

**RFP FOR SELECTION OF FIRMS/ SUPPLIERS/ MANUFACTURERS/
PRINTING PRESS/ AGENCIES FOR SUPPLY OF ELECTION
MATERIALS & ARTICLES FOR
DISTRICT ELECTION OFFICE, BALASORE
IN CONNECTION WITH
SIMULTANEOUS GENERAL ELECTION,2024.**

RFP No. 215 /Elec

Dated 19.01.2024

<u>SCHEDULE OF EVENTS</u>	
1. Publication of Tender :	20.01.2024 (Saturday)
2. Last date of submission of Bids	29.01.2024 (Monday) (1:00 PM)
3. Opening of General Bid:	30.01.2024 (Tuesday) (3:30 PM)
4. Notification of qualified bidders based on General bid evaluation	30.01.2024 (Tuesday) (5:00 PM)
5. Opening of Financial Bid	30.01.2024 (Tuesday) (5:30 PM)

REQUEST FOR PROPOSAL (RFP)

Ref. No:

Date: .01.2024

Sealed Tender in plain papers are invited from bonafideSuppliers/ Manufacturers/ Printing Press/ Agencies/ Firms executed,the work/ supply/ Printing of articles specified for use in the upcoming Simultaneous General Election, 2024. The detailed list of articles/ printing works to be done and terms conditions is available in the website of office of the DIO, NIC, Balasore which can be downloaded from the website www.baleswar.nic.in.

Interested firms are required to submit each of their General Proposals, Financial proposals in separate sealed covers as per the detailed instruction given below. All the pages of the tender papers signed with seal of the firm.

The sealed cover containing the proposals must be delivered to the office of the District Election Officer & Collector, Balasore by Registered Post/ Speed Post of Indian Postal Deptt. or drop in the Drop Box at District Election Office, Balasore.

1). Each Tender is required to deposit cost of tender paper of ₹500/- (Rupees Five Hundred) only and earnest money (EMD) ₹10,000/- (Rupees ten thousand) only in shape of Bank Draft/ Demand Draft in favour of the **Deputy Collector, Election, Balasorepayable at State Bank of India, Main Branch, Balasore**. In case the Tender (s) are local MSEs registered under DIC, O.K & V.I. and Handicraft Industries, OSIC & NSIC will be exempted from EMD, subject to submission of relevant valid certificate as per Finance Department O.M No.-27928/F Dt.16.10.2020. Tender paper without cost of Tender papers and EMD will be summarily rejected. The EMD of unsuccessful bidders will be returned within one month from the finalization of the tender.

2). Detailed profile of the Firm as per Annexure-I

3). Letter of Authorized Representative as per Annexure-II

4). Declaration of ineligibility for corrupt or fraudulent practice as per Annexure-III

5). Income Tax clearance Certificate for the financial year, 2022-23.

6.) Photocopy of Valid PAN Card

7.) Photocopy of Valid GSTIN

8). Proposals submission letter on the letterhead of the firm as per Annexure-IV.

FINANCIAL PROPOSAL

The financial proposal should consist of the following documents:

- Financial proposal as per Annexure-V

The prices quoted should be excluding of taxes. **The quoted price will be valid till 31st March 2025.**

GENERAL INFORMATION

Amendment of Invitation

At any time prior to the deadline for submission of Proposals, the DEO& Collector, Balasore reserves the right to add / amend / delete any portion of this document by issuance of a corrigendum/addendum, which would be published on the web site/ office notice board. The corrigendum/ addendum shall be binding on all firms.

Amendment of Proposals

- Proposals once submitted cannot be amended. However, in case of administrative exigencies, the DEO & Collector, Balasore may decide to obtain fresh proposals from all the firms before actually opening of the proposals.
- In order to offer prospective firms, reasonable time to make amendment in their proposals, the DEO& Collector may, at his/her discretion, extend the deadline for submission of proposals. However, no such request in this regard shall be binding on the DEO& Collector.

Currency.

Prices shall be quoted in **Indian Rupees** (both in figures & words).

Period of Validity of Proposals

- For the purpose of placing the order, the proposals shall remain valid till 31st March, 2025. A proposal valid for a shorter period will be rejected by DEO& Collector as being non-responsive.
- In absence of any binding instructions, the DEO& Collector may extend the period of validity by one year with a simple Notice and shall be binding on the Firms. Which will be bound on the firms.
- Proposals cannot be withdrawn after opening of the bid document.
- Fresh proposals may be called for from the qualified bidder in the general bid for any item (s)/ additional item (s) of articles/ printing, if so required.
- Any dispute in this regard can be challenged within the jurisdiction of the district court only.

Right to Cancel or Withdraw the Invitation of RFP

Notwithstanding anything else contained to the contrary in this RFP document, the District Election Officer & Collector, Balasore reserves the right to cancel/withdraw / modify fully or partially the "Invitation of Proposals" or to reject one or more of the Proposals without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

Cost of Proposal Submission

The firm shall bear all costs associated with the preparation and submission of its Proposal and the DEO & Collector, Balasore shall in no case be responsible or liable for these costs, whether or not the Proposal is finally accepted or whether invitation of RFP is cancelled /withdrawn /modified fully or partially.

