



DISTRICT ELECTION OFFICE, NAYAGARH

Notice No 482 Elect/ Dated 01.09.2018

TENDER CALL NOTICE

Sealed tenders in the prescribed paper are invited from the intending authorized Firm/Tent House owner for arrangement of Light, Mike & Barricading in view of the forthcoming Simultaneous General Election-2019 in Nayagarh District as per **Annexure-I**.

The Sealed tenders should reach to District Election Office, Nayagarh by **Registered Post/Speed Post only** on or before **10.09.2018 up to 05PM** and it will be opened on **11.09.2018 at 11:00AM** in Sadhabana Sabhagraha, Collectorate, Nayagarh in presence of members of Tender Committee and tenderers or their authorized agents. The tender should be submitted in two bids. i.e **(1) Technical Bid & (2) Financial Bid**. The envelope in which the intending bidders will apply should have two separate envelopes for (a) Technical Bid & (b) Financial Bid. The above Tender is subject to the Terms and Conditions attached with the Tender Call Notice.

The Tender Papers along with the details of specification of the articles will be available in the Website www.nayagarh.nic.in from dated **02.09.2018 to 10.09.2018 up to 04:00PM** and can be downloaded from the Website. The tenderer who downloads through website, should pay the tender paper cost of **Rs.1,000/- (Rupees one thousand) only** in shape of Bank Draft/Bankers Cheque drawn in favour of the District Election Officer, Nayagarh payable at Nayagarh from any nationalized bank along with tender document.

The Earnest Money (EMD Cost) for **Rs 30,000/- (Rupees thirty thousand) only** is to be deposited in shape of Bank Draft drawn in favour of **the District Election Officer, Nayagarh payable at Nayagarh from any nationalized bank** along with tender documents. Transfer or adjustment of E.M.D will not be entertained. Shortfall of any required documents, Drafts and EMD will not be entertained and the tender paper will be liable for rejection. **NO TENDERS WILL BE RECEIVED BY HAND OR BY COURIER SERVICE.** The undersigned will not be responsible for any delay in postal service.


Addl. District Election Officer
Nayagarh

TERMS & CONDITIONS

I. **TECHNICAL BID : (Documents to be furnished along with Technical Bid)**

In support of eligibility, a bidder must submit the EMD & the following documents, original copies or attested copies, as the case may be along with the Technical Bid.

- Detailed Profile of the Contractor/ Supplier.
 - Form of Technical bid application/declaration application & check list form duly filed.
 - EMD of amount as specified in the schedule of requirement in shape of Demand Draft in favour of District Election Officer., Nayagarh, payable at Nayagarh from any nationalized bank, which will be refunded immediately to the unsuccessful tenderers after finalization of tender and to the successful tenderers after completion of the Task / Job.
 - Paper cost on download of Tender from District Website in shape of DD drawn in favour of District Election Officer, Nayagarh, payable at Nayagarh from any nationalized bank. The cost of tender paper is not refundable.
 - Copy of PAN Card.
 - Copy of the Income Tax return for the last 3 years assessment.
 - Copy of the up to date Sales Tax/VAT/SGST & CGST clearance certificate and CST (Central Sales Tax) certificate valid up to 31/03/2019.
 - Copy of the firms registration.
 - Xerox copy of bank Pass Book (front page) with the name & A/C Number of Tenderer.
2. The Tender paper is to be addressed to the District Election Officer, Nayagarh and on the top of the cover should be superscripted **“Tender paper for Arrangement of Light, Mike & Barricading in Nayagarh District during the General Election-2019.”**
 3. All the arrangements should be made **within short notice as per requirement /** placement of order. All the arrangements should be made in full and good conditions & in no case part arrangements will be accepted. The Successful Unit/Firm should submit VAT/GST Clearance up to 31/03/2019 during time of submission of Invoice Bill with Delivery Challan.
 4. The Tent House/ Firm should make arrangement for each and every item as specified.
 5. If the Tent House/ Firm fails to arrange within stipulated period, the order will stand automatically cancelled and the EMD & security money will be forfeited to Government.
 6. The Tenderers are to produce experience certificate (if any) i.e on **11.09.2018 as per specification.**
 7. The successful tenderers should replace immediately if arrangement made any incorrect size/specification of the items with the orders of concerned Official.
 8. During finalization of tender by Dist. Tender Committee, it is not mandatory to place supply order to lowest price quoted unit.
 9. The authority reserves the right to reject any or all Tender without assigning any reasons thereof.

