



**OFFICE OF THE COLLECTOR & DISTRICT ELECTION OFFICER: NUAPADA**

No. 742 /Election.

Dt. 30/03/2024

**TENDER CALL NOTICE**

Sealed tender are invited from the intending firms having valid GST Registration No./IT Registration No. in prescribed format Part-A, B & C for Printing of various forms in connection with forthcoming Simultaneous General Elections to Lok Sabha and OLA, 2024, so as to reach the undersigned on or 06.04.2024 by 01.00 P.M. The tender will be opened on the same day at 04.00 P.M. in the Conference Hall of Collectorate, Nuapada. The tenderers or their authorized agents shall remain present at the time of opening tender.

The sealed envelope containing the proposals must be delivered to the office of the DEO & Collector, Nuapada by Registered Post/Speed Post of Indian postal Department or dropping in the assigned box at the District Election Office, Nuapada. No other mode of delivery shall be accepted. Detail format can be obtained from District Election Office, Nuapada or can be downloaded from Nuapada District website [www.nuapada.odisha.gov.in](http://www.nuapada.odisha.gov.in)

  
Collector & District Election Officer,  
Nuapada.

**Memo No. 743 /Election. Dt. 30/03/2024**  
Copy to Notice Board of the District Election Nuapada/all Sub-Collector/all BDOs/all Tahasildars/all EOs NAC of Nuapada district for wide publication.

Copy to the DIO, NIC, Nuapada for information and necessary action. He is requested to web host the tender call notice in the District website for wide publication.

  
Collector & District Election Officer,  
Nuapada.

**Memo No. 744 /Election. Dt. 30/03/2024**  
Copy to the Joint Chief Electoral Officer-cum-Joint Secretary to Govt. Home (Elections) Department Odisha for information.

  
Collector & District Election Officer,  
Nuapada.

# DISTRICT ELECTION OFFICE: NUAPADA

## Application Form

### IMPORTANT

1. Time & Date for closing of the receipt of tenders
2. Time & Date for opening of sealed tenders
3. The address to which the bids to be sent if sent by speed post :
4. Place of deposit of sealed tenders if submitted in person :
5. READ TERMS AND CONDITIONS CAREFULLY BEFORE SUBMITTING SEALED TENDERS.

1.00 PM on 06.04.2024

4.00 PM on 06.04.2024 in the conference Hall of Collectorate,

**Nuapada**

Office of the District Election Officer, Nuapada

Tender box placed at the District Election Office, **Nuapada**

### PART-A

1. Name of the firm/individual ( in Block Capital) \_\_\_\_\_
2. Address of the firm/individuals \_\_\_\_\_
3. Name of the Proprietor of the firm \_\_\_\_\_
4. Permanent residential address \_\_\_\_\_
5. Contact No. \_\_\_\_\_
6. Security Deposit \_\_\_\_\_

Office \_\_\_\_\_ Mobile \_\_\_\_\_

D.D. No. \_\_\_\_\_ / Amount Rs.5,000/- (Five thousand) only

Dated: \_\_\_\_\_ Name of the issuing Bank \_\_\_\_\_

Name & Full Signature of the bidder

**DISTRICT ELECTION OFFICE: NUAPADA**  
**PART-B**

Sl.No.	Item	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	A3 size full page printing	Good quality	Per 100 piece
4	Legal size full page printing	Good quality	Per 100 piece
5	Printing of leaf let	Good quality	Per 100 piece
6	Printing of I-Cards with cover and band	Good quality	Per unit
7	Printing of Tokens	Good quality	Per 100 piece

Name & Full Signature of the bidder

## DISTRICT ELECTION OFFICE: NUAPADA

### PART-C

#### Terms & Conditions:

1. The required quantity of aforesaid forms and papers need be supplied by the vendor within five day from the date of receipt of supply order for which the firm should be committed.
2. The rate quoted must be inclusive of GST. The firm shall be solely responsible to make such payment to the appropriate authority.
3. No extra cost of any type to be charge at any point of time after finalization of the bid.
4. The rates quoted by the bidders are valid for a period of one year from the date of signature of agreement/ finalization of tender.
5. The decision of the tender committee shall be final and bidding to all.
6. The authority reserve and the right to approve or cancel any or part/ full of the tender without assigning any reason thereof.
7. Rs. 500/- (Rupees Five Hundred) only towards cost of Tender Paper (non Refundable) in shape of Bank Draft in favour of the OIC, Election, Collectorate, Nuapada payable at SBI, Main Branch, Nuapada.
8. The Selected vender has to deposit security money amounting to Rs.5,000/- (Rupees Five thousand) only in shape of Bank Draft drawn in favour of the OIC, Election, Collectorate, Nuapada payable at SBI, Main Branch, Nuapada.
9. The firm whose tender will be accepted shall have to execute an agreement with the Collector & District Election Officer, Nuapada in non-judicial stamp paper worth Rs.10/- (Rupees Ten) only in the next day of acceptance of the tender and supply order will be issued.
10. Order will be placed after final assessment of various forms.
11. In case of failure to supply the required no. of articles and quantity in full as per specification within stipulated period the security money will be forfeited and criminal liability as per Election rule will be fixed.

#### Declaration

I Sri \_\_\_\_\_ S/o \_\_\_\_\_ 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 to abide the same in case purchase order is placed with me. I have enclosed security deposit of Rs.5,000/- in favour of OIC, Election, Collectorate, Nuapada payable at SBI, Main Branch, Nuapada and the Demand Draft No. is \_\_\_\_\_, issued by (mention name of the Bank) \_\_\_\_\_ on (mention date).
- 3.
- 4.

Name and Full signature of the bidder