

OFFICE OF THE DISTRICT ELECTION OFFICER, KEONJHAR

TENDER CALL NOTICE

No.X-16/2018 625 /Elec. Dated 19.09 /2018

Sealed Tenders under two bid (technical and financial) system are hereby invited from Registered Manufacturers/Dealers/Suppliers for **SUPPLY OF ELECTION MATERIALS (CONSUMABLE AND NON-CONSUMABLE)** required in connection with upcoming General Election, 2019 as per the quantity mention in the tender call notice.

Sl.No.	Description	Earnest Money Deposit	Delivery of Materials
01	Supply of Election Materials (Consumable and Non-Consumable) required in connection with upcoming General Election, 2019	Rs.10,000.00	Within 7 days from receipt of supply orders

SCHEDULE OF EVENTS

	Date and Time
1. Publication of Tender :	20.09.2018/11.00 AM
2. Last date of submission of Bids	10.10.2018/5.00 PM
3. Opening of Technical Bid:	12.10.2018/11.00 AM
4. Notification of qualified bidders based on Technical bid evaluation	12.10.2018/12.30 PM
5. Opening of Financial Bid	12.10.2018/4.00 PM

The schedule of bidding will be as follow:

ELIGIBILITY CRITERIA: -

1. a) The bidder should be a Manufacturer/Dealers/Suppliers registered in India.
- b) Adequate experience of providing satisfactory services of such types of assignments in the relevant field to any Govt. institutions or other related organizations during last 5 years
- c) The Minimum Annual Financial Turnover should be 10 Lakh or more in any of the last three financial years (Supported by Financial statements, Balance Sheet duly certified by the Chartered Accountant) **(2015-2016, 2016-2017 & 2017-2018)**

(Contd..P-2...)

d) Agency must be registered with appropriate statutory authorities as required under law for taxation etc. and must enclose copy of the same. The bidder must have valid PAN/TAN/GST (attach document)

e) The tender documents is available in the website www.keonjhar.nic.in.

f) Agency should not have been black listed by any Govt. Office/ Institution/ Firm / Organization /School /Board /University etc. Undertaking in this regard to be submitted by tenderers with the technical bid as per **ANNEXURE -III**.

g) Earnest Money in shape of Demand Draft of a scheduled/Nationalized bank duly pledged in favour of the "**Officer-In Charge, Election,Keonjhar**" should be enclosed with the technical bid.

h) In case the date of issue / receipt of tenders are declared / happens to be a public holiday, the tenders will be issued / received on the next working day.

i) Conditional Tenders are liable to be rejected.

j) The District Election Officer & Collector, Keonjhar reserves the right to cancel/reject in full or any part of the tender without assigning any reason.

2. Agreement shall be drawn with the successful bidder.

An amount of Rs. 50,000/- (Rupees Fifty Thousand) only towards security shall be deposited by the successful bidder in shape of FDR payable to District Election Officer, Keonjhar at Keonjhar (District Headquarter)

TERM AND CONDITION

1. The tender should comprise of two bid system :-

- (a) Envelope:-1 = Technical bid
- (b) Envelope:-2 = Financial bid

Envelope No. 1: This envelope must be marked as **Envelope No. 1** on the right hand top corner. This envelope shall contain two parts.

Part-I: Shall contain only the "**Earnest Money Deposit**" and will be opened first. If the Earnest Money Deposit is not found to be in accordance with the procedure prescribed then the other sealed envelope containing Part-II shall not be opened and as such the tender submitted by the tenderer shall not at all be considered.

Part-II: Containing the covering letter depicting "**Technical Bid**" (**ANNEXURE-I**) will then be opened in case of such tenderers whose Earnest Money Deposit is in order. These will be scrutinized and comments/conditions which have financial implications will be evaluated. Comments/ conditions may be discussed with the tenderer, if deemed necessary. If required, a meeting in respect of technical bids shall be held on notified date, time and place.