ARRANGEMENT OF LIGHT, MIKE & BARRICADING FOR NAYAGARH DISTRICT DURING FORTH COMING GENERAL ELECTION-2019.

TENDER CALL NOTICE NO.DATE: ____09.2018.

TECHNICAL BID

CHECK LIST (TECHNICAL BID)

Please check whether the following documents have been enclosed in the respective cover, namely, Technical Bid: Please arrange the documents serially in the following order.

1. E.M.D in shape of DD in favour of District Election Officer, Nayagarh. : Yes/No
2. Paper cost in shape of DD in favour of District Election Officer, Nayagarh. : Yes/No
3. Technical Bid Application : Yes/No
4. Declaration application for Technical Bid : Yes/No
5. Copy of previous experience (if any) Certificate : Yes/No
6. Copy of the Up-to-date Sales Tax/CST/GST Certificate : Yes /No
7. Copy of PAN Card : Yes/No
8. Copy of the Income Tax return filed for the last three assessment years : Yes/No
9. Copy of VAT/CST/ GST clearance certificate Valid up to 31/03/2018 : Yes/No
10. Xerox copy of Bank Account details : Yes/No
11. In case of any catalogue towards Tent/barricading available with the Firm : Yes/No

DECLARATION APPLICATION

(To be submitted with Technical Bid)

Technical Tender Submission Form

To

**The District Election Officer,
Nayagarh.**

Ref: Tender Call Notice No._____/ Elect. Dated .____09.2018.

Sir,

I/We, the undersigned offer to arrange Light , Mike & Barricading against the Tender Call Notice of District Election Office, Nayagarh. The arrangement of Light, Mike & Barricading to be use during the fourth coming General Election-2019. I/We are hereby submitting our bid, which includes this Technical Bid and Price Bid sealed under a separate envelope.

We hereby declare that all the information and statement made in this bid are true and accept that any of our misrepresentation/blacklisting contained in it may lead to our disqualification.

Our bid is valid for a period of one year & till completion of the process of General Election-2019, subject to the modification of result from contract negotiation; you may subsequently carry out with us to accept our tender. If we are assigned the work during the period of validity of the bid, we undertake to carry out the same as per the terms and conditions of the tender documents.

We have carefully gone through the Terms & Conditions contained in the tender documents and I declare that all the provisions of this tender document are acceptable to my Firm/ Tent House.

I further certify that I am an authorized signatory of my Tent House / firm and am, therefore, competent to make this declaration.

Yours faithfully,

Authorized Signatory (in full and initials):

Name and Title of Signatory:

Name of the Firm:

(Seal)

TECHNICAL BID APPLICATION

(To be submitted with Technical Bid)

General Information about Tent House/Authorized supplier

SL No	Particulars	Details to be furnished	
Details of the Bidder :			
1	Name		
2	Address		
3	Telephone No.		
4	E.Mail i/d		
Details of the Authorized Person:			
5	Name		
6	Address		
7	Telephone No.		
Information about the Firm:			
8	Name of the Firm		
9	Details of Registration of firm/ Tent House (enclose the necessary documentary proof)	Date	Furnish the copy of the certificate of incorporation/ Registration certificate
10	Name of the A/C holder: Bank account No. Name of Bank: IFSC Code :		
11	Locations and address of the Firm		
12	Central Sales Tax Number/GST No.	(Enclose the copy of the up-to-date VAT/CST,GST registration)	
13	VAT/GST Registration No./Valid up to 31.03.2019		
14	PAN Card No.		
15	Income return assessment for last three Financial years:	1. 2. 3.	

