

COLLECTORATE, RAYAGADA
(ELECTION SECTION)

Notice No. 288 /Elec.

Dated. 15/2/2024

TENDER CALL NOTICE

Sealed tenders in the prescribed format are invited from the intending Suppliers/Dealers/Manufacturers/ Sellers/ Firms/Company/ Authorised agencies for supply of goods and services as per "Annexure-I" as required for forthcoming simultaneous General Election-2024 in Rayagada District.

The Sealed tenders should reach to District Election Office, Rayagada by **Registered Post/ Speed Post** only on or before 29/02/2024 by 5.00 P.M. and it will be opened on 29/02/2024 AT 05.30 PM in the Sadhabana Conference Hall of Collectorate, Rayagada in presence of members of Tender Committee and Bidders or their authorized agents. The tender should be submitted in two Bids i.e. (General Bid & Financial Bid) as per 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.rayagada.nic.in from dated 15.02.2024 to 29.02.2024 and can be downloaded from the website.

- (i) Last Date of submission of Tender : 29/02/2024 at 05.00 P.M.
- (ii) Date of Opening of General Bid : 29/02/2024 at 05.30 P.M.
- (iii) Date of Opening of Financial Bid : 29/02/2024 at 06.00 P.M.

The Earnest Money (EMD Cost) of Rs.20,000/- (Rupees Twenty Thousand) only along with tender paper cost of Rs.500/- (Rupees Five Hundred) only are to be deposited in shape of Bank Draft drawn in favour of the "District Election Officer, Rayagada" payable at Rayagada from any nationalized bank along with tender documents. Transfer or adjustment of E.M.D. will not be entertained. Shortfall of any required document, 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 held responsible for any delay in postal service.


Addl. DEO & ADM, RAYAGADA

Memo No. 289 /2024

Dated: 15/2/24

Copy forwarded to the DIO, NIC, Rayagada for information. He is requested to upload the advertisement in the district website for wide publication of the same.


Addl. DEO & ADM, RAYAGADA

**COLLECTORATE, RAYAGADA
(ELECTION SECTION)**

TENDER DOCUMENT

**Important dates of the Tender for supply of articles as per
"Annexure-I" required for the forthcoming
Simultaneous General Election-2024 in Rayagada District**

(a)	Date of Publication of Tender	15.02.2024
(b)	Last date and time for submission of Tender Document	29.02.2024 by 05.00 PM
(c)	Date and time for Opening of (i) General Bid (ii) Financial Bid of eligible Bidders	29.02.2024 at 05.30 PM 29.02.2024 at 06.00 PM

TERMS & CONDITIONS

1. **General BID : (Documents to be furnished along with General Bid)**

In support of eligibility, a bidder must submit the EMD & the following documents in shape of hard original copies or attested copies, as the case may be along with the Technical Bid.

- (i) Detailed Profile of the Contractor/ Supplier.
- (ii) Form of General bid application/declaration application & check list duly filled.
- (iii) EMD amount as specified in the schedule of requirement in shape of Demand Draft in favour of District Election Officer, Rayagada, payable at Rayagada from any nationalized bank. The EMD will be refunded to the unsuccessful bidders after finalization of tender within 15 days and to the successful bidders after completion of the Task / Job.
- (iv) Copy of PAN Card & Aadhar Card of the Head of Business.
- (v) Copy of the Income Tax return of last 03 years assessment.
- (vi) Copy of the up to date GST clearance certificate valid up to 31/12/2023.
- (vii) Copy of the firm registration certificate.
- (viii) Xerox copy of Bank Pass Book (front page) with the name & A/c Number of Bidder/Business concern.

2. The Tender paper is to be addressed to the District Election Officer & Collector, Rayagada having on the top of the cover/ envelope should be superscribed "**Tender paper for supply of Election Materials to be used in Rayagada District during the General Election- 2024.**"
3. There shall be 03 covers/envelops. One sealed cover will contain General Bid papers/documents and another sealed cover will contain Financial Bid papers/documents. On the front top of 02 sealed covers/ envelopes must be addressed to the DEO & Collector, Rayagada superscribed as "**Tender paper for General Bid**" and "**Tender paper for Financial Bid**" as required. Both the sealed covers will be kept in another cover addressed to the DEO & Collector, Rayagada superscribing the mark as written in the Point No.2 above.
4. The intending bidders should verify some samples of the articles available in this office received from the office of the CEO, Odisha, on any working hours and submit the proposal/quote price accordingly to provide the exact items on successful bidding.
5. All the item of articles should be supplied **within short notice as per requirement & placement of order**. All the articles should be delivered in full and good conditions/ as per the sample & quality finalised & in no case part supply will be accepted. The Successful Unit/Firm should submit GST Clearance up to 31/01/2024 during time of submission of Invoice Bill with Delivery Challan.
6. The Supplier should supply the products/articles having specific company logo in each and every item as specified other than the manual made items.
7. If the supplier fails to supply the articles within stipulated period, the order will stand automatically cancelled and the EMD amount will be forfeited to Government.
8. The Bidders must have at least 30 (Thirty) Lakhs turnover of the business averaging the last 03 years and provide documents to this respect at the time of application for tender.
9. The Bidders must not have been black listed and must have Udyam Aadhar Registration Certificate. They will submit declaration and copy of certificate respectively.
10. The Bidders are required to produce Sample of each item against which the rate quoted at the time of opening of the Tender paper i.e. on **29.02.2024 as per specification**. If failed to produce sample items at the time of opening of Tender, the District Tender Committee shall have right to cancel his/her/its Tender

application.