Envelope No. 2: Containing the **Sealed "Financial bid"** (**ANNEXURE-II**) will be opened on the scheduled date or on a subsequent date which will be duly intimated to the tenderers. The Financial bid will be opened only of those agencies who meet the technical requirements of the tender document.

The above said two envelopes shall be kept in one sealed envelope and submitted to District Election Officer & Collector, Keonjhar on or before _____ up to _____ A.M/ P.M. Bid not on the prescribed Performa without requisite details/ EMD and received after the closing date and time of Bid will be summarily rejected.

2. District Election Officer & Collector, Keonjhar does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason.

3. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the Firms who resort to canvassing will be liable to rejection.

4 The District Election Officer & Collector, Keonjhar reserves the right to assign the job to the L-1 as well as to other bidders in part.

5. The successful tenderers/tenderers shall have to execute an agreement before received supply orders and are bound to fulfill the term and condition of the agreement and in case of default the security deposit shall be forfeited and penalty of 5% the total cost of materials shall be imposed on the defaulters

6. The bid for the works shall remain open for acceptance for a period of one month from the date of opening of financial bid. If any tenderer withdraws his tender before the said period or before issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender the said earnest money as aforesaid shall be forfeited.

7. Each tenderer shall submit only one tender; joint venture is not allowed. A tenderer who submits or participates in more than one tender will be disqualified.

8. Interpretations, corrections and changes to the Tender Documents shall be made by Addendum, if required which shall be uploaded on the District website

9. The materials not confirming to the specification and requirements of the Office shall be rejected and no payment shall be made for the supplies.

10. The Sample of each items mentioned in **Annexure- II** shall be made available for scrutiny of the quality and specification by the District Purchase Committee on the date schedule for opening of financial bid.

11. The rates tender should include all taxes and levies. No carriage charges for transportations of goods shall be entertained by the Office.

12. The Earnest Money in case of unsuccessful tenderer shall be refunded after final decision/ acceptances of the contract within a period of one month, whereas in case of successful tenderers, it shall be treated as the part of security deposit and will be released only after successful completion of the contract.

13. The tender shall sign in each page and at the end in token of acceptance of all the terms and condition of the tender.

14. The rates approved and accepted by the District Purchase committee will remain in force for one year from the date of issue supply order.

15. Rates offered by the successful tenderers and acceptance of which is communicated to them, will under no circumstances be enhanced at any stage during the period of contract.

16. Rates offered once in the tender shall be treated as final and irrevocable and any later addition and intimation will not be entertained.

17. The supplier shall supply the items strictly in accordance with the approved quality and specification as finalized by the District Purchase Committee within 7 days from the date of issuance of supply order. The requirement in the supply order will be treated as tentative and shall be increased/ decrease as per actual requirement.

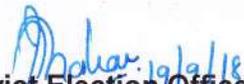
18. The District Election Officer & Collector, Keonjhar reserve the right to accept or reject any or all bid/ tender or any part of it without assigning any reason thereof.

PAYMENT TERMS:-

I. Payment shall be made after materials is received at District Office and after properly brought on stock and submission of invoice by the bidder. No advance payment shall be made.

II. Performance security @ 10% of the cost of the job shall be deposited by the shortlisted bidder (s) in the shape of Bank Guarantee of a scheduled bank at least valid for 6 months in favour of The District Election Officer & Collector, Keonjhar

III. The Performance security deposit along with Security money is liable to be forfeited wholly or partially if any deficiency is found in the services or bidder fails to fulfill any agreed terms and conditions. The decision of District Election Officer & Collector, Keonjhar shall be final & binding on the bidder in this regard.

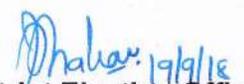

District Election Officer &
Collector, Keonjhar

Memo No.X-16/2018 626 /Elec. Dated 19.09./2018

Copy to D.I.O., NIC, Keonjhar for uploaded the tender notice alongwith its enclosures in the District Website for information of the general public.

