

**DIRECTORATE OF PRINTING, STATIONERY & PUBLICATION, ODISHA
MADHUPATNA, CUTTACK-753010.**

E.O.I. NO.04

**EXPRESSION OF INTEREST ON STITCHING WORK OF VOTTER SLIPS (PINK &
WHITE) RELATING TO SAMULTANEOUS GENERAL ELECTION (OUTSOURCING)-
FOR THE YEAR- 2023-24.**

Director, Printing, Stationery & Publication, Odisha, Cuttack-10 invites Expression of Interest in sealed cover (Technical Bid /EMD in one cover and price bid in another cover) in prescribed form from the Reputed bona fide Printing/Binding Firms having GST Registration Certificate to offer the rate for outsourcing of stitching work of 4,00,000 books of voter slip (White) and 2,00,000 books of voter slip (Pink) are required to be stapled from the left side of the books.

Details of documents can be obtained on any working day during the office hour at 11.00 A.M. to 4.00 P.M. from **27.09.2023 to 09.10.2023** from the office of the undersigned on payment of **Rs.505/- (Rupees five hundred five)** only inclusive G.S.T. (non-refundable) in cash by person only.

The tender information can also be downloaded from the Odisha State Government website i.e. **www.odisha gov.nic.in** and Odisha Govt. Press Website i.e. **www.ogpress.nic.in**. In such cases the bidder is to submit along with a bank draft of **Rs.505/- (Rupees five hundred five)** only (non-refundable) drawn in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack.

The documents as required by this office along with “EMD in prescribed manner should be received by 1.30 P.M. on **10.10.2023** and will be opened on same day at 3.00 P.M. in presence of the participated firms Authorized representatives.

Tender shall be finalised by the Authority.

The Authority reserves the right to reject any or all offers without assigning any reason thereof.

All disputes, if any, arises are subject to the Court of Cuttack jurisdiction.

DIRECTOR.
Printing, Stationery & Publication,
Odisha, Madhupatna, Cuttack-10.

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1. Expression of Interest.

The Director, Printing, Stationery & Publication, Odisha, Cuttack-10 invites **Expression of Interest** from the Reputed bona fide Printing/binding firms having adequate facility for stitching work of voter slips (pink & white).

SALE OF PAPERS

Prescribed documents may be obtained from the office of the Director, Printing, Stationery & Publication, Odisha, Cuttack-10 on payment of Rs.505/- (Rupees five hundred five) only inclusive G.S.T. per set of document by cash only which is non-refundable. The documents may be obtained on any working day between 11.00 A.M. to 4.00 P.M. from **27.09.2023 to 09.10.2023.**

The tender information can also be downloaded from the Odisha State Government website i.e. **www.odisha.gov.nic.in** and Odisha Govt. Press Website i.e. **www.ogpress.nic.in**. In such cases the tenderer is to submit along with a bank draft of Rs.505/- (**Rupees five hundred five**) only (non-refundable) drawn in favour of Director, Printing, Stationery & Publication, Odisha, Cuttack.

2-EARNEST MONEY DEPOSIT

Earnest Money Deposits @5% in shape of Postal Savings Bank Accounts/P.O.T.D./ National Savings Certificate in the name of the bidder duly pledged in favour of the Director, Printing, Stationery and Publication, Odisha, Cuttack/Deposit Receipt of any Scheduled Banks(except Bank Draft & Cheque) in the name of the bidder duly pledged in favour of the Director, Printing, Stationery and Publication, Odisha, Cuttack. Tenders without Earnest Money Deposit will not be considered under any circumstances.

The performance security shall remain valid for a **period of sixty days** beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Bid Security shall be refunded to the successful bidder on receipt of performance security.

1. PERFORMANCE SECURITY

The Tenderer whose Tender is accepted (Hereinafter referred to as the "SUPPLIER") shall within 10 (ten) days from the date of receipt of letter of intent execute agreement with security deposit amounting to 10% cost of the said work in shape of Postal Savings Bank Pass Book/ P.O.T.D./ N.S.Cs. in the name of the bidder duly pledging in favour of Director, Printing, Stationery & Publication Odisha, Cuttack./ Deposit receipt of any Nationalized Banks/Scheduled Banks, in the name of the bidder duly pledged in favour of the Director, Printing, Stationery & Publication, Odisha, Cuttack/ Bank Guarantee from any Nationalized Bank.

The DIRECTOR shall have the right to attach the entire security deposit or such portion thereof as may be considered adequate by the DIRECTOR for any breach or breaches of the terms and conditions of the contract by the SUPPLIER.

DETAILED SCOPE OF WORK

- i) The work will be started immediately after finalization of rate and will be completed within 15 days from the receipt of the order or the date fixed by the Authority which ever is earlier i.e. outsourcing of stitching work of 4,00,000 books of voter slip (White) and 2,00,000 books of voter slip (Pink) are required to be stapled from the left side of the book.
- ii) The samples of the job stitching of voter slip available in the office of the Deputy Director (PP), Director, Printing, Stationery & Publication, Odisha, Cuttack-10.
- iii) Approval is to be taken from the Deputy Director (PP), Director, Printing, Stationery & Publication, Odisha, Cuttack-10 prior to bringing out the finished jobs so as to ensure the Technical specification.
- iv) The detailed scope of work and other information's if any can be ascertain from the office of the Deputy Director (PP), Director, Printing, Stationery & Publication, Odisha, Cuttack-10. on any working day during the office hours on production before submission of Tender.
- v) The firm shall furnish the credibility of their firms in order to assess their production capacity, strength and quality.
- vi) The firms should furnish the list of offices of the State Govt./Central Govt. to whom they have rendered service for such type of work.
- vii) The rate shall be finalized by the Authority.
- viii) In case completion of work is exceeding beyond 7 days of the scheduled time, the Security Money will be deducted.
- ix) Any addition or alteration in terms and conditions can be made as per rule framed by the Government.
- x) After stitching Works is completed, the firm will have to deliver the finished voter slips in the premises of the office of the Deputy Director (PP) Govt. Press, Cuttack within the stipulated time at his own cost.
- xi) The price should be quoted for each book.
- xii) Price should be inclusive of transportation charges (Incurred by successful firm for carrying printing papers from the office premises of Govt. Press, Cuttack to his place of work and delivering the finished voter slips back and other ancillary expenses etc.
- xiii) In case of any deviation, in terms and conditions or any defective stitching/delay in supplying finished products as stipulated in work order, Director, Printing, Stationery & Publication, Cuttack reserves right to withdraw work order and forfeit the S.D. in addition to legal action that may be imposed.

