



## DISTRICT ELECTION OFFICE, NAYAGARH

Notice No 479 Elect/ Dated 01.09.2018

### TENDER CALL NOTICE

Sealed tenders in the prescribed paper are invited from the intending authorized Suppliers/Dealers/Manufacturers for supply of articles as per "Annexure -I" to be used in forth coming Simultaneous General Election-2019 in Nayagarh District.

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 10:30AM** in Sadbhabana Sabhagruha, Collectorate, Nayagarh in presence of members of Purchase 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](http://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.500/- (Rupees five hundred) 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) of **Rs 10,000/- (Rupees ten 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.

*Peras*  
*11/9/18*

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.
- a. Detailed Profile of the Contractor/ Supplier.
  - b. Form of Technical bid application/declaration application & check list form duly filed.
  - c. 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.
  - d. 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.
  - e. Copy of PAN Card.
  - f. Copy of the Income Tax return for the last 3 years assessment.
  - g. 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.
  - h. Copy of the firms registration.
  - i. 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 superscribed **“Tender paper for supply of Election Materials to be used in Nayagarh District during the General Election-2019.”**
  3. All the procured items should be supplied **within short notice as per requirement** placement of order. All the articles should be delivered in full and good conditions & in no case part supply 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 Supplier should supply the products having specific company logo in each and every item as specified.
  5. If the supplier fails to supply the articles within stipulated period, the order will stands automatically cancelled and the EMD & security money will be forfeited to Government.
  6. The Tenderers are to produce Sample of each item for which rate quoted at the time of opening of the Tender paper **i.e on 10.09.2018 as per specification. If failed to produce sample items at the time of opening of Tender, the District Purchase Committee shall have right to cancel his Tender documents.**
  7. The successful tenderers should replace any damage materials or if arose any incorrect size/specification of the items should replace immediately to concerned Official.
  8. During finalization of tender by Dist. Purchase Committee, it is not mandatory to place supply order to lowest price quoted unit. If pointed out low quality of the materials, the committee shall consider the next rate quoted unit with observing quality of the Tender sample Materials.
  9. The authority reserves the right to reject any or all Tender without assigning any reasons thereof.

**SUPPLY OF ELECTION MATERIALS TO BE USE BY DISTRICT ELECTION OFFICE, NAYAGARH 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 the Manufacturer/Authorized Supplier Registration 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 dealer valid dealership certificate from the manufactures/supplier. : Yes/No
12. Single Sample of each item(to be produce before the Purchase committee) : 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 supply Election Materials against the Tender Call Notice of District Election Office, Nayagarh. The election materials 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. The sample of the items shall be produced before the Purchase Committee on the date & time of opening of the Tender.

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 company/dealership.

I further certify that I am an authorized signatory of my company/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 Manufacturer/Authorized supplier

SL No	Particulars	Details to be furnished	
<b>Details of the Bidder :</b>			
1	Name		
2	Address		
3	Telephone No.		
4	E.Mail i/d		
<b>Details of the Authorized Person:</b>			
5	Name		
6	Address		
7	Telephone No.		
<b>Information about the Firm:</b>			
8	Name of the Firm		
9	Details of Registration of firm/ company (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	Valid dealership certificate from the manufactures in case of Authorized supplier.		
16	Income return assessment for last three Financial years:	1. 2. 3.	

### **DECLARATION**

I \_\_\_\_\_ Son/Daughter/Wife of shri \_\_\_\_\_  
proprietor/Director/authorized signatory of the manufactures/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)**

**SUPPLY OF ELECTION MATERIALS TO DISTRICT ELECTION OFFICE,  
NAYAGARH TO BE USE 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,

I/We, the undersigned offer to supply Election Materials against the above Tender Call Notice for supply of as noted items for 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 & till 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 company/dealership.

