

**TENDER FOR SELECTION OF SUPPLIER / AGENCY FOR SUPPLY OF MATERIALS IN CONNECTION WITH GENERAL ELECTION, 2019**

Notice No. 290 Dt. 25/2/19 /

SCHEDULE OF EVENT		
1.	Publication of Tender :	25.2.2019
2.	Last date of submission of Bids :	01.03.2019(By 2PM.)
3.	Opening of Bid :	01.03.2019(By 4PM)

*13/5/2019*  
**DEO & Collector  
Kendrapara.**

DEO & Collector,  
Kendrapara

## DISTRICT ELECTION OFFICE ; KENDRAPARA

Notice No. 290 / Elec. Dt. 25/2/19 /

### 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 Kendrapara District.

The Sealed tenders should reach to District Election Office, Kendrapara by Registered Post / Speed post only on or before 1.3.2019 by 2 P.M. and it will be opened on the same day at 4 P.M. in the Conference Hall of Collectorate, Kendrapara in presence of members of Purchase Committee and Bidders will apply should have 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.kendrapara.nic.in](http://www.kendrapara.nic.in) from Dt. 25.2.2019 to 1.3.2019 and can be downloaded from the website. The bidder who downloads through websites 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, Kendrapara payable at Kendrapara from any nationalize 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, Kendrapara payable at Kendrapara 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.

*25/2/19*  
DEO & Collector,  
Kendrapara

## TERMS & CONDITIONS

- I. TECHNICAL BID : (Documents to be furnished along with General 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 General 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, Kendrapara, payable at Kendrapara from any nationalized bank, which will be refunded immediately to the unsuccessful bidders after finalization of tender and to the successful bidders 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, Kendrapara, payable at Kendrapara 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 31.3.2019.
  - h. Copy of the firms registration.
  - i. Xerox copy of bank Pass Book (front page) with the name & A/C Number of Bidders.
2. The Tender paper is to be addressed to the District Election Officer, Bidders and on the top of the cover should be super scribed "Tender paper for supply of Election Materials to be used in Kendrapara 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 and in no case part supply will be accepted. The Successful Unit / Firm should submit VAT / GST Clearance up to 31.3.2019 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 Bidders are to produce Sample of each item for which rate quoted at the time of opening of the Tender paper i.e. on 1.3.2019 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 Bidders 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 District 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, KENDRAPARA DURING FORTH COMING GENERAL ELECTION-2019.**

TENDER CALL NOTICE NO. 290 DT. 25.2.19 /

**GENERAL 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, Kendrapara : Yes/No
2. Paper cost in shape of DD in favour of District Election Officer, Kendrapara : Yes/No
3. General 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 31.3.2018 : 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

Yours faithfully,

Authorized Signatory (In full and) (Date)

Name & Title of Signatory :

Name of the Firm

(Seal)

**DECLARATION APPLICATION**

(To be submitted with Technical Bid)

Technical Tender Submission form

To

The District Election Officer,  
Kendrapara.

Ref. : Tender Call Notice No. 290 /Elec. Dt. 25.2.19

Sir,

I/We, the undersigned offer to supply Election materials against the Tender Call Notice of District Election Office, Kendrapara. 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 documents 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 & Title of Signatory :**

**Name of the Firm :**

**(Seal)**

## GENERAL BID APPLICATION

(To be submitted with General 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 Authorised 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 document proof)	Date	Furnish the copy of the Certificate of incorporation / Registration certificate
10	Name of the A/C holder: Bank Account No. Name of the Bank: IFSC Code:		
11	Location 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 certification from the manufactures in case of Authrorised 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 mention 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, KENDRAPARA TO BE USE DURING FORTH COMING  
GENERAL ELECTION'2019**

TENDER CALL NOTICE NO. \_\_\_\_\_ DT. \_\_\_\_\_ /

**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,  
Kendrapara.**

Ref. : **Tender Call Notice No. \_\_\_\_\_ Dt. \_\_\_\_\_ /**

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 Kendrapara 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 & 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 KENDRAPARA DISTRICT DURING  
THE FORTH COMING GENERAL ELECTION' 2019**

<b>Sl. No.</b>	<b>Name of the Item</b>	<b>Unit</b>	<b>Rate including Tax</b>
1	LED Light (of various sizes)	Per piece	
2	Transparent plastic Box for keeping VVPAT slips taken out from the Drop Box of the VVPAT, a sufficiently sized container with lid, of dimensions 14 inch x 10 inch x 5 inch (length x breadth x height)	Per Box	
3	Pigeon Hole Boxes for VVPAT in which each compartment must be at least 6 inch x 4 inch x 4 inch (length x breadth x height)	Per Box	
4	Big plastic container for lottery using paper cards (post card size) which are approximately 250 in nos.	Per piece	
5	Rubber stamp (MOCK POLL SLIP) (Dimension : 3cms x 1.5 cms)	Per piece	
6	Transparent Cello Tape (4")	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, Kendrapara. The unit price quoted should accompany the sample.

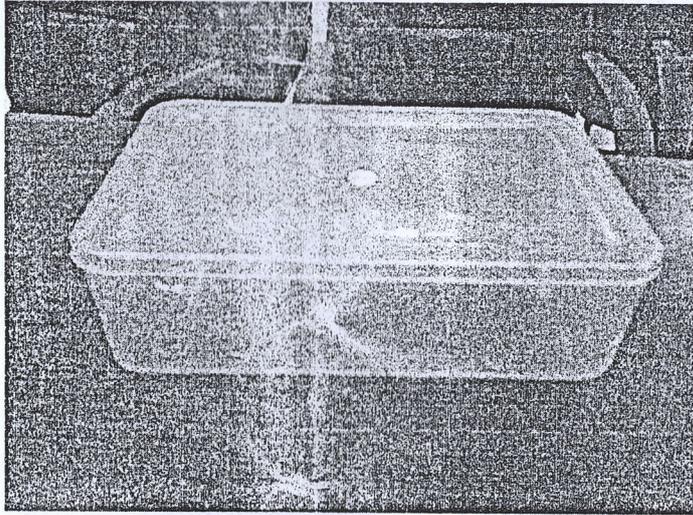
**Authorized Signatory (in full and initials):**

**Name & Title of Signatory :**

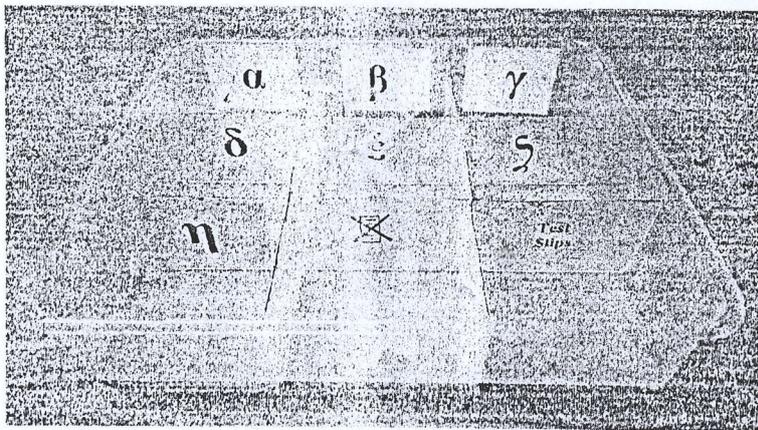
**Name of the Firm :**

**(Seal)-**

✓  
S.No.1.



Sample Container -14 inch X 10 inch X 5 inch (length X breadth X height)



Sample Pigeonholes (Size of each compartment 6 inch X 4 inch X 4 inch)

L-32  
FF32