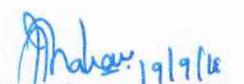
Copy alongwith enclosures forwarded to all Sub- Collectors/ all Tahasildars/ all Block Development Officers/ all Executive Officers of ULBs/NAC for display of the same in their office notice board for wide publication.

Copy to Collectorate Notice board.


District Election Officer &
Collector, Keonjhar

Memo No.X-16/2018 627 /Elec. Dated 19.09./2018

Copy to all members of District Purchase Committee, General Election, 2019 for information and necessary action with reference to this office Order No.572/Elec. Dt.08.09.2018


District Election Officer &
Collector, Keonjhar

DISTRICT ELECTION OFFICER, KEONJHAR (ODISHA) 758001
TECHNICAL BID

Supply of Election Material for upcoming General Election, 2019

1. ABOUT THE FIRM:

i.	Name and Address of the Registered Manufacturers/ Dealers/Suppliers	
ii.	Contact Person with Phone No. Mobile No. Email Id.	
iii.	Month & Year of establishment	
iv.	Type of firm / organization (Proprietary / Private / Public / Govt.)	
v.	Copy of Registration, if applicable	
vi.	Total Annual Financial Turnover : during(Attach photocopies of Audited Balance Sheet & Profit & Loss Account)	2015-16
		2016-17
		2017-18
vii.	Income Tax No. (PAN No. / TIN No./ GST) (attach Photocopy)	
	Service Tax Registration No. (attach Photocopy)	
	(attach photocopies of Income Tax clearance certificate)	

2. Have you ever been debarred / blacklisted by any Govt. Office/ Institution / Board / University / Organization / Government Agency: If Yes, Please provide the details.

i. Whether any Court Case / Legal Proceeding is pending against the Tenderers: If Yes, Please provide the details.

It is certified that we have gone through all the terms and conditions of this TENDER and the same are acceptable to us.

Contact Person:

Telephone No.:

WhatsApp Mobile No.:

Email Id:

Authorized Signatory
(With full name, designation and stamp)

ANNEXURE-II**DISTRICT ELECTION OFFICER, KEONJHAR (ODISHA) 758001**
FINANCIAL BID**Supply of Election Material for upcoming General Election,2019**

Name & Address of the Firm:-

Name of the Proprietor of the Firm:-

Contact details of the Proprietor:-

Sl.No.	Name of the election materials	Unit	Price to be quoted.(Rs.)
01	Steel Trunk (22 gauge size-22"x14"x9")	Per Piece	
02	Lantern (Big size EFAR/Eveready brand)	Per Piece	
03	Kerosene oil container (5 Ltrs. Capacity-Plastic)	Per Piece	
04	Stamp pad (self inking small size) Mores/Bengal Tiger	Per Piece	
05	Lock & key (Mobaj/Mobile/Klick No.3)	Per Piece	
06	Flat metal roll (Thick with size of length-10" & breadth-1.25")	Per Piece	
07	Brass metal seal for Returning Officer (round brass seal with 2" handle & 1" diameter)	Per Piece	
08	Brass metal seal for Presiding Officer (round brass seal with 2" handle & 1.5 " diameter)	Per Piece	
09	Stamping ink (30 ml. Camel)	Per Piece	
10	Sealing wax (1pkt =16 Piece)	Per Packet	
11	Gum Paste (small size - 60 ml - Europa / Kores / Euroka)	Per bottle	
12	Pencil (H.B./Natraj Hard)	Per Piece	
13	Ball point pen blue & Red (ordinary)	Per Piece	
14	Alpin (25gm Packet)	Per Packet	
15	Candle (Big size 8")	Per Piece	
16	Blade (Ordinary- (1pkt =10 Piece)	Per Packet	
17	White paper (Single Full scape)	Per Ream	
18	Match box	Per Piece	
19	Packing paper (Brown Colour)	Per Sheet	
20	Cotton Cloth (white)	Per Meter	
21	Carbon paper (Ordinary)	Per Packet	

