

# OFFICE OF THE DISTRICT ELECTION OFFICER, KEONJHAR

## SHORT TENDER CALL NOTICE

No. 767 /Elec. Dated 17<sup>th</sup> December, 2022

Sealed Tenders under two bids system (Technical and Financial) are hereby invited from Registered Manufacturers/ Dealers/ Suppliers for **SUPPLY OF 1720 BLO Kits** as per the quantity mention in the Short Tender Call Notice.

| Sl.No. | Description             | Earnest Money Deposit | Delivery of Materials                       |
|--------|-------------------------|-----------------------|---|
| 01     | Supply of 1720 BLO Kits | Rs.20,000.00          | Within 3 days from receipt of supply orders |

### **SCHEDULE OF EVENTS:**

|  |                      |
|--|----------------------|
| 1. Publication of Short Tender :   | 17.12.2022/ 05.00 PM |
| 2. Last date of submission of Bids :                                     | 23.12.2022/ 2.00 PM  |
| 3. Opening of Technical Bid :  | 23.12.2022/ 4.00 PM  |
| 4. Notification of qualified bidders based on Technical bid evaluation : | 23.12.2022/ 4.00 PM  |
| 5. Opening of Financial Bid :  | 23.12.2022/ 4.00 PM  |

The schedule of bidding will be as follow:

### **ELIGIBILITY CRITERIA: -**

- The bidder should be a Manufacturer/ Dealers/ Suppliers registered in India.
- 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 year.
- 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) **(2019-2020, 2020-2021 & 2021-2022)**
- 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).
- The tender documents are available in the website **www.keonjhar.nic.in**.
- Agency should not have been blacklisted 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**.
- 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.

(Cont. ....P/2)

- h) In case the date of issue / receipt of tenders are declared / happen 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.

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 Headquarters).

### **TERMS AND CONDITIONS**

(1) The Tender should comprise of two bid systems:-

- (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.

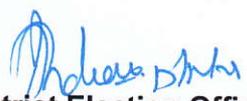
The above said two envelopes shall be kept in one sealed envelope and submitted to District Election Officer & Collector, Keonjhar on or before **23.12.2022 at 2:00 PM**. Bid not on the prescribed Performa without requisite details/ EMD and received after the closing date and time of Bid will be summarily 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) 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.

- (7) Interpretations, corrections and changes to the Tender Documents shall be made by Addendum, if required which shall be uploaded on the District website.
- (8) The materials not confirming to the specification and requirements of the Office shall be rejected and no payment shall be made for the supplies.
- (9) 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.
- (10) The rates tender should include all taxes and levies. No carriage charges for transportations of goods shall be entertained by the Office.
- (11) 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 release only after successful completion of the contract.
- (12) The tender shall sign in each page and at the end in token of acceptance of all the terms and condition of the tender.
- (13) The rates approved and accepted by the District Purchase committee will remain in force for one year from the date of issue supply order.
- (14) 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.
- (15) Rates offered once in the tender shall be treated as final and irrevocable and any later addition and intimation will not be entertained.
- (16) **The supplier shall supply the items strictly in accordance with the approved quality and specification as finalized by the District Purchase Committee within 3 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.**
- (17) 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 are 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.
- IV. 2% of TDS under GST will be deducted as per Finance Department Memo No.FIN-CTI-TAX-0045-2017/30797 Dated 25.09.2018.
- V. IT @ 2% will also be deducted from the due of the firm.

  
District Election Officer &  
Collector, Keonjhar

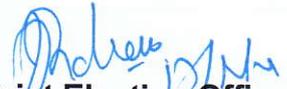
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**Memo No. 768 /Elec. Dated 17<sup>th</sup> December, 2022**

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

Copy along with 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. 769 /Elec. Dated 17<sup>th</sup> December, 2022**

Copy to all members of Purchase Committee, District Election Office, Keonjhar for information and necessary action.

  
**District Election Officer &  
Collector, Keonjhar**

**DISTRICT ELECTION OFFICER, KEONJHAR (ODISHA) 758001**  
**TECHNICAL BID**

**Supply of 1720 BLO Kits**

**1. ABOUT THE FIRM:**

|      |  |         |
|------|--|---------|
| i.   | Name and Address of the Registered Manufacturer/ Dealer/Supplier   |         |
| ii.  | Contact Person with<br>Phone No.<br>Mobile No.<br>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 :<br>during(Attach photocopies of<br>Audited Balance Sheet & Profit &<br>Loss Account) | 2019-20 |
|      |  | 2020-21 |
|      |  | 2021-22 |
| 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 1720 BLO Kits**

Name &amp; Address of the Firm:-

Name of the Proprietor of the Firm:-

Contact details of the Proprietor:-

| Sl. No. | Description of item   | Specification/ Size in inches | Unit      | Price to be quoted (In Rs.) |
|---------|---|-------------------------------|-----------|-----------------------------|
| 01      | Kit bag made of ECO friendly material with long adjustable handle (printing item copy attached)             | Canvas (40" X 15" X 5")       | Per Piece |                             |
| 02      | Cap with ECI Logo and "BLO" inscribed on it   | Cotton                        | Per Piece |                             |
| 03      | BLO's Register with Govt. prescribed format imprinted pages.  | No.4 size Register            | Per Piece |                             |
| 04      | Identity Card (printing item copy attached)   | PVC (5.5" X 3.5")             | Per Piece |                             |
| 05      | Brochure having links of CEO/ DEO websites, link of PPTs of all training module and BLO magazine(e-Patrika) | Oil Papers                    | Per Piece |                             |
| 06      | Writing pad with sufficient paper   | A6 size papers                | Per Piece |                             |
| 07      | Blank Register  | No.6 size Register            | Per Piece |                             |
| 08      | Set of 1 Pen, 1 Pencil, 1 eraser, 1 ruler and 1 pencil sharpener  | ---                           | Per set   |                             |

**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)**

**Election Commission of India**  
**ଭାରତ ନିର୍ବାଚନ ଆୟୋଗ**



**Booth Level Officer**  
**ବୁଥ୍ ସ୍ତରୀୟ ଅଧିକାରୀ**



ନାମ \_\_\_\_\_

ପଦବୀ \_\_\_\_\_

ବୁଥ୍ / ଭାଗ ସଂଖ୍ୟା ଓ ନାମ \_\_\_\_\_

ନିର୍ବାଚନ ପଞ୍ଜୀକରଣ ଅଧିକାରୀ  
ତଥା ଉପଜିଲ୍ଲାପାଳଙ୍କ ସ୍ଵାକ୍ଷର

ବୁଥ୍ ସ୍ତରୀୟ  
ଅଧିକାରୀଙ୍କ ସ୍ଵାକ୍ଷର

1. Front Side



2. Back Side