xiv) The authority reserves the right to distribute the stitching works among the different firms at approved rate on basis of their working capacities and/or their past performance and on basis of total quantum of works available. The rate once accepted will remain valid till 31.3.2024.

xv) The Director, Printing, Stationery and Publication, Cuttack/any authorized officer shall have the right to enter the premises of the firm and verify the progress of stitching works as and when required.

xvi) The authority has the right to cancel the Expression of Interest at any time without assigning any reason thereof. Any addition or alteration in terms and conditions will be made as per convenience.

2. PAYMENT

- i) No Advance payment shall be made.
- ii) Payment shall be made only after satisfactory performance of work and handing over the furnished job to the Director, Printing, Stationery & Publication, Cuttack and fulfillment of all other aforesaid conditions.

INSTRUCTIONS TO FIRMS

SUBMISSION OF DOCUMENTS

1. Each set of documents shall be serially numbered and each page thereof duly signed by the authorized person of the firm .
2. The documents shall be furnished along with the cash receipt obtained from the Cashier (Stationery) of the office of the Director.
3. All information in the document form shall be in English. Information in other language shall be accompanied by its translation in English. Failure to comply this may lead to rejection of the Expression of the Interest.
4. The document forms shall be filled in clearly typed or computerized. No document filled in otherwise shall be considered.
5. Any erase or overwrite in the document shall duly be signed by the firm.
6. Firm who have adequate professional knowledge in stitching work must furnish requisite documentary evidence to show to the satisfaction of the Director, P.S.&P. that he is capable for stitching Works by outsourcing.

7. Firm having place of business inside the State of Odisha shall have to furnish up to date G.S.T. Clearance Certificate from their concerned Tax Authority .
8. No documents will be considered without a G.S.T. Clearance Certificate .
9. The firms are required to procedure the attested photo copy of Registration Certificate under the G.S.T. Act.
10. The Income Tax details of owner/company with Xerox copy of PAN.
11. All the aforesaid original certificates shall be produced at the time of execution of agreement for necessary verification and return.
12. All documents will be submitted in one envelopes, super scribed the **Expression of Interest-2023**. The offer of successful firm will be considered.
13. Any documents containing false information/particulars shall be liable to be rejected and firm found guilty of furnishing false information/particulars shall be debarred from any future dealing with the Director.
14. Annexure-I (pro forma) in duplicate duly filled in should be furnished with the documents.
15. Rates offered should be strictly valid up to 31st. March,2024/end of Election which ever is earlier.
16. The last date of submission of sealed documents is up to 1.30 P.M. on **10.10.2023** and the documents will be opened on the same day at 3.00 P.M. in presence of the firm/authorized representatives.
17. The successful firm have to made an agreement with required Security Money @ 10% of the total value within 7 days in stamp cap paper with the Director as a token of acceptance, otherwise the award of contract will be forfeited by the Director without assigning any reason there for.
18. The Director may elect to withdraw the Expression of Interest even without notice and without assigning any reason whatsoever.

D I R E C T O R.
Printing, Stationery & Publication,
Odisha, Madhupatna, Cuttack-10.

ANNEXURE-I
STATEMENT OF INFORMATION

1. Name and address of the firm:-
2. Whether a Limited Firm or a Public or Private Undertaking Limited Company.
3. (a) The names and addresses of Prop./Partner/Managing Director/Manager/Authorised representative.
(b) Is the place of business of the tenderer within the State of Odisha ?
4. Financial condition of the firm whether solvent or not, with details thereof.
5. (a) Whether a Printing & Binding firm
(b) Name and address of the Proprietor
6. Varieties of articles dealt with and names of the items.
7. Is it a Small Scale Industry or Government Sponsored Cottage Industry ?
8. Is it a Registered Firm under the Partnership Act? If so, Registration No. and date and office of registration should be given.
9. Are you a Registered Dealer and if so, please quote both G.S.T. & Income Tax.
10. Name of the authorised representative who can hold discussion on your behalf at the time of necessity.
11. The names of the Prop./Partners / Managing Director/Authorised representative with address or addresses as the case may be who is authorised to receive money in case of an endorsed bill on behalf of the Firm from Government Presses and their specimen signature in quadruplicate for each.
12. Are you an Income Tax Assessee? If so, the last Income Tax clearance Certificate to be furnished.

CERTIFICATE-- Certified that the above information furnished by me is true and correct to the best of our/my knowledge and belief. In case any or all the informations given above is/are found to be incorrect at any time, I undertake the liability to be proceeded with in any manner. Any change or changes in regard to the furnished information will be intimated by us/me as and when such changes occur.

Managing Director/Authorised representative.

