



**COLLECTORATE: RAYAGADA**  
(Election Section)

No. 141 /I-56/2024

Dated: - 20/01/2024

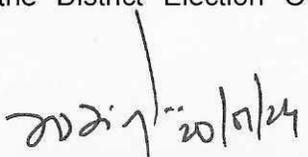
**Short Tender Call Notice**

Sealed tenders are invited from interested authorized Agencies / Firms / Suppliers for purchase of I.T infrastructure- one printer under Rs. 7,72,000/- including all taxes for the ensuing Simultaneous General Election-2024 under Rayagada district. The details of information and documents to be furnished are given under

**Schedule of Events**

Publication of tender	: - 20.01.2024
Last date for receipt of bids	: - 29.01.2024
Opening of General Bid	: - 30.01.2024
Notification of Qualified Bidders	: - 30.01.2024
Opening of Financial Bid	: - 30.01.2024

- 1) The bidders are advised to visit frequently or contact District Election Office, Rayagada to track any Modification/Corrigendum etc. or to know the samples of articles in this connection.
- 2) Canvassing in any form shall be liable for disqualification.
- 3) The application form of tender containing General bid information and terms and condition for purchase of I.T infrastructure will be available with District Election office, Rayagada at a cost of Rs. 100/-.
- 4) Last date of submission of tenders is 29.01.2024 by 05.30 PM. No tenders will be received after due date & time.
- 5) Collector, Rayagada reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- 6) The bidders are requested to submit the sealed tender papers for General Bid & Financial Bid (both in one cover) by due date & time by Speed Post / Registered Post / shall be dropped in the assigned drop box kept at the District Election Office, Collectorate, Rayagada.

  
DEO & COLLECTOR, RAYAGADA

Memo No. 142

Copy to Notice Board of Collector, Rayagada.

Dated:-20/01/2024

*2021/20/01/24*  
DEO & COLLECTOR, RAYAGADA

Dated:-20/01/2024

Memo No. 143

Copy along with enclosures forwarded to All Sub-Collectors / All Block Development Officers / All Tahasildars / All CDPOs / P.A., ITDA, Rayagada / CDO-cum-E.O, Zilla Parishad, Rayagada for information and necessary action with a request to publish the tender/ quotation notice in their office notice board.

*2021/20/01/24*  
DEO & COLLECTOR, RAYAGADA

Memo No. 144

Copy with its enclosures in soft copy sent to the DIO, NIC to upload the Short Notice in the District Website.

Dated:-20/01/2024

*2021/20/01/24*  
DEO & COLLECTOR, RAYAGADA

## TERMS & CONDITION

The following terms and conditions must be fulfilled by the successful bidders

1. Photocopy of valid PAN card, GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder along with their proposals. All the pages of the tender must be signed with seal of the Firms / Agencies.
2. Relevant self attested copies of documents in support of the above criteria must be enclosed along with General Bid documents failing which the bid will be liable to be rejected.
3. The bidder should not have been blacklisted by any Govt. organization. If found later on, action shall be initiated against the firm as per the law.
4. The successful bidder shall not assign or sublet the contract to any other firm.
5. In case of the firm does not supply the item in time, the authority will be at liberty to reject the tender and may purchase the item from other source.
6. The transportation cost of the unit will be borne by the suppliers.
7. The price quoted shall be including of all taxes. The bidders shall clearly mention all applicable taxes.
8. The Collector, Rayagada reserves the right to accept or reject any or all the tenders without assigning any reason thereof and also has the right to allot / distribute the work to L2 supplier / firm at the Lowest (L1) rate in case if L1 bidder fails to deliver items within the stipulated period.
9. In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the Collector, Rayagada will have the right to cancel the order / contract without assigning any reason thereof and nothing will be paid by this office in that event.

## **GENERAL PROPOSAL**

The General Proposal shall include following items

1. Photocopy of valid PAN card, GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder along with their proposals. All the pages of the tender must be signed with seal of the Firms / Agencies.
2. Relevant self attested copies of documents in support of the above criteria must be enclosed along with General Bid documents failing which the bid will be liable to be rejected.
3. Detailed profile of the company as per Annexure-I.
4. Letter of Authorized representative as per Annexure-II.
5. Declaration of ineligibility for corrupt or fraudulent practice as per Annexure-III.

### **Financial Proposal**

The Financial proposal should consist of the following documents

1. Financial Proposal as per Annexure-IV.

**ANNEXURE – I**

**PROFILE OF THE FIRM**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Firm/Company	
2	Year of Establishment	
3	Address of Office	
4	Telephone No.	
5	Fax No.	
6	Email Address	
7	Website Address	
8	PAN No.	
9	GST Registration certificate	

Signature of Witness  
Tenderer

Date:

Place:

Signature of the

Date:

Place:

Company Seal

REPRESENTATIVE AUTHORIZATION LETTER

To

The District Election Officer & Collector, Rayagada.

Ms./Mr. \_\_\_\_\_ is hereby authorised to sign relevant documents on behalf of the company in dealing with reference No. \_\_\_\_\_/Elec, dated \_\_\_\_\_. She /He is also authorised to attend meetings & submit required information as may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory

\_\_\_\_\_

Representative Signature

\_\_\_\_\_

Signature attested

Company Seal

SELF DECLARATION

To

The District Election Officer & Collector, Rayagada.

In response to the Office Notice No. \_\_\_\_\_/Elec, dated \_\_\_\_\_ of Ms./Mr. \_\_\_\_\_, as a \_\_\_\_\_, I / We hereby declare that our company \_\_\_\_\_ is having unblemished past record and was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

Signature of Witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

ANNEXURE-IV

FINANCIAL BID

Tender Call Notice No:

Name of the Supplier / Agency / Firm:

Address of the Supplier / Agency / Firm:

PAN No:

GSTIN No of the Supplier / Agency / Firm:

Item	Specification	Rate quoted (excluding all taxes)	Tax (GST) in Rs.	Total Cost in Rs. (3+4)
1	2	3	4	5
Multi-Function Machine	<ul style="list-style-type: none"><li>• <b>Type-</b> Mono, Multifunction Machine</li><li>• <b>Print Technology-</b> Laser</li><li>• <b>Cartridge Technology-</b> Separate Drum And Toner (Dual Component)</li><li>• <b>Flatbed Size-</b> A3</li><li>• <b>Paper-</b> A3, A4</li><li>• <b>RAM-</b> 5120 MB or More</li><li>• <b>HDD-</b> 256 GB or More</li><li>• <b>Minimum speed per minute (A4)-</b> 55 or more</li><li>• <b>Minimum speed per minute (A3)-</b> 28 or more</li><li>• <b>Scanning facility-</b> Yes</li><li>• <b>Printing &amp; Scanning (Duplex)-</b> Yes</li><li>• <b>Networking feature-</b> Yes, Ethernet 10/100/1000</li><li>• <b>Wifi-</b> Yes, Wifi 802.11 b/g/n</li><li>• <b>Document Feeder type-</b> SPDF</li><li>• <b>Feeder capacity-</b> 200</li><li>• <b>No of main paper tray-</b> 2</li><li>• <b>Each main paper tray capacity-</b> 500 or more</li><li>• <b>Bypass facility-</b> Yes</li><li>• <b>Bypass tray capacity-</b> 100</li><li>• <b>Duty Cycle (No of Prints/month)-</b> 250000</li><li>• <b>Operating Temperature-</b> 10-30 Degree C</li><li>• <b>Operating Humidity-</b> 20% RH- 80% RH</li><li>• <b>Certification-</b> RoHS</li><li>• <b>Warranty-</b> 5 years onsite warranty</li></ul>			