Disqualification or Rejection of Proposals

The proposal is liable to be rejected or the firm is disqualified at any stage on account of the following reasons:

- If the Proposal or its submission is not in conformity with the instructions contained in this document.
- If the Proposal is not accompanied by the requisite EMD, as applicable.
- If it is not signed with seal, on all the pages of the Proposal document.
- If it is not packed in the manner described earlier.
- If it is received after the expiry of due date and time.
- If it is incomplete and required documents are not furnished.
- If misleading or false statements/ representations are made as part of pre-qualification requirements.
- If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced financial failures etc.


Forfeiture of EMD

EMD made by the firm may be forfeited under the following conditions:

- If the firm withdraws the proposal before the expiry of the validity period.
- During the evaluation process, if a firm indulges in any such activity as would jeopardize the process, the decision of the DEO & Collector, Balasore regarding forfeiture of EMD Money shall be final and shall not be called upon to question under any circumstances.
- If the Firm violates any of the provisions of the terms and conditions of the proposal.
- In the case of a successful firm, if the firm fails to
 - (a) Accept the work order along with the term & condition.
 - (b) Violates any of the conditions of this proposal or indulges in any such activities as would jeopardize the work.

The decision of the DEO& Collector, Balasore regarding forfeiture of EMD money shall be final and shall not be called upon to question under any circumstances. Besides, forfeiture of EMD money, the firm is liable to be blacklisted by DEO& Collector in such cases.

- The bidders should have inspected the Election materials at District Election Office, Balasore during office hours on any working day. The Govt. Home (Elections) Department, Odisha, Bhubaneswar have supplied as sample of the items.
- The tender should have accompanied by samples of Election materials to be supplied which should be furnished in separate sealed packets superscribed "**Sample of the Articles**" and name of the party and to be produced before the Tender Committee on or before **30.01.2024**.
- The intending tenderers may ascertain the quantity probable requirement, specification of the articles not specified in this notice. The actual requirement may be intimated at the time of supply order.
- The tenderers will be required to supply the articles within 7 days from receipt of the supply order.
- The EMD of the selected Firm will be released only after satisfactory of the execution of the work order, performance as well as supply of specification of the articles.
- In case of failure to supply the required no of articles and quantity in full as per specification within stipulated period the EMD of the tenderer will be forfeited and criminal liability as per Election rule will be fixed.
- The price quoted in the tender will exclude the GSTIN.
- The transportation and delivery of all the materials in the District Election Office, Balasore and the cost of transportation will be borne by the supplier and submit bill to this office for necessary payment.
- The District Election Officer & Collector, Balasore reserves the right to accept or reject any or all the tenders without assigning any reason thereof. He also reserves the right to increase or decrease the quantity of materials / articles and execution of works. The decision of DEO & Collector, Balasore shall be final.
- The firm/ individual whose tender will be accepted shall have to execute an agreement with District Election Officer & Collector, Balasore in non-judicial stamp paper with of ₹10/- (Rupees ten) only in the prescribed form on the next day of acceptance of the tender and supply of order will be issued after receipt of the written order from the CEO, Odisha. The rates quoted by the bidders are valid for a period of two years from the date of signing of agreement / finalization of tender.
- Payment will be made only after receipt of necessary allotment / funds from the Govt. in Home (Elections) Deptt., Odisha.
- Firms for items at Para-I will be separately decided whereas the authority may decide separate tenders for separate sub items as per convenience.


**District Election Officer &
Collector, Balasore**

ANNEXURE -I

PROFILE OF THE FIRM

Sl. No.	Particulars	Details
1	Name of the Firm	
2	Year of Establishment	
3	Address of Office	
4	Telephone No.	
5	Email Address	
6	Website Address	
7	PAN No.	
8	GST registration certificate	
9	Income tax clearance Certificate for the financial year, 2022-23.	

Signature of Witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Firm Seal

REPRESENTATIVE AUTHORIZATION LETTER

To
The District Election Officer & Collector, Balasore

Ms./Mr. _____ is hereby authorised to sign relevant documents on behalf of the firm in dealing with RFP reference No. _____, Dt: _____ . She /He is also authorised to attend meetings & submit required information as may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory

Representative Signature

Signature attested

Firm Seal

SELF DECLARATION

To

The District Election Officer & Collector, Balasore

In response to the RFP No. _____, Dt: _____ of Ref. Ms./Mr. _____, as a _____, I / We hereby declare that our firm _____ is having unblemished past record and not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

Signature of Witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Firm Seal

PROPOSAL SUBMISSION LETTER

(On the letterhead of the firm)

[Location, Date]

To

The District Election Officer & Collector, Balasore

Dear Sir/Madam,

We, the undersigned, offer to provide the necessary articles in accordance with your Request for Proposal dated _____ and our Proposal. We are hereby submitting our Proposal, which includes General Proposal and sealed under separate envelopes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

If we are assigned any work during the period of validity of the Proposal, we undertake to carry out the same as per the terms and conditions of this RFP document. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations you may subsequently carry out with us to accept our proposal.

