



**STATE ELECTION COMMISSION, ODISHA  
TOSHALI BHAWAN, BLOCK-B-2, 1<sup>ST</sup> FLOOR, SATYANAGAR  
BHUBANESWAR - 751007**

**TENDER PAPER FOR INDELIBLE INK**

**Cost of tender paper ₹ 6,000/- (Six thousand)**

**(A) TENDER FORM  
TECHNICAL BID**

**(Ref. Tender Call Notice No.2550 dtd.04.10.2021)**

1. Last date for Sale of Tender Paper Before **12 Noon of 08.11.2021**
2. Last date for submission/receipt of Tender Paper **2.00 PM of 08.11.2021**
3. Opening of Tender Paper **on 08.11.2021 at 3.00 PM** in the Conference Hall of SEC.

1. Name of the Manufacturer :
  
2. Full Address with Telephone Number :
  
3. Registration Number of the Firm :
  
4. Registration number of GST or CST :
  
5. Past experience in executing orders with :  
other State Election Commissions or any  
such other authority conducting  
elections.  
(Details to be furnished in separate  
sheet)
  
6. Period of validity of product :

**Declaration:** Certified that the information furnished above are true to the best of my/our knowledge and belief and in case of any wrong information is noticed therein, State Election Commission, Odisha is at liberty to take such action as it may deem proper.

I/We also certify that I/ We abide by the terms and conditions of the tender.

Full signature of the Manufacturer/  
Managing Director with Seal and date

**(B) TENDER FORM  
FINANCIAL BID**

**(Ref. Tender Call Notice No.2550 dtd.04.10.2021)**

1. Last date for Sale of Tender Paper Before **12 Noon of 08.11.2021**
2. Last date for submission/receipt of Tender Paper **2.00 PM of 08.11.2021**
3. Opening of Tender Paper **on 08.11.2021 at 3.00 PM** in the Conference Hall of SEC.

1. Name of the Manufacturer :
  
2. Cost of Indelible Ink per 5 ml phial :
  
3. Taxes applicable :

**Declaration:** Certified that the information furnished above are true to the best of my/our knowledge and belief and in case of any wrong information is noticed therein, State Election Commission, Odisha is at liberty to take such action as it may deem proper.

I/We also certify that I/ We abide by the terms and conditions of the tender.

Full signature of the Manufacturer/  
Managing Director with Seal and date.

### (C) GENERAL CONDITIONS

1. Tender Paper shall be submitted personally to the Deputy Secretary to the Commission in his Office Chamber on working hours or it can be sent through Registered Post/Speed Post/Courier before the date and time fixed.
2. The Indelible Ink to be supplied shall confirm to ISI specifications.
3. Five Samples (5 ml phial) each of the product shall be furnished along with the Tender Paper.
4. Xerox copies of certificate of Registration of the firm, /up to date GST/CST clearance Certificate for the year 2020-21 shall be enclosed along with the Tender Paper. Originals will be verified at the time of opening of the Tender.
5. The cost of Tender Paper is Rs.6,000/- ( Six thousand) only. The Tenderer has to deposit the same in the Office of the State Election Commission, Odisha and obtain the Money Receipt and enclose the same with Tender Paper. Demand Draft of Rs.6,000/- drawn in favour of Secretary, State Election Commission, Odisha payable at Bhubaneswar is also acceptable.
6. The Firm shall submit Demand Draft of Rs.20,000/- (Rupees Twenty Thousand) only drawn in favour of Secretary, State Election Commission payable at Bhubaneswar towards refundable Earnest Money Deposit (EMD) along with the Bid. The EMD will be forfeited in case a duly selected bidder does not accept the supply order or fails to comply with the orders as per the agreement. This deposit shall be returned after the materials are delivered. The EMD will be refunded to the unsuccessful bidder(s) after finalisation of the process.
7. The Tender Form along with the original Money Receipt/Demand Draft towards cost of Tender Paper shall be duly signed by the Tenderer and affixed with his seal, before submission which shall be deemed as his full and complete acceptance of the above conditions.
8. The Tenderer has to submit (A) **Technical Bid** (Tender Paper) and (B) **Financial Bid** (Tender Paper) separately **quoting the rate** in sealed envelopes. The Technical Bid shall contain (i) Money Receipt/ Demand Draft towards cost of Tender Paper (ii) EMD (iii) Valid GST/CST number (iv) Up-to-date GST/CST clearance certificate for the year 2020-21 (v) Sample as per ISI specifications and (vi) Complete filled in Tender Paper. Thus each Tenderer has to submit **two sealed envelopes**

one each for Technical Bid and Financial Bid separately **superscribing** Technical Bid/Financial Bid on the sealed envelopes. These two separate sealed envelopes will be put in a sealed big envelope and superscribed “Tender Paper for Indelible Ink” over the envelope and addressed to Deputy Secretary, State Election Commission, Odisha.

(ii) If the firm is not technically qualified as per Technical Bid, its Financial Bid will not be opened and will not be taken into consideration.

9. The rate quoted shall be inclusive of transportation charges and taxes applicable shall be indicated separately.
10. The Indelible Ink shall be supplied by the selected firm at Commission’s Office within one month of the issue of the Purchase Order.
11. The order for supply is subject to the test certificate of the sample by the Laboratory approved by the Govt. of Odisha.
12. The authority reserves the right not to accept any or all the Tender Papers without assigning any reason thereto.
13. In case of any dispute the decision of the State Election Commission is final.

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