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 SUPPLY OF THE FOLLOWING ELECTION MATERIALS TO BE USED AT NAYAGARH DISTRICT DURING THE FORTH COMING GE-2019.**

<b>SI No.</b>	<b>Name of the items</b>	<b>Units</b>	<b>Rate including all Taxes (Rs)</b>
<b><u>Non-consumable Material for polling</u></b>			
1	Trunk ( 23x13x9) inches	Per Piece	
2	Lantern	Per Piece	
3	K'oil Container	Per Piece	
4	Stamp Pad	Per Piece	
5	Lock & key	Per Piece	
6	Metal Roll (Faddu)	Per Piece	
7	Metal Seal of Presiding Officer	Per Piece	
8	Disguising mark of Polling Station	Per Piece	
9	Spike	Per Piece	
10	Metal seal of RO	20 Per AC	
<b><u>Counting Material</u></b>			
11	Stove	1 per AC	
12	Knife	01 per table	
<b><u>Consumable materials for polling</u></b>			
13	Ordinary Pencil	Per Piece	
14	Ball point pen (Red)	Per Piece	
15	Ball point pen (blue)	Per Piece	
16	Pin packet (20gram packs)	per pack	
17	Sealing wax( 10 sticks)	per Pack	
18	Gum paste(tube small)	Per piece	
19	Blade	Per piece	
20	Candle	Per piece	
21	Thin twin thread(01 rill (20 Mtrs)	Per Rill	
22	Carbon paper	per pack	
23	Cloth for removing oil	per piece	
24	Packing paper	Per quire	
25	Empty Tin (small)	per piece	
26	Drawing pin 24 pc per pack	per pack	
27	Rubber band (20pc per pack)	per pack	
28	Cello tape (small)	per piece	
29	Cello tape (Medium))	per piece	
30	Match Box	per piece	
31	Stamp Ink	per piece	
32	Sutuli ( 50 gm bondle)	Per bondle	
33	Niddle Big	Per Piece	
34	Thread (10 Mtrs per pack)	Per Pack	

35	Card Board	Per Piece	
36	Blank Paper	Per Quire	
37	Lantern glass	Per Piece	
38	Lantern tape (6 inches)	Per Piece	
<b><u>Counting Material</u></b>			
39	Rubber band( in kg)	Per Kg	
40	Water sponge	Per piece	
41	Sealing wax( 10 sticks)	Per Pack	
<b><u>Office stationary (For Office use)</u></b>			
42	JK Copier ( pack)	Per Piece	
43	Tonner (HP Laser jet)	Per Piece	
44	Tonner refilling (Nos)	Per Piece	
45	Fax Roll	Per Piece	
46	Carbon paper (Pack)	Per Piece	
47	Tag (50nos in bondle)	Per bondle	
48	Alpin (10 piece Pack)	Per Pack	
49	Register No-6,8,10	Per Piece	
50	Pad lock 7-liver	Per Piece	
51	Pad lock 4-liver	Per Piece	
52	Thread (bondles)	Per Piece	
53	Tape for EVM (Mtrs)	Per meter	
54	Cello tape (Big 2" width)	Per piece	
55	Gum paste (750ml)	Per bottle	
56	Tracing Paper (Roll)	Per Roll	
57	Gramaxin (Kg)	Per Kg	
58	Packing paper	Per Piece	
59	Knife	Per piece	
60	Sketch pen (Dozen)	Per Dozen	
61	Stappler (Big)	Per Piece	
62	Stappler (Small)	Per Piece	
63	Stappler pin (Big)	Per Pack	
64	Stappler pin (Small)	Per Pack	
66	Chalk (pack)	Per Pack	
67	Wax thread (bondles)	Per Bondle	
68	Stamp pad (Big)	Per Piece	
69	Calculator (scientific)	Per Piece	
70	Pen stand	Per Piece	
71	Pen (good quality)	Per Piece	
72	Cutter (small)	Per Piece	
73	Bucket (alluminium)	Per Piece	
74	Plastic folder file	Per Piece	
75	Writing Pad	Per Piece	
76	Whitener (pen)	Per Piece	
77	Fly leaf	Per Piece	
78	Flat File	Per Piece	
79	Paper weight	Per Piece	
80	Scissors	Per Piece	
81	Name plates	Per Piece	

82	Napthalene Ball (pack)	Per Piece	
83	Rubber seal	Per Piece	
84	Towel (big set of 04)	Per set	
85	Bedsheets single	Per Piece	
86	Boaric powder (kg)	Per Kg	
87	Lock & key (small)	Per piece	

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. The unit price comparable with the sample.

Authorized Signatory (in full and initials):

Name and Title of Signatory:

Name of the Firm:

(Seal)