

# **OFFICE OF THE SUB-COLLECTOR, KEONJHAR**

## **QUOTATION CALL NOTICE**

No. 526 /Elec.

Date. 20/03 /2024

Sealed quotations/tenders are invited from intending bonafide Agencies/ Suppliers/ Firms / registered tent house owners for preparation of Tent / Barricading & other tent house materials on hire basis for the Simultaneous General Election-2024.

### **SCHEDULED OF THE EVENT**

1. Last date for receipt of the Quotations	03.04.2024 / 2:00 P.M.
2. Opening of the Bids/ Quotations	03.04.2024/ 4:00 P.M.

The Quotation completes in all respect adhering to the following terms and conditions should be received in this office on or before 03.04.2024 (2:00 PM). The undersigned reserves the right to accept or reject any or all quotations without assigning any reason there of.

The cost of the supplied articles / service provided/ arrangement made shall be paid only after completion of all arrangements in connection with SGE-2024. The undersigned all rights to cancel this quotation without any prior notice to the suppliers. The quotations shall be received through **Registered Post / Speed Post/ Courier/ Dropped in the assigned drop box kept in the Sub-Collector Office, Keonjhar along with security money (Refundable) of Rs.15000/- (Rupees Fifteen thousand) only in shape of Bank Draft/ Banker's Cheque in favour of Sub-Collector, Keonjhar addressing to the Sub-Collector's Office, Keonjhar on or before 03.04.2024 by 2:00 P.M. and will be opened on 03.04.2024 at 4:00 P.M.** in the office chamber of the undersigned. Further order will be placed and the supplier should supply quoted articles within 5(Five) days in this office acceptance of the quotations. Since provisions of the quoted items are to be completed in a time bound manner, failure to deliver/installation/ service provide/ arrangement made of the items in the prescribed time frame will lead to forfeiture of the EMD amount.

### **Terms and Conditions:-**

1. The interested suppliers/ firms should submit quotations in a sealed envelope. All the pages of the tender paper should be signed with seal of the firms / agency.
2. Photocopy of valid PAN Card, GSTIN registration certificate must be enclosed by the bidders or tenders. The tenderers must submit GSTIN Return or Income Tax clearance (preceding two years.) etc.
3. The **sealed envelope** containing the proposal must be delivered to the Sub-Collector, Keonjhar by Speed post / Registered post/ courier or dropped in the assigned drop box kept in the Sub-Collector's Office **with super scribe the items of quotation viz. "Bid for preparation of Tent / Barricading & other tent house materials on hire basis for the Simultaneous General Election-2024"** . Bid received after the due date will not be entertained and shall liable for rejection.
4. The above quotation(s) will be opened on scheduled date, time and venue. The interested Vendor(s) or their authorised agents shall remain present during opening of quotations with appropriate samples representing of each items which will be provided at their own expenses. Nobody will be allowed to participate in the opening of Sealed Quotations without authorisation. In exigency the quotation will also be opened in the presence of two third majority of representative of the quotations.
5. If the above stated opening or closing date(s) happen to be Govt. Holiday(s)/bandh, the submission/opening of the Sealed Quotation will be on the next working day as per the time scheduled.
6. Any legal dispute arises out of this subject to jurisdictions of Keonjhar only.
7. The quotation should have not been black listed by any Government organisation , if found later on the action shall be initiated against the firm as per law.
8. Suppliers or Firm have to keep sufficient stocks/ man power as per requirement during the General Election-2024.

