



## GOVERNMENT OF KERALA

No.EE4/112/2025/Elec.

Election (Equipment)Department,  
Legislature Complex,  
Vikas Bhavan P.O.,  
Thiruvananthapuram-695033.  
Dated:02-02-2026.  
Phone No.0471-2300121.  
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### QUOTATION NOTICE

Sealed quotations are invited from the Printing Firms/Companies functioning in the **public sector** in Kerala for the time-bound printing and supply of the following 38 Handbooks/Manuals/Checklists in connection with the General Election to the Kerala Legislature (KLA)-2026—to all District Election Offices/District Collectorates and office of the Chief Electoral Officer, Thiruvananthapuram.

Sl. No.	Hand Books/Manuals/Checklist	Total No. of copies to be printed	Specification
1	Hand Book for Presiding Officer- 2023	80,000	Size: Width 21 CM X Height 28 CM Pages: 156 + Cover (4) Paper :70 GSM.A Grade White Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: Single Side 4 Colours. Binding : Perfect binding.
2	Hand Book for Polling Agent-2023	80,000	Size: Width 21 CM X Height 28 CM Pages: 80 + Cover (4) Paper :70 GSM.A Grade White Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: Single Side 4 Colours. Binding : Centre Stapling
3	Hand Book for Counting	10,000	Size: Width 21 CM X Height 28

	Agent, 2023		<p>CM</p> <p>Pages: 36 + Cover (4)</p> <p>Paper :70 GSM A Grade White Paper</p> <p>Cover : 250 GSM Art Paper</p> <p>Printing: text single black colour (inner)</p> <p>Cover: Single Side 4 Colours.</p> <p>Binding : Side/Centre Stapling</p>
4	Hand Book for Candidate - 2023	4000	<p>Size: Width 21 CM X Height 28 CM</p> <p>Pages: 392 + Cover (4)</p> <p>Paper :70 GSM.A Grade White Paper</p> <p>Cover : 250 GSM Art Paper</p> <p>Printing: text single black colour (inner)</p> <p>Cover: Single Side 4 Colours.</p> <p>Binding : Wire stitching/Perfect binding.</p>
5	Hand Book for Returning Officers-2023	2500	<p>Size: Width 21 CM X Height 28 CM</p> <p>Pages: 448 + Cover (4)</p> <p>Paper :70 GSM.A Grade White Paper</p> <p>Cover : 250Art Paper</p> <p>Printing: text single black colour (inner)</p> <p>Cover: Single Side 4 Colours.</p> <p>Binding : Wire Stitching/Perfect binding.</p>
6	Compendium of Instructions on Model Code of Conduct	3000	<p>Size: Width 21 CM X Height 28 CM</p> <p>Pages: 272 + Cover (4)</p> <p>Paper :70 GSM.A Grade White Paper</p> <p>Cover : 250 GSM Art Paper</p> <p>Printing: text single black colour (inner)</p> <p>Cover: 4 Single Side 4 Colours.</p> <p>Binding : Wire Stitching/Perfect binding.</p>
7	Compendium of Instructions on Election Expenditure Monitoring	3000	<p>Size: Width 21 CM X Height 28 CM</p> <p>Pages: 384 + Cover (4)</p>

			Paper :70 GSM.A Grade White Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: 4 Single Side 4 Colours. Binding : Wire Stitching/Perfect binding.
8	Manual on Model Code of Conduct-For guidance of political Parties	3000	Size: Width 18 CM X Height 24 CM Pages: 308 + Cover (4) Paper :70 GSM.A Grade White Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: Single Side 4 Colours. Binding : Wire Stitching/Perfect binding.
9	Checklist for Returning Officer	2500	Size: Width 21 CM X Height 28 CM Pages: 124 + Cover (4) Paper :70 GSM.A Grade White Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: 4 single Side 4 Colours. Binding : Centre Stapling/perfect binding.
10	Checklist for Presiding Officer	80,000	Size: Width 21 CM X Height 28 CM Pages: 12 + Cover (4) Paper :70 GSM.A Grade White Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: 4 single Side 4 Colours. Binding : Centre Stapling
11	Compendium of Instructions-Vol-1	150	Size: Width 21 CM X Height 28 CM Pages: 444 + Cover (4) Paper :70 GSM.A Grade White

