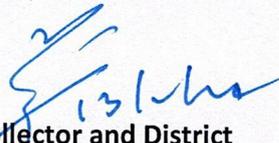
Tender should reach this office on or before **22.02.2024** by **03.00 PM** through registered post/ speed only. The Tender paper will not be received by hand or by any other means. The Tender received after the stipulated date & time will not be entertained. The tender will be opened on **22.02.2024 at 3.30 P.M** in the Office chamber of the ADM (General) by the Tender Committee and in the presence of the Bidders/ authorized persons.

The Tenders should be accompanied with following Terms & Conditions.

1. Up to date CGST/ OGST clearance, Income tax return of last three Financial years i.e. 2020-21, 2021-22, 2022-23 and copy of PAN Card.
2. The unit rate of Printing & binding should be quoted inclusive of all taxes i.e. GST, Entry Tax etc. as per Govt. guidelines.
3. The rate will be valid for one year from the date of finalization of tender.
4. No extra cost will be given for transportation of the Items.
5. The selected firms have to deposit security money amounting to **Rs. 10,000/- (Rupees Ten thousand) only** in shape of Bank Draft drawn in favour of the Deputy Collector, Election, Collectorate, Cuttack.
6. The firm whose quotation will be accepted shall have to execute an agreement with the DEO & Collector, Cuttack in non-judicial stamp paper worth Rs. 10.00 (Rupees Ten) only in the next day of acceptance of the Tender.

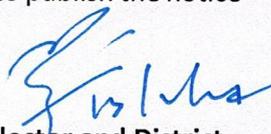
7. The successful Bidder should print & deliver the printing Items to the Office of DEO & Collector, Cuttack as specified date & time by the District Administration, Failure to deliver within the stipulated period shall result in forfeiture of Security deposit and action will be taken as per law by the authority.

The authority reserves all the right to accept or reject the tender without assigning any reason thereof.


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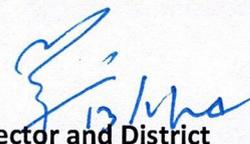
Memo No. 670 Date 13/02/2024

Copy forwarded to the Notice Board, Collectorate, Cuttack /Project Director, DRDA, Cuttack / Commissioner, CMC, Cuttack / all Sub-Collectors /all Tahasildars / all BDOs of Cuttack district for information and necessary action. They are requested to publish the notice in their Office Notice Board for public information.


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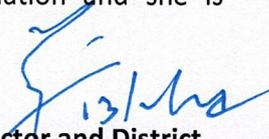
Memo No. 671 Date 13/02/2024

Copy forwarded to All Sub-Collectors / Executive Engineer, R&B, Division-II, Cuttack / General Manager, D.I.C., Cuttack / District Treasury Officer, Cuttack / all members of District Level Purchase Committee, Cuttack for information and necessary action. They are requested to remain present during the opening and selection of said Tender on 22.02.2024 at 03.30 PM in the Office chamber of ADM (General).


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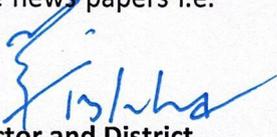
Memo No. 672 Date 13/02/2024

Copy forwarded to DIO, NIC, Collectorate, Cuttack for information and she is requested to float the tender in district website for publication.


Collector and District
Election Officer, Cuttack

Memo No. 673 Date 13/02/2024

Copy forwarded to the Director & Addl. Secretary to Govt., Information & P.R., Deptt. Govt., Odisha, Bhubaneswar / D.I.P.R.O., Cuttack for information and wide publication of the tender a short tender call notice enclosed herewith for publication in one news papers i.e. Odiya Daily in minimum space on 15.02.2024.


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“ANNEXURE-I “**FORMAT FOR QUOTING PRICE FOR PRINTING OF DIFFERENT FORMS & RELATED
STATIONARY FOR SIMULTANEOUS GENERAL ELECTION 2024**

Name of the Printing Firms	Price quoted by the Firm for Printing & binding of forms (Per page) excluding the paper (Not less than 60GSM)		Price quoted by the Firm for Printing & binding of forms (Per page) including the paper (Not less than 60GSM)		Remarks
	Black & White	Colour	Black & White	Colour	

Signature of Tenderer / Quotationer