*Mohandas*  
20/03/24



9. The Sub-Collector, Keonjhar reserves all right to accept or reject any or all quotations without assigning any reason thereof and also has the right to allot / distribute the work to L-2 supplier or Firm at the lowest L-1 rate in case of L-1 bidder fails to deliver the items within the stipulated time.
10. In case of breach of any term and condition and failure to supply the required material by the successful bidders, the Sub-Collector, Keonjhar will have to right to cancel the order/ contract without assigning any reason thereof.
11. The quality will be decided after verification of the sample and order will be placed. The Sub-Collector, Keonjhar has the right to order or not to order for supply and installation. The Sub-Collector, Keonjhar also has right to divide/split the total order among more than one party. **Contract would ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in this bidding document.** Decision of the Sub-Collector, Keonjhar will be final and binding on all vendors/bidders. The Sub-Collector, Keonjhar may order whole items as a single unit from the lowest quoted technically qualified bidder or may decide among different technically qualified bidders quoted lowest for different items, if needed.
12. Manufacturer's name, make, model catalogue/part No./Code No., process etc. of each item if any should be clearly mentioned. If imported, the name address, phone, fax and e-mail (if any) of the Beneficiary/Manufacturer and authorised Indian agent (if you are a sub-agent) should be mentioned
13. Document supporting both past and present status of both the Manufacturer and supplier should be enclosed. Authorisation Certificate of the concerned company in your favour (or in favour of your firm through your principal dealer if you are a sub-agent) to sell/service/giving Annual Maintenance Service for the above items(s) should be enclosed along with the Sealed Quotation otherwise the same will be rejected. If you are a sub-agent a principal dealer of the main company, then a letter from the principal dealer for giving direct service/AMC to this office by them should be enclosed. Other than the rates quoted by the firms, priority of selection will be given to those firms having credentials of supplying to Govt. of India/ Govt. of Odisha in the past.
14. **Technical literatures, brochures etc. supporting the above specifications or facilities may be seen/referred. The Bidders/vendors are requested to highlight/ underline the specification in the technical Brochure as per the specification wanted by the Office. The company should submit all relevant drawings and sketches of each product separately in line with specifications along with the bid.**
15. **The quoted rate must be inclusive of all taxes (CGST, SGST, IGST & other taxes as applicable and fees (including transportation, installation/any other).**
16. The quotation must be attached the valid GSTIN certificate, GST and IT return (minimum 2 years). Incomplete quotations paper shall not be entertained by the committee.
17. The undersigned reserves the right to award the supply to more than one supplier if situation warrants so at the lowest price in view of the time constraints for completion.
18. **No advance payment shall be considered payment shall be made subject to condition that after complete delivery of the materials and installation in good condition as per specification.**
19. Proper GST Bills along with details of Bank A/C for payment.
20. TDS as per GST and IT act will be applicable.
21. **Defective materials, if any, shall be replaced without added cost by the supplier as and when required.** Bidders will be solely responsible for the service and maintenance or replacement of the same within the period of warranty/guaranty respectively.
22. The **selected** supplier/manufacturer must provide a warranty/guaranty starting from the date of delivery of the goods to be mentioned against each item.
23. Any difference or variations in the brand name of specification from our specification should be clearly mentioned. Brochure/Technical literature containing the detailed specification of the models quoted should be enclosed. Give detail specification of all parts and accessories to be supplied.
24. Any freebies to be supplied with the article should be clearly mentioned.





25. **EARNEST MONEY DEPOSIT (EMD/BID SECURITY):** The EMD/Bid security is required to protect the Purchase against the risk of Bidders conduct, which would warrant the security's forfeiture. **An earnest money @ Rs.15,000/- (Rupees Fifteenthousand) only must be deposited in shape of A/C payee Demand Draft of a Nationalised bank in favour of "Sub-Collector, Keonjhar" payable at "Keonjhar" along with the Quotation.** The EMD should normally be remaining valid for a period of minimum 90 days beyond the final bid validity period. Please mention the item name and address in the back side of the EMD draft for our reference. The EMD to the unsuccessful Bidder(s)/Vendor(s) will be returned to them at the earliest (within 30 days) after expiry of the final bid validity or latest on or before the of the award of the contract or order whichever is earlier without any interest. The earnest money of the successful Bidder/Vendor will be returned to them without any interest after completing the successful installation/ Delivery in good and serviceable conditions. Bidder(s)/Vendor(s) exempted from applying EMD shall have to furnish the related valid document for such exemption.
26. Sealed Quotation(s) without appropriate Sealed Quotation fees & EMD will be rejected at the spot of opening of the Sealed Quotation and no reconsideration will be made.

**The EMD/Bid Security may be forfeited**

- a) If a Bidder withdraws, modifies, revises, deviates from its bid or any of the terms and conditions of this Sealed Quotation enquiry document during the period of bid validity specified by the Bidder on the Bid Form: or
- b) In case of a successful bidder, if the bidder fails to furnish order of acceptance within 30 days.

**27. Opening and Evaluation of Bids**

- i. The Purchaser will open all Bids in the presence of Purchase Committee members and Bidders' representatives who choose to attend, as per the schedule given in bid details. The Bidders' representatives who are present shall sign the quotation opening sheet evidencing their attendance.
- ii. During evaluation of bids, the Purchaser may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and response shall be in writing and no change in prices or substances of the bid shall be sought, offered or permitted. However, no negotiation shall be held except with the lowest bidder.
- iii. Preliminary Examination: The Purchaser will examine the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Bids from suppliers, without proper Authorisation from the manufactures shall be treated as non-responsive and rejected.
- iv. Arithmetical errors in financial bids will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of errors, its bid will be rejected.
- v. The Purchaser may waive minor informality, non-conformity irregularity in a bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any Bidder.
- vi. Prior to the detail evaluation, the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purpose of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objections or reservation to critical provisions such as those concerning Bid Security/Performance Security, Warranty, Force Majeure Applicable law and Taxes and Duties, etc., will be deemed to be a material deviation.
- vii. If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity
28. **Contacting the Purchaser:** No Bidder shall contact the Purchaser on any matter relating to its bid from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the purchaser, it should do so in writing. Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder bid and forfeiture of the EMD without prejudice to any other action against such bidder as deemed fit by the Purchaser.