11. The successful Bidder(s) should replace any damage material(s) or if arose any incorrect size/specification of the items immediately to concerned official(s).
12. During finalization of tender by the District Tender Committee, it is not mandatory to place supply order to lowest price quoted unit. If pointed out regarding low quality of the materials, the committee shall consider the next rate quoted unit after observing quality of the Tender sample Materials.
13. The authority reserves the right to reject any or all Tender without assigning any reasons thereof.

**SUPPLY OF ELECTION MATERIALS TO THE DISTRICT ELECTION OFFICE,
RAYAGADA FOR THE FORTHCOMING SIMULTANEOUS GENERAL ELECTION-2024**

TENDER CALL NOTICE NO. _____ /Elec.

DATE: .02.2024

GENERAL BID

CHECK LIST (GENERAL BID)

Please check whether the following documents have been enclosed in the respective cover/envelope namely, General Bid: Please arrange the documents serially in the following order.

1.	E.M.D of Rs.20,000/- in shape of DD in favour of District Election Officer, Rayagada.	Yes / No
2.	Tender Paper cost of Rs.500/- in shape of DD in favour of District Election Officer, Rayagada.	Yes / No
3.	General Bid Application	Yes / No
4.	Declaration application for General Bid	Yes / No
5.	Copy of the Manufacturer / Authorized Supplier Registration Certificate	Yes / No
6.	Copy of the GST Registration Certificate	Yes / No
7.	Copy of PAN Card	Yes / No
8.	Copy of Udyam Aadhar Certificate	Yes / No
9.	Copy of 03 years turnover document proof / Balance sheet	Yes / No
10.	Copy of the Income Tax return filed for the last Three assessment Years (2020-21, 2021-22, 2022-23)	Yes / No
11.	Copy of GST Return for the Financial Year 2023-24 (up to date)	Yes / No
12.	Xerox copy of Bank Account details	Yes / No
13.	In case of dealer, valid dealership certificate from the manufactures/ supplier.	Yes / No
14.	Single Sample of each item (to be produced before the Tender Committee)	Yes / No
15.	Copy of Authorization to the person attending the Tender opening meeting.	Yes / No

DECLARATION

(To be submitted with General Bid Application)

To

**The District Election Officer & Collector,
Rayagada**

Ref:- Tender Call Notice No. _____ / Elec. Dt. _____/02/2024

Sir,

I/We, the undersigned offer to supply Election Materials against the Tender Call Notice of District Election Office, Rayagada for requirement of the articles/ materials for the forthcoming Simultaneous General Election-2024. I/We are hereby submitting our bid, which includes this General Bid and Financial Bid sealed under separate envelopes and both kept in another envelope. The sample of the items shall be produced before the Tender Committee on the date & time of opening of the Tender.

I/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.

My/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 declare that all the provisions of this tender document are acceptable to my company/dealership/agency.

I further certify that I am an authorized signatory of my company/firm/agency 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)

GENERAL BID APPLICATION

(To be submitted with General Bid)

General Information about Manufacturer/Authorized supplier

Sl. No.	Particulars	Details to be furnished
Details of Bidder:		
1	Name	
2	Address	
3	Telephone Number	
4	E.Mail Id	
Details of Authorised Person:		
5	Name	
6	Address	
7	Telephone Number	
Firm/Entity/Agency Details:		
8	Name of the Firm/Agency	
9	Details of Registration of Company/ Firm/ Entity (Enclose Registration Certificate)	
10	Address of the Firm/Entity	
11	GST Number	
12	PAN	
13	Aadhar Number of the Owner of the Business	
14	Udyam Aadhar Number of Business Entity	
15	Bank Account Details (Enclose copy of the Cancelled Cheque)	
16	Valid Dealership Certificate	
17	Income Tax Assessment Return of last 03 years. (Enclose copies)	
18	Turnover/Balance sheet/ Audit Report of last 03 years	

DECLARATION

I _____, Son/ Daughter/ Wife of Shri _____ Proprietor/Director/authorized signatory of the manufactures/authorized supplier/ agency 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 provisions of law.

**Signature & Seal of
Authorised Signatory**

**SUPPLY OF ELECTION MATERIALS TO DISTRICT ELECTION OFFICE, RAYAGADA
FOR THE FORTHCOMING SIMULTANEOUS GENERAL ELECTION-2024**

TENDER CALL NOTICE NO. _____

DATE: _____ .02.2024

**FINANCIAL BID
CHECK LIST (FINANCIAL BID)**

Please check whether the following papers 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 of Financial Bid Application. | : Yes / No |

DECLARATION FINANCIAL BID APPLICATION

To,

**The Collector & District Election Officer,
Rayagada**

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 items/ articles/ materials as per the list for conduct of General Election-2024