I hereby declare that my firm has not been debarred / black listed by any Government / Semi Government organizations. I also certify that my firm is not under declaration of ineligibility for corrupt or fraudulent practice. I further certify that I am the competent authority in my firm authorized to make this declaration. I confirm that all the information given in our proposals are correct and can be verified any time.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Firm Seal

FINANCIAL BID
ELECTION MATERIAL

Sl No	Name of articles	Rate quoted (Excluding Taxes per piece/number/pages/ Rim/packet)	Cost of Articles (in Rs.)	Remarks
1	2	3	4	5
1	Transparent Plastic boxes	1 Pc. (Big)		The interested Bidders must visit the District Election Office, Balasore during office hour of working days on or before 29.01.2024 to ensure the size, quality etc. of the materials.
2	Transparent Plastic boxes	1 Pc. (small)		
3	Stamp Pad	1 Pc.		
4	Match Box	1 Pc.		
5	Ordinary pencil	1 Pc.		
6	Ball pen (blue)	1 Pc.		
7	Ball pen (red)	1 Pc.		
8	Ball Pen Silver white	1 Pc.		
9	Blank paper (A4)	Per Rim		
10	Pins	1 Pkt (25 pcs)		
11	Sealing wax	1 Pkt (6 pcs)		
12	Gum paste (8gm)	1 tube		
13	Blade	1 pkt (5 pcs)		
14	Candle sticks (20x6)	1 pkt (4 pcs)		
15	Thin thine thread	20 meters (one bundle)		
16	Metal Rule(Steelscale 1')	1 Pc		
17	Carbon paper	1 Pkt		
18	Cloth for removing oil etc.	25 cm (per Pc.)		
19	Packing Paper sheets	1 Pc.		
20	Cup for holding inedible ink	1 Pc.		
21	Drawing pins	1 Pkt (24 pcs)		
22	Rubber bands	1 pkt (20 nos)		
23	Transparent Adhesive tape (1")	1 no		
24	Metal seal for presiding officer (With Printing)	1 no		
25	Distinguishing mark rubber stamp	1 no		
26	Mock Poll Slip Stamp	1 no		
27	LED Lamps (the battery shall be removed from the lamps)	1 no		

PRINTING ITEMS

SI No	Name of articles	Rate quoted (Excluding Taxes per piece/number/pages/ Rim/packet)	Cost of Articles (in Rs.)	Remarks
1	2	3	4	5
1	Presiding Officer (Adhesive sticker) (6"x10")	Per 100		The interested Bidders must visit the District Election Office, Balasore during office hour of working days on or before 29.01.2024 to ensure the size, quality etc. of the articles.
2	Entry (Adhesive sticker)(6"x10")	Per 100		
3	Exit (Adhesive sticker)(6"x10")	Per 100		
4	Polling Agent (Adhesive sticker)(6"x10")	Per 100		
5	Miscellaneous notice specifying area etc.as required by rule 31(1) (a) of CER, 1961.(6"x10")	Per 100		
6	You are under CCTV surveillance(Adhesive sticker)(6"x10")	Per 100		
7	Male (Adhesive sticker)(6"x10")	Per 100		
8	Female (Adhesive sticker) (6"x10")	Per 100		
9	Ballot paper Printing	Per 1000		
10	Ballot paper Numbering	Per 1000		
11	Binding of papers	Per 25 or 50		
12	1/4 DM size Form (one side) (sewa paper)	Per 1000		
13	1/4 DM size Form (both side) (sewa paper)	Per 1000		
14	1/8 DF size Form (one side)	Per 1000		
15	1/8 DF size Form (both side)	Per 1000		
16	Adhesive Sticker	Per 100		
17	Log Book	Per 1000		
18	Poster (Colour)	Per 1000		
19	List of Candidate (1/4 DF)	Per 1000		
20	Pass (Post Card size)	Per 100		
21	DTP	Per page		
22	Notice to candidate or their election Agents regarding the Date,Time and place of counting (When Counting takes place at one place) (1/8 DF)	Per 100		
23	Notice to candidate or their election Agents regarding the Date,Time and place of counting (When Counting is a multiple place) (1/4 DM)	Per 100		
24	Appointment of counting staff(order) (1/4 DM)	Per 100		
25	Appointment of Micro observer for counting (1/4 DM)	Per 100		
26	Performa for verifying votes of Randomly selected C use (Micro observer) (1/4 DM)	Per 100		
27	Authorization by the observer for declaration of Result. (1/8 DF)	Per 100		
28	Printed Adhesive Sticker (As per our sample)	Per 100		
29	Printed Adhesive Sticker (As per our sample)	Per 100		