22	Rubber band (coloured good quality) (1pkt =50 Piece)	Per Packet	
23	Card board (2.5"x1.3")	Per Piece	
24	Twine thread (Good quality)	Per Packet	
25	Cello tape (Small size)	Per Piece	
26	Lantern Glass	Per Piece	
27	Lantern Tape (half inch breadth)	Per Meter	
28	Pre-gum sticker (White and pink) (Size 1"x1")	Per Piece	
29	Flat file	Per Piece	
30	Tag	Per bundle	
31	Alpin	Per Packet	
32	Sketch pen	Per Piece	
33	Gum (Big bottle)	Per bottle	
34	Card board	Per Piece	
35	Cover file (Superior)	Per Piece	
36	Stapler (Big No. 24)	Per Piece	
37	Stapler (Small No. 10)	Per Piece	
38	Stapler pin (No. 24)	Per Packet	
39	Stapler pin (No. 10)	Per Packet	
40	Electric Bulb (CFL) 36 watt	Per Piece	
41	Tube light bar	Per Piece	
42	Envelope (Big and Medium)	Per Piece	
43	Candle Big size 12"	Per Packet	
44	Binding register good quality		
	No. 6	Per Piece	
	No. 8	Per Piece	
	No. 10	Per Piece	
	No.12	Per Piece	
	No. 14	Per Piece	
	No. 16	Per Piece	
	No. 18	Per Piece	
	No. 20	Per Piece	
	No. 22	Per Piece	
	No. 24	Per Piece	
	No. 26	Per Piece	
	No. 28	Per Piece	
No. 30	Per Piece		
45	Thermo flask (Cello)	Per Piece	
46	Cup-plate (1Set = 6 Cup+6 plate)	One Set	
47	Guard file	Per Piece	
48	Erazex (Kores)	Per Piece	
49	Fly leaf	Per Piece	
50	Xerox paper (J.K. copier)		
	A4 Size	Per Packet	
	A3 size	Per Packet	

51	Toner Cartridge		
	12A Hp laser Jet	Per Piece	
	28A Hp laser Jet	Per Piece	
	45A Hp laser Jet	Per Piece	
	55A Hp laser Jet	Per Piece	
	78A Hp laser Jet	Per Piece	
	Canon NPG-59-Toner Black	Per Piece	
52	All out/ Good night machine	Per Piece	
53	All out/ Good night liquid	Per Packet	
54	James clip	Per Packet	
55	Mosquito coils	Per Piece	
56	Safety pin small size (Golden colour) (1Pkt = 10 Piece)	Per Packet	
57	Plastic pouch for badges (1Pkt = 20 Piece)	Per Packet	
58	Towel (Big size) Superior quality	Per Packet	
59	Rubber stamp	Single line	
60	Blank CD with Jewell Caste (Moser bear)	Per Piece	
61	Pen Drive		
	2 GB	Per Piece	
	4 GB	Per Piece	
	16 GB	Per Piece	
	32 GB	Per Piece	
62	Phoodani	Per Piece	
63	Marker Pen (Small Point)		
	Blue	Per Piece	
	Black	Per Piece	
	Red	Per Piece	
64	Cash Book (No.30)	Per Piece	
65	Antivirus		
	Single System	Per Piece	
	3- In -one	Per Piece	
	5- In -one	Per Piece	

All Taxes should be included in the rates quoted above.

- The rates must be quoted inclusive of Travelling, Boarding and Lodging Charges of Manpower, if any.

Certified that all the terms and conditions of this TENDER are accepted by us.

Contact Person:

Telephone No.:

WhatsApp Mobile No.:

Email Id:

**Authorized Signatory
(With full name, designation and stamp)**

**UNDERTAKING
(ON FIRM LETTERHEAD)**

This is to certify that M/s _____
address _____ has not ever been
blacklisted from any by any Govt. Office/ Institution/ School / Board / University /
Organization / Government Agency, etc. for any reason at any point of time and no legal
case / proceedings is pending against the Agency as on date.

Date:

**Authorized Signatory
(With full name, designation and stamp)**