			<p>Paper  Cover : 250 GSM Art Paper  Printing: text single black colour (inner)  Cover: 2 single Side 4 Colours.  Binding : Wire stitching/perfect binding.</p>
12	Compendium of Instructions-Vol-2	150	<p>Size: Width 21 CM X Height 28 CM  Pages: 355 + Cover (4)  Paper :70 GSM.A Grade White Paper  Cover : 250 GSM Art Paper  Printing: text single black colour (inner)  Cover: 2 single Side 4 Colours.  Binding : Wire stitching/perfect binding.</p>
13	Compendium of Instructions-Vol-3	150	<p>Size: Width 21 CM X Height 28 CM  Pages: 254 + Cover (4)  Paper :70 GSM.A Grade White Paper  Cover : 250 GSM Art Paper  Printing: text single black colour (inner)  Cover: 2 single Side 4 Colours.  Binding : Wire stitching/perfect binding.</p>
14	Compendium of Instructions-Vol-4	150	<p>Size: Width 21 CM X Height 28 CM  Pages: 344 + Cover (4)  Paper :70 GSM.A Grade White Paper  Cover : 250 GSM Art Paper  Printing: text single black colour (inner)  Cover: 2 single Side 4 Colours.  Binding : Wire Stitching/perfect binding.</p>
15	SOP for Last 72 hours	600	<p>Size: Width 21 CM X Height 28 CM  Pages: 60 + Cover (4)  Paper :70 GSM.A Grade White Paper</p>

			Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: 2 single Side 4 Colours. Binding : Centre Stapling
16	Checklist for Last 72 hours to poll day	600	Size: Width 21 CM X Height 28 CM Pages: 8 + Cover (4) Paper :70 GSM.A Grade White Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: 2 single Side 4 Colours. Binding : Centre/side Stapling
17	Handbook for Sector Officer, 2023	4000	Size: Width 21 CM X Height 28 CM Pages: 34 + Cover (4) Paper :70 GSM.A Grade White Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: 4 single Side 4 Colours. Binding : Centre Stapling
18	Manual on District Election Management Planning, 2023	350	Size: Width 18 CM X Height 24 CM Pages: 60 + Cover (4) Paper :70 GSM.A Grade White Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: 2 single Side 4 Colours. Binding : Centre Stapling
19	Manual on Force Deployment in Elections, 2023	150	Size: Width 18 CM X Height 24 CM Pages: 200 + Cover (4) Paper :70 GSM.A Grade White Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: 2 single Side 4 Colours. Binding : Wire stitching/perfect

			binding.
20	Manual on Electoral Risk Management, 2023	500	Size: Width 18 CM X Height 24 CM Pages: 92 + Cover (4) Paper :70 GSM.A Grade White Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: 2 page 4 Colours. Binding : Centre Stapling
21	Dos and Donts for Presiding Officer	80,000	Size: Width 21 CM X Height 28 CM Pages: 15 + Cover (4) Paper :70 GSM.A Grade White Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: 2 single Side 4 Colours. Binding : Centre/Side Stapling
22	Dos and Donts for Returning Officer	2500	Size: Width 21 CM X Height 28 CM Pages: 44 + Cover (4) Paper :70 GSM.A Grade White Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: 4 page 4 Colours. Binding : Centre/Side Stapling
23	Dos and Donts for Sector Officer	5000	Size: Width 21 CM X Height 28 CM Pages: 10 + Cover (4) Paper :70 GSM.A Grade White Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: 2 page 4 Colours. Binding : Centre/Side Stapling.
24	Manual on Vulnerability Mapping 2023	800	Size: Width 18 CM X Height 24 CM Pages: 32 + Cover (4)