*Mohandas*



- 29. Liquidated damages/Penalty: the date of delivery mentioned in Office order should be strictly adhered to otherwise, the Sub-Collector, Keonjhar reserves the right not to accept the delivery in part or full and to claim the liquidated damages/Penalty at 1% per week or part thereof.**
30. If supply is not completed within the stipulated period and no extension at the period of supply is applied for and granted this office reserves the right to make purchase from any other sources without sending any intimation to cancellation of the order placed with the vendors. If the Sealed Quotation(s) fail to execute the order(s) within the time period, as indicated in the Sealed Quotation/order for supplies or as mutually agreed to the order will be cancelled. They will also be liable for all damages sustained by the Office for non-supply including the liability to pay any difference between the prices accepted by him and those ultimately paid by the office for the articles wise the firm will be black-listed from the office purchases. The Sub-Collector, Keonjhar will assess such damages and his decision in the matter will be final.
31. The contract for supply cannot be sublet without the permission of the Sub-Collector, Keonjhar. The article supplied / installed / service provided/ arrangement made should strictly confirm to the specification, grades etc. and quoted by the firm or to the samples by the firm and accepted by this office. If any of the articles supplied by the Sealed Quotation are found to be bad or unsound, unmerchantable, inferior in quality, or not in accordance with the description or otherwise faulty or unfit for use or unwholesome, the price or prices, of such article incomplete Sealed Quotations/Sealed Quotations without required documents will be rejected. Sealed Quotations submitted after the closing date and time will not be entertained.
32. Any cheating or forgery found at any moment, the Sub-Collector, Keonjhar has the right to forfeit the EMD or Security Money and empowered to take legal action as deemed fit.
33. The Sub-Collector, Keonjhar reserves the right to accept/reject any/all the Sealed Quotations in part or in full without assigning any reason thereof.
34. In the event of any dispute or any difference(s) found between the vendor and Sub-Collector, Keonjhar and Vendor(s), the matter shall be referred to the Civil Court of Keonjhar exclusively.
35. The decision of the Purchase Committee is final in all respect.
36. The Undersigned reserves the right to cancel any or all of the quotations without assigning any reason thereof.

*Onhand 20/03/24*  
**Sub-Collector, Keonjhar**

Memo No. 527 /Elec. Dated. 20/03 /2024

Copy submitted to the District Election Officer & Collector, Keonjhar for favour of kind information and necessary action .

*Onhand 20/03/24*  
**Sub-Collector, Keonjhar**

Memo No. 528 /Elec. Dated. 20/03 /2024

Copy to Sub-Collector, Champua/ Anandapur /all Block Development Officers/ all Tahasildars/ all Executive Officers of ULBs for information with a request to publish the Notice in their Office Notice Board for wide publicity among the General Public.

Copy to all members of the Purchase Committee for information and necessary action.

Copy to DIO, NIC, Keonjhar, for information with a request to up-load the QUOTATION CALL NOTICE in the District website.

Copy to Notice Board, Collectorate, Keonjhar/ Sub-Collector's Office, Keonjhar.

*Onhand 20/03/24*  
**Sub-Collector, Keonjhar**

**DECLARATION**

I/We hereby undertake to abide by all the rules and regulations formulated by this office and mentioned in the Sealed Quotation Notice No. \_\_\_\_\_ date. \_\_\_\_\_ of the Sub-Collector, Keonjhar. I/We also undertake to follow the final decision taken by the Sub-Collector, Keonjhar in case of any dispute in future and we will supply materials as and when required.

Name of the Vendor/Bidder/Manufacturer

**Checked mandatorily to be submitted by the Vendor/Bidder**

1. Declaration that we will supply material as and when required of receipt of supply order
2. Valid EMD/Valid EMD Exemption document
3. GST Return (Maximum 02 Years)
4. IT Return (Maximum 02 Years)
5. Valid PAN Number



## FORMAT FOR QUOTATION

Quotation call Notice No. \_\_\_\_\_  
Name of the Supplier/ Firm / Agency .....  
Address of the supplier / Firm / Agency.....  
PAN No.....  
GSTIN No. of Supplier/ Firm / Agency.....