DECLARATION

I _____ son/Daughter/wife of shri _____ proprietor/Director/authorized signatory of the Tent House/authorized supplier mentioned above am competent to sign this declaration and execute this tender document. I have carefully read and understood all the Terms & Conditions of the Tender & undertake to abide by them. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing any false information/fabricated documents would lead to rejection of my Tender at any stage besides liabilities towards prosecution under appropriate law.

Authorized Signatory (Seal)

ARRANGEMENT OF LIGHT, MIKE & BARRICADING FOR NAYAGARH DISTRICT DURING FORTH COMING GENERAL ELECTION-2019.

TENDER CALL NOTICE NO.DATE: ____09.2018.

FINANCIAL BID

CHECK LIST (FINANCIAL BID)

Please check whether the following have been enclosed in the respective cover, namely, Financial Bid: Please arrange the documents serially in the following order.)

1.Financial Bid Form : Yes/No

2.Declaration Financial Bid Application. : Yes/No

DECLARATION FINANCIAL BID APPLICATION

To

The District Election Officer,
Nayagarh.

Ref: Tender Call Notice No._____ Dated ._____

Sir,

1/We, the undersigned offer to arrange Light, Mike & Barricading against the above Tender Call Notice during conduct of General Election-2019 of Nayagarh District in accordance with tender referenced above and our Technical Proposal.

Our proposal is valid for a period of one year & still the Election Process is Over after date of Price Bid opening, subject to the modification of result from contract negotiation; you may subsequently carry out with us to accept our tender. If we are assigned the work during the period of validity of the proposal, we undertake to carry out the same as per the terms and conditions of this tender document.

We have carefully gone through the Terms & Conditions contained in the tender documents and I declare that all the provisions of this tender document are acceptable to my Tent House/ Firm.

Yours faithfully,

Authorized Signatory (in full and initials):

Name and Title of Signatory:

Name of the Firm:

(Seal)

FINANCIAL BID FORMAT

APPLICATION –FINANCIAL BID FOR ARRANGEMENT OF LIGHT, MIKE & BARRICADING FOR NAYAGARH DISTRICT DURING FORTH COMING GENERAL ELECTION-2019.

Particulars of articles required for Simultaneous General Election,2019.

<u>SI No.</u>	<u>Name of articles</u>	<u>Specification.</u>	<u>Rate including all Taxes(Rs)</u>
01	Bamboo barricading	Rate per running ft. per day.	
02	Wire meshing	Rate per Sq. ft. per day	
03	Tarpaulin Roofing	Rate per Sr. ft. per day	
04	Cloth roofing	Rate per Sq. ft. per day	
05	Tube light,	Rate per piece per day.	
06	CFL light	Rate per piece per day.	
07	Ceiling fan	Rate per piece per day.	
09	Stand fan	Rate per piece per day	
09	LED light-100WT.	Rate per piece per day.	
10	LED light-70WT..	Rate per piece per day.	
11	Generator set (100 kw)	Rate per one generator per day	
12	Mike set	Rate per set per day.	
13	Table	Rate per piece per day.	
14	Chair	Rate per piece per day.	
15	Durry	Rate per piece per day.	
16	Bucket with mug and glass	Rate per piece per day.	
17	Water Drums	Rate per piece per day.	
18	Air Conditioner 1.5 Ton/1 Ton	Rate per Piece per day.	

N.B. The prices quoted shall be in Indian rupees only .The unit prices quoted in the tender shall be inclusive of all taxes and transportation cost up to District Election Office, Nayagarh.

Authorized Signatory (in full and initials):

Name and Title of Signatory:

Name of the Firm:

(Seal)