			<p>Paper :70 GSM.A Grade White Paper</p> <p>Cover : 250 GSM Art Paper</p> <p>Printing: text single black colour (inner)</p> <p>Cover: 2 page 4 Colours.</p> <p>Binding : Centre/Side Stapling</p>
25	Check list for Chief Electoral Officer, 2023	25	<p>Size: Width 21 CM X Height 28 CM</p> <p>Pages: 76 + Cover (4)</p> <p>Paper :70 GSM.A Grade White Paper</p> <p>Cover : 250 GSM Art Paper</p> <p>Printing: text single black colour (inner)</p> <p>Cover: 2 page 4 Colours.</p> <p>Binding : Centre Stapling.</p>
26	Check list for Sector Officers	5000	<p>Size: Width 18 CM X Height 24 CM</p> <p>Pages: 8 + Cover (4)</p> <p>Paper :70 GSM.A Grade White Paper</p> <p>Cover : 170 GSM Art Paper</p> <p>Printing: text single black colour (inner)</p> <p>Cover: 2 page 4 Colours.</p> <p>Binding : Centre/Side Stapling.</p>
27	Manual of Force Multipliers & Civil Measures	150	<p>Size: Width 18 CM X Height 24 CM</p> <p>Pages: 64 + Cover (4)</p> <p>Paper :70 GSM.A Grade White Paper</p> <p>Cover : 250 GSM Art Paper</p> <p>Printing: text single black colour (inner)</p> <p>Cover: 2 page 4 Colours.</p> <p>Binding : Centre Stapling.</p>
28	Check list of DEO	150	<p>Size: Width 21 CM X Height 28 CM</p> <p>Pages: 112 + Cover (4)</p> <p>Paper :70 GSM.A Grade White Paper</p> <p>Cover : 250 GSM Art Paper</p> <p>Printing: text single black colour</p>

			(inner) Cover: 4 page 4 Colours. Binding : Centre Stapling.
29	Dos and Donts for DEO	150	Size: Width 21 CM X Height 28 CM Pages: 44 + Cover (4) Paper :70 GSM.A Grade White Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: 4 page 4 Colours. Binding : Centre Stapling.
30	Observer Hand Book - August 2024 -Vol I.	500	Size: Width 18 CM X Height 24 CM Pages: 108 + Cover (4) Paper :70 GSM.A Grade White Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: 4 page 4 Colours. Binding : Centre Stapling.
31	Observer Hand Book August 2024 – Vol II	500	Size: Width 18 CM X Height 24 CM Pages: 936 + Cover (4) Paper :70 GSM.A Grade White Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: 4 page 4 Colours. Binding : perfect binding.
32	Observer Hand Book August 2024 - Vol III	500	Size: Width 18 CM X Height 24 CM Pages: 180 + Cover (4) Paper :70 GSM.A Grade White Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: 4 page 4 Colours. Binding : wire stitching/perfect binding.

33	Handbook on Media Matters for CEOs and DEOs	200	<p>Size: Width 18 CM X Height 24 CM</p> <p>Pages: 264 + Cover (4)</p> <p>Paper :70 GSM.A Grade White Paper</p> <p>Cover : 250 GSM Art Paper</p> <p>Printing: text single black colour (inner)</p> <p>Cover: 4 page 4 Colours.</p> <p>Binding : perfect binding.</p>
34	Hand Book for Police Officers - 2023	150	<p>Size: Width 18 CM X Height 24 CM</p> <p>Pages: 196 + Cover (4)</p> <p>Paper :70 GSM.A Grade White Paper</p> <p>Cover : 250 GSM Art Paper</p> <p>Printing: text single black colour (inner)</p> <p>Cover: 4 page 4 Colours.</p> <p>Binding : perfect binding..</p>
35	Manual on Electronic Voting Machine and VVPAT Edition 8 August 2023	1000	<p>Size: Width 18 CM X Height 24 CM</p> <p>Pages: 280 + Cover (4)</p> <p>Paper :70 GSM.A Grade White Paper</p> <p>Cover : 250 GSM Art Paper</p> <p>Printing: text single black colour (inner)</p> <p>Cover: 2 page 4 Colours.</p> <p>Binding : perfect binding.</p>
36	Manual on Electoral Rolls	900	<p>Size: Width 21 CM X Height 28 CM</p> <p>Pages: 406 + Cover (4)</p> <p>Paper :70 GSM.A Grade White Paper</p> <p>Cover : 250 GSM Art Paper</p> <p>Printing: text single black colour (inner)</p> <p>Cover: 2 page 4 Colours.</p> <p>Binding : perfect binding.</p>
37	Manual on Polling Station	600	<p>Size: Width 18 CM X Height 24 CM</p> <p>Pages: 156 + Cover (4)</p> <p>Paper :70 GSM.A Grade White</p>

