

DISTRICT ELECTION OFFICE, NAYAGARH

Notice No **670**/Elect/ Dated **12** .03.2019.

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/Tender box** at Dist. Election Office, **Nayagarh only** on or before **19.03.2019 up to 05PM** and it will be opened on **20.03.2019 at 11 AM** 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 from dated **13.03.2019 to 19.03.2019 up to 05:00PM** 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 5,000/- (Rupees five 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

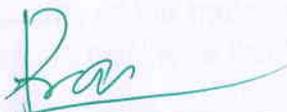
Memo No. 671 /Elect.Date. 12. 03.2019.

Copy to the District Informatics Officer, NIC., Nayagarh for information. She is requested to upload the tender call notice along with other terms and conditions of this tender for wide publicity in the Official website. www.nayagarh.nic.in of Nayagarh District.


Addl. District Election Officer
Nayagarh

Memo No. 672 /Elect.Date. 12. 03.2019.

Copy to the Notice Board of Collectorate, Nayagarh/ Project Director, DRDA, Nayagarh / Sub- Collector, Nayagarh/ All Block Development Officers/ All Tahasildars/ All Executive Officers of N.A.Cs. of Nayagarh District for information. They are requested to publish the same in their Office Notice Board for wide publicity.


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 firm's 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 stand 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 20.03.2019 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: 03.2019.

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 03.2019.

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 forth 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 | |
|--|--|--|--|
| 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/ 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: ____ 03.2019.

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 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:

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.

| SI No. | Name of the items | Units | Rate including all Taxes (Rs) |
|--------|---|-----------|-------------------------------|
| 1 | Plastic Box to collect & store VVPAT slips of size (length 14inches x breadth 10 inches x height 5 inches) | Per Piece | |
| 2 | Plastic Box with pigeonholes to collect & store VVPAT slips size of each compartment (length 6 inches x breadth 4 inches x height 4 inches | Per Piece | |
| 3 | Rubber Bands | Per Piece | |
| 4 | White color paper cards of postcard size | Per Piece | |
| 5 | Big Container to keep paper cards | Per Piece | |
| 6 | Rubber stamp(Mock poll slip)of size 3cmsx1.5 cms) | Per Piece | |
| | | | |
| 7 | Rubber Stamp "Testing VVPAT Slip- VVPAT Commissioning" | Per Piece | |
| 8 | Envelope made of Thick Black Paper | 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)