



DISTRICT ELECTION OFFICE, NAYAGARH

Notice No 522 Elec./ Dated. 28 .02.2024

TENDER CALL NOTICE

Sealed tenders in the prescribed paper are invited from the intending authorized Suppliers/Dealers/Manufacturers for **Supply of Food** for the forth coming Simultaneous General Election-2024 in Nayagarh District.

The Sealed tenders should reach to the undersigned by **Registered Post/Speed Post/By hand/Courier** on or before **06.03.2024 up to 05.30PM** The tenders will be opened on **07.03.2024 at 11.00 AM** in Sadbhavana Sabhagraha, Collectorate, Nayagarh in presence of members of Purchase Committee and all the tenders or their authorized agents. The tenders should contain the Menu Price, Including GST) and delivery charges /Packing submitted only in **Financial Bid**. The envelope in which the intending bidders shall 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 can be downloaded from the Website. The tender who downloads through website, should pay the application fees of **Rs.500/- (Rupees five hundred) only (Non-refundable)** 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. The EMD of unsuccessful bidders will be refunded after finalization of tender process. 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. The undersigned will not be responsible for any delay in postal service. At any point of time , the undersigned is free to call off the tender without prior cancelation.

Sri Rabindra Kumar Naik, EO, District Election Section will receive the sealed tenders with due acknowledgement & he shall maintain a register in this respect.

Res
28.02.24
Addl. District Election Officer
& ADM, Nayagarh

Memo No. 523/Elect. Date. 28 .02.2024.

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.

Res
28.02.24
Addl. District Election Officer
& ADM, Nayagarh

Memo No. 524/Elect. Date. 28 .02.2024.

Copy to the Notice Board of Collectorate, Nayagarh/ CDO-cum-E.O, Zilla Parisad , Nayagarh / Sub- Collector, Nayagarh/ All Block Development Officers/ All Tahasildars/ E.O, Municipality, Nayagarh /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.

Res
28.02.24
Addl. District Election Officer
& ADM, Nayagarh

TERMS & CONDITIONS

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 bidders after finalization of tender and to the successful tenders 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.
- g. Copy of the GST return (GSTR-3B) for last month/quarter.
- h. Copy of the GST registration Certificate.
- i. Xerox copy of bank Pass Book (front page) with the name & A/C Number of Tender.
- j. Copy of the DIC registration Certificate /MSME registration Certificate if any
2. The Tender paper is to be addressed to the District Election Officer, Nayagarh and on the top of the cover should be super scribed "**Tender paper for Supply of Foods** to be used in Nayagarh District during the S.G.E-2024."
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.
4. If the supplier fails to supply the article within stipulated period, the order will automatically stand cancelled and the EMD & security money will be forfeited to Government.
5. The successful tenders should replace any incorrect size/specification of the items should replace immediately to concerned official.
6. 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 foods, the committee shall consider the next rate quoted unit with observing quality foods.
7. The authority reserves the right to reject any or all Tender without assigning any reasons thereof.
8. Oil to be used Suffola Gold & Sundrop etc. Prepared hygienically without use of coloring agents/provisions.
9. Previous experience in Election will be given preference.

**SUPPLY OF FOODS FOR THE FORTH COMING
SIMULTANEOUS GENERAL ELECTION-2024**

TENDER CALL NOTICE NO. DATE. .02.204.

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 Experience Certificate if any : Yes/No
7. Copy of PAN Card : Yes/No
8. Copy of the Income Tax return filed for the last three years : Yes/No
9. Copy of GST registration certificate : 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
13. Copy of the GST (GSTR-3B) return for last quarter /Month : Yes/No
14. Copy of the DIC/MSME registration certificate if any. : Yes/No

**SUPPLY OF FOODS FOR THE FORTH COMING
SIMULTANEOUS GENERAL ELECTION-2024**

DECLARATION APPLICATION

(To be submitted with Technical Bid)

Technical Tender Submission Form

To

The District Election Officer,
Nayagarh.

Ref: Tender Call Notice No. _____ / Elec.Dated . ____ 02.2024.

Sir,

I/We, the undersigned offer for **supply of Foods** system against the Tender Call Notice of District Election Office, Nayagarh for temporary **supply of Foods** for Nayagarh District during the fourth coming General Election-2024. 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-2024, 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)

**SUPPLY OF FOODS FOR THE FORTH COMING
SIMULTANEOUS GENERAL ELECTION-2024**

TECHNICAL BID APPLICAION

(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 Id | | |
| 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 | GSTIN No. | (Enclose the copy of Registration Certificate & the up-to-date GST return) | |
| 13 | PAN Card No. | | |
| 14 | Valid dealership certificate from the manufactures in case of Authorized supplier. | | |
| 15 | Income Tax return for last three 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 FOODS FOR THE FORTH COMING
SIMULTANEOUS GENERAL ELECTION-2024**

TENDER CALL NOTICE NO. DATE. .02.2024.

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 for **Supply of Foods** against the Tender Call Notice of District Election Office, Nayagarh for arrangement for **Supply of Foods** as noted items for conduct of General Election-2024 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)

**SUPPLY OF FOODS FOR THE FORTH COMING
SIMULTANEOUS GENERAL ELECTION-2024**

FINANCIAL BID FORMAT

**APPLICATION –FINANCIAL BID FOR SUPPLY OF FOODS FOR THE
FORTH COMING SILMULATANEOUS GENERAL ELECTION-2024**

| SI No. | Name of article | Specification | Rate in (Rs) |
|---------------|------------------------|--------------------------------|---------------------|
| 01. | Supply of food | Veg Meal | |
| 02 | Supply of foods | Non-Veg Meal | |
| 03 | Supply of Tiffin | Dry Sanks | |
| 04 | Tea | Tea per cup | |
| 05 | Coffee | Coffee per cup | |
| 06 | Drinking water | Water bottle ½ Ltr. Per carton | |

N.B.1. The prices quoted shall be in Indian rupees only .

2. The unit prices quoted in the tender shall be inclusive of all taxes and transportation cost up to the specified place as desired by the District Election Officer, Nayagarh.

Authorized Signatory (in full and initials):
Name and Title of Signatory:
Name of the Firm:

(Seal)