

**OFFICE OF THE CHIEF ELECTORAL OFFICER
NAGALAND::KOHIMA
E-mail: ceo_nagaland@eci.gov.in**

No. ELE/CDT-121/2012-2023

Kohima, dated, the 6th Jan., 2024

**Terms and Conditions for Printing of Forms, Formats and envelopes of
Election Commission of India**

Eligibility criteria:

1. a. The Firm should be registered in the State of Nagaland and should have been existing prior to 2020 (i.e the firm should have existed since last three years)
b. The firm shall be free from encumbrance and there shall not be any vigilance case/CBI case/ Court case pending against it.
c. The firm shall have valid registration or trade license to carry/supply the item in question.
d. The firm must have PAN No., Bank Account in any of the Nationalized Banks/Scheduled Banks and valid GST No.
1. **Scope of Work:** Printing of various Forms, Formats and envelopes and supply of stationery items (polling materials) of the Election Commission of India.
2. **Dateline for Delivery:** The printed Forms, Formats and Envelopes and the stationery items (polling materials) for polling parties shall be delivered to the Chief Electoral Officer's Office, Kohima within 20 (twenty days) from the date of issue of the Work Order.
3. **Specification:**
 - A. Forms, Formats and Envelopes: As given in Annexure II (A, B and C)
 - B. Stationery items (polling materials) for polling parties: As given in annexure II D. Sample stationery items (polling materials) are available in the office and may be inspected during office hours.
To assess the quality of the proposed supplies, a complete set of the stationery items (polling materials) as specified in Annexure II D should be submitted to the office of the Chief Electoral Officer, Kohima on or before 12th Jan., 2024.
4. **Penalty Clauses for non-satisfactory service:** If the Firm fails to fulfill the terms and conditions mentioned herein, such failure will constitute a breach of the contract/work order and the Chief Electoral Officer, Nagaland shall be entitled to make other arrangements at the risk and expense of the Firm.

Sd/
Chief Electoral Officer
Nagaland



A. Forms and other Formats for Polling Parties

Sl. No.	Statutory & Non-Statutory Forms	Size	Pages	Remarks	Rates (in ₹)
Statutory Booklet - 1 (White Colour Register)					
1	Form-17A - Register of voters	A4 size	50 pages (back to back) + cover	Cover + 25 sheets (per 1000 Booklet)	119000
Statutory Booklet - 2 (White Colour Booklet) (bind in a book form with perforation)					
2	i) Form-17B - List of Tendered votes	A4 size	1 sheet (single) x 2 = 02	Cover + 26 sheets (per 1000 Booklet)	150000
	ii) Form-17C - The Account of votes recorded	A4 size	4 pages (back to back) x 10 = 40		
	iii) Form-14 - List of challenged votes	A4 size	1 sheet (single) x 2 = 02		
	iv) Form-14A - List of blind and infirm electors	A4 size	1 sheet (single) x 2 = 02		
Statutory Booklet - 3 (White Colour Booklet) (bind in a book form with perforation)					
3	i) Voter's Slip	A4 size	75 sheets (single) + cover	Cover + 75 Sheets (per 1000 Booklet)	200000
Non-Statutory Booklet - 4 (Yellow Colour Booklet) (bind in a book form with perforation)					
4	i) The declarations by the Presiding Officers before the commencement of poll and at the end of poll (Part-I to IV)	A4 size	8 pages (back to back) x 2 = 16	Cover + 19 sheets (per 1000 Booklet)	90000
	ii) The Presiding Officer's Diary	A4 size	4 pages (back to back) x 2 = 08		
	iii) Visit Sheet	A4 size	1 sheet (single) x 2 = 02		
	iv) Presiding Officer's Report (I, II, III, IV & V)	A4 size	8 pages (back to back) x 1 = 08		
	v) Form-M21 - Receipts of return of election records and materials after poll	A4 size	2 pages (back to back) x 1 = 02		
Non-Statutory Booklet - 5 (Yellow Colour Booklet) (bind in a book form with perforation)					
5	i) Polling agents/ relieving agents movement sheet	A4 size	1 sheet (single) x 1 = 01	Cover + 50 sheets (per 1000 Booklet)	190000
	ii) Entry Pass of polling agents/ relief agents	A4 size	1 sheet (single) x 3 = 03		
	iii) Declarations by the companions of blind and infirm voter	A4 size	1 sheet (single) x 10 = 10		
	iv) The receipt book and cash, if any, in respect of challenged votes	A4 size	1 sheet (single) x 6 = 06		
	v) Form of declaration by elector under Rule 49MA (Test Vote)	A4 size	1 sheet (single) x 10 = 10		
	vi) Form of declaration by elector whose name is in ADS list	A4 size	1 sheet (single) x 5 = 05		
	vii) Letter of complaint to the S.H.O. Police	A4 size	1 sheet (single) x 4 = 04		
	viii) Declarations obtained from electors as to their age	A4 size	1 sheet (single) x 10 = 10		
	ix) List of electors who voted after giving declaration/ refused to give declaration	A4 size	2 pages (back to back) x 1 = 02		
6	Customized Labelled Cotton Bag – measuring length-17"/ breadth-14"/ high-4".			01 No	520