### PART- I

#### Rate quoted for materials/ articles to be hired item.

SI No	Description	Rate to be quoted	Rate in Rs. Inclusive of all taxes
01	Preparation of tent	Rate per Sq. Feet for 1 day	
02	Barricading	Rate per Sq. Feet for 1 day	
<b>Tent House Materials</b>			
1	Hire charges of chairs (cane)	Rate per Piece / per day	
2	Hire Charges of plastic chairs	Rate per Piece / per day	
3	Hire Charges of tables	Rate per Piece / per day	
4	Hire Charges of dories	Rate per Piece / per day	
5	Hire Charges of carpet	Rate per Piece / per day	
6	Hire Charges of samiyana	Rate per Piece / per day	
7	Hire Charges of water drum	Rate per Piece / per day	
8	Hire Charges of glass/ mug/ jug	Rate per Piece / per day	
9	Hire Charges of bucket	Rate per Piece / per day	
10	Hire Charges of sintex drum	Rate per Piece / per day	
11	Hire Charges of three seated Sofa (steel)	Rate per Piece / per day	
12	Hire Charges of one seated Sofa (steal)	Rate per Piece / per day	
13	Mat (swet)	Rate per Piece / per day	
14	Mat (Coir)	Rate per Piece / per day	
15	VIP Chair (steel)	Rate per Piece / per day	
16	Table Cloth	Rate per Piece / per day	
17	Towel	Rate per Piece / per day	

Signature of the Vendor/Bidder/Manufacturer

## PART-II

### **A. Stalls of 10X10 ft. size including all fittings and fixing of materials, labour and transportation, loading and unloading etc. (including GST)**

Price: \_\_\_\_\_ per stall

Sl.	Particulars	Specification (Basic Requirements)
01	<b>Structure of the STALL</b>	Bamboo structure with <b>New White Cloth</b> , Size of each stall – 10 ft X 10 ft with frontage of 05 ft which is to be covered with cloth. The stalls will be covered both side with white cloth & the front & back side will remain open for mobility of Polling Personnels and Officials. The stalls will be covered with tarpaulin water proof roofing. In the front side for movement of staff & polling personnel for which 05 ft barricading with extension of cloth covering. The design of the stall is attached with quotation/tender document.
02	<b>Flooring</b>	Full Floor Coir Matting/ synthetic matting
03	<b>Ceiling &amp; Wall</b>	Each stall will be covered with white cloth on both sides. The back & front side will remain open for easy movement of polling staff and officials. There will be a passage for movement of polling staff along with polling materials. The back side of the stall will have a passage of 05 ft width & the passage will continue from 1 <sup>st</sup> stall to the last stall. The passage area will be covered with white cloth walling of the entire stall area.
04	<b>Facia</b>	Wooden batten frame for running facia will be erected by the firm of 10 ft X 3 ft. The facia will be covered with white cloth.
05	<b>Furniture for keeping polling materials</b>	Front counter steel/iron with each table having size of 8 ft (length) X 4 ft (width) X 3 ft (height) and wrapped with new white cotton cloth. Plastic Chairs- four (05) numbers in each stall.
06	<b>Electric Fitting</b>	LED light of 14 watts 03 numbers in each stall to be fitted and it is to be connected with generator. An on/off switch is to be fixed along with one (01) 5 AMP plug point for mobile charging. One (01) ceiling fan in each stall connected with on-off switch (all Joints to be covered with insulated Black Tape).

### **(B) Ground Electrification & Generator as a Package: Rs. \_\_\_\_\_**

#### Ground Electrification:

1. Main Switch Board / Panel Board up to 100 KW electric load with cabling & safe wiring.
2. Adequate speakers shall be fitted in the premises for surround sound.
3. 50 LED Light (400 watt) along with wiring / fitting poles.
4. 25 white Halogen light along with wiring / fitting poles.
5. 5 Halogen shall be fitted in and around back side of the stalls for security purpose.
6. One light post in middle of the ground covering all sides.

#### Generator

Generator sets with required fuel shall be provided by the bidder for the entire event. The bidder should always remain prepared for uninterrupted power supply. The generator circuit should be connected with two tube lights in each stall, few ground lights, facilitation Center and public announcement system. The requirement of Generator Sets will be of 40 KVA.

### **C) Waiting place for Polling Personnel : Rs. \_\_\_\_\_**

#### **Separate Waiting Place for Telkoi & Keonjhar Constituency**

An Open waiting place(04 sides) will be erected for sitting of polling personnel.

- Size** : 200 feet (length) X 60 feet (width)
- Light** : 60 numbers of 14 watts LED lights will be fitted in the poles.
- Fan** : 30/40 numbers of ceiling fan
- Ceiling** : Tarpaulin waterproof roofing, Ceiling shall be finished with white cotton properly stretched on wooden batten frames. The roof to be covered with white and blue new cloth and tarpaulin cover