			<p>Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: 2 page 4 Colours. Binding : Centre/Side Stapling.</p>
38	Approved Election Symbols	500	<p>Size: Width 28 CM X Height 20 CM (Landscape) Pages: 36 + Cover (4) Paper :70 GSM.A Grade White Paper Cover : 250 GSM Art Paper Printing: text single black colour (inner) Cover: 2 page 4 Colours. Binding : Centre/Side Stapling.</p>

Quotations should be addressed to the Chief Electoral Officer & Secretary, Election Department, Legislature Complex, Vikas Bhavan P.O., Thiruvananthapuram, and should reach the Office of the Chief Electoral Officer on or before 4.00 PM on 07.02.2026. The quotations will be opened on the same day at 04.30 PM in the presence of the quotationers or their authorized representatives who may wish to attend. If the quotation opening date is declared a holiday, they will be opened on the next working day at the same time and venue.

The rates (item wise) quoted should be inclusive of all taxes including GST, duties, and delivery charges to 14 District Election Offices and the office of the Chief Electoral Officer, Thiruvananthapuram. Payment will be made after supply. More details in this regard can be obtained from the O/o the Chief Electoral Officer on all working days.

The Chief Electoral Officer reserves the right to increase/reduce the quantity of materials to be printed. The Chief Electoral Officer also reserves the right to provide the printing order to more than one agency, if needed. The selected agency/agencies should complete the printing and distribution within 30 days of receiving the work order. **The number of books to be supplied to each District Election Office and O/o the Chief Electoral Office, Thiruvananthapuram is appended as Annexure.**

The undersigned reserves the full power to accept, reject, or postpone any quotations without assigning reasons. The envelope containing the quotation should be superscribed "*Quotation for Printing and Supply of the 38 Handbooks/Manuals/Checklists related to the General Election to KLA-2026.*" Late or incomplete quotations will not be considered.

Yours Faithfully,  
DR RATHAN U KELKAR I A S  
CHIEF ELECTORAL OFFICER & SECRETARY

For Secretary to Government.

Approved for Issue,

Section Officer.

Notice Board  
Election IT Wing (for publishing in the web site)  
Stock File/Office Copy.

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FINAL DISTRIBUTION PLAN

			Name of District-No of copies to be distributed															Total No. of Polling Station
			TVM	KLM	PTA	ALP	KTM	IDK	EKM	TSR	PKD	MLPM	KKD	WYND	KNR	KSD		
No. of Polling Stations			3173	2256	1207	1898	1791	1076	3148	2839	2531	3682	2837	715	2177	1141		30471
Sl. No.	HAND BOOKS/ Manuals/Checklist	No. of pages																TOTAL No. of copies to be printed
1	Hand Book for Presiding Officer- 2023	160	8350	5900	3150	4980	4700	2820	8260	7450	6640	9660	7450	1870	5710	3000	60	80000
2	Hand Book for Polling Agent- 2023	84	8350	5900	3150	4980	4700	2820	8260	7450	6640	9660	7450	1870	5710	3000	60	80000
3	Hand Book for Counting Agent, 2023	40	1030	730	390	620	590	350	1030	930	830	1200	940	240	725	365	30	10000
4	Hand Book for Candidate - 2023	393	410	290	160	250	225	140	410	370	330	480	370	100	280	150	35	4000
5	Hand Book for Returning Officers-2023	450	250	180	95	150	145	85	255	230	205	300	230	55	175	95	50	2500
6	Compendium of Instructions on Model Code of Conduct	280	300	225	125	195	120	110	310	280	250	370	280	70	220	120	25	3000
7	Compendium of Instructions on Election Expenditure Monitoring	388	300	225	125	195	120	110	310	280	250	370	280	70	220	120	25	3000
8	Manual on Model Code of Conduct-For guidance of political Parties	312	300	225	125	195	120	110	310	280	250	370	280	70	220	120	25	3000
9	Checklist for Returning Officer	128	250	180	95	150	145	85	255	230	205	300	230	55	175	95	50	2500
10	Checklist for Presiding Officer	12	8350	5900	3150	4980	4700	2820	8260	7450	6640	9660	7450	1870	5710	3000	60	80000
11	Compendium of Instructions-Vol-1	448	15	10	5	8	7	5	15	12	12	15	12	7	10	7	10	150

12	Compendium of Instructions-Vol-2	359	15	10	5	8	7	5	15	12	12	15	12	7	10	7	10	150
13	Compendium of Instructions-Vol-3	258	15	10	5	8	7	5	15	12	12	15	12	7	10	7	10	150
14	Compendium of Instructions-Vol-4	348	15	10	5	8	7	5	15	12	12	15	12	7	10	7	10	150
15	SOP for Last 72 hours	64	60	40	20	35	35	20	60	55	50	70	55	15	40	20	25	600
16	Checklist for Last 72 hours to poll day	8	60	40	20	35	35	20	60	55	50	70	55	15	40	20	25	600
17	Handbook for Sector Officer, 2023	38	410	290	160	250	230	140	410	370	330	480	370	100	285	150	25	4000
18	Manual on District Election Management Planning, 2023	62	25	25	20	25	25	25	25	25	25	25	25	25	20	20	15	350
19	Manual on Force Deployment in Elections, 2023	204	0	0	0	0	0	0	0	0	0	0	0	0	0	0	150	150
20	Manual on Electoral Risk Management, 2023	96	45	30	25	25	30	20	45	40	40	55	40	20	30	30	25	500
21	Dos and Donts for Presiding Officer	19	8350	5900	3150	4980	4700	2820	8260	7450	6640	9660	7450	1870	5710	3000	60	80000
22	Dos and Donts for Returning Officer	47	250	180	95	150	145	85	255	230	205	300	230	55	175	95	50	2500
23	Dos and Donts for Sector Officer	13	520	230	200	320	300	190	520	480	420	600	470	130	360	200	60	5000
24	Manual on Vulnerability Mapping 2023	32	80	60	40	45	45	40	70	70	60	80	70	40	40	40	20	800
25	Check list for Chief Electoral Officer, 2023	80	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25	25
26	Check list for Sector Officers	12	510	370	195	310	295	175	515	465	415	600	465	115	350	185	35	5000
27	Manual of Force Multipliers & Civil Measures	68	0	0	0	0	0	0	0	0	0	0	0	0	0	0	150	150
28	Check list of DEO	116	15	10	5	8	8	5	15	12	12	15	15	5	10	5	10	150
29	Dos and Donts for DEO	47	15	10	5	8	8	5	15	12	12	15	15	5	10	5	10	150
30	Observer Hand Book - August 2024 -Vol I.	111	45	30	25	25	25	20	45	40	40	55	40	20	30	30	30	500

31	Observer Hand Book August 2024 - Vol II	941	45	30	25	25	25	20	45	40	40	55	40	20	30	30	30	500
32	Observer Hand Book August 2024 - Vol III	182	45	30	25	25	25	20	45	40	40	55	40	20	30	30	30	500
33	Handbook on Media Matters for CEOs and DEOs	268	15	15	10	15	15	10	15	15	15	15	15	10	15	15	5	200
34	Hand Book for Police Officers - 2023	190	0	0	0	0	0	0	0	0	0	0	0	0	0	0	150	150
35	Manual on Electronic Voting Machine and VVPAT Edition 8 August 2023	182	90	65	50	55	60	40	95	75	75	120	75	40	60	60	40	1000
36	Manual on Electoral Rolls	409	90	65	35	55	50	30	90	80	70	105	80	30	60	35	25	900
37	Manual on Polling Station	158	60	40	20	35	35	20	60	55	50	70	55	15	40	20	25	600
38	Approved Election Symbols	36	45	30	25	25	25	20	45	40	40	55	40	20	30	30	30	500