



**OFFICE OF THE COLLECTOR AND DISTRICT ELECTION  
OFFICER; CUTTACK**



Tel. No. 0671-2508212

Email Id : [districtelectionofficecuttack@gmail.com](mailto:districtelectionofficecuttack@gmail.com)

**Notification No. 2160 /Elec./dtd. the 25<sup>th</sup> June, 2025**

**SHORT TENDER NOTICE**  
**For Printing of Identity Card**

Sealed Tenders are invited from the intending reputed Local Printing Firms / Printing Press / Manufacturer / Supply Firm / Reseller having valid CGST/ OGST Clearance Certificate and requisite reputation to have worked with Govt. Department for printing and delivery of Identity Card (Identity Card with lanyard).

Tenders should be submitted in sealed cover with a sample of the material for Identity card superscribing "**Tender for Identity Card**". 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 **30.06.2025** by **03.00 PM** through registered post/ speed post or by hand. The Tender received after the stipulated date & time will not be entertained. The tender will be opened on **30.06.2025 at 4.00 PM** 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 years i.e. 2021-22, 2022-23, 2024-25 & assessment finance year 2025-26 and copy of PAN Card should be furnished inside the tender.
2. The identity card will be printed on good quality PVC of size 5.4 cm X 8.5 cm ensuring good quality and clear printing and will be covered with a transparent case and lanyard (1 inch width with both side printed) for wearing. And the unit rate of Identity Card (Identity Card with lanyard) should be quoted inclusive of all taxes i.e. GST, Entry Tax etc. as per Govt. guidelines and rate should be valid for one year from the date of finalization of tender. **The maximum permissible price for each Identity card is Rs.80/-**. One identity card mean printed PVC on both side + transparent case + both side printed lanyard.
3. 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.
4. The firm whose quotation will be accepted shall have to execute an agreement with the DEO & Collector, Cuttack in non-judicial stamp paper with Rs. 10.00 (Rupees Ten) only in the next day of acceptance of the Tender.

5. The successful Bidder should collect the soft copy of Identity Card from the Electoral Registration Officers of this district.
6. And after print, it should be deliver to the concerned ERO Office within the stipulated time period.
7. The intending firms may be verify the sample of the election materials in District Election Section, Collectorate, Cuttack on any working day before submitting the Tender.

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

  
Collector and District  
Election Officer, Cuttack

Memo No. 21G1 Date 25<sup>th</sup> June 2025

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.

  
Collector and District  
Election Officer, Cuttack

Memo No. 21G2 Date 25<sup>th</sup> June 2025

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 30.06.2025 at 04.00 PM in the Office chamber of ADM (General).

  
Collector and District  
Election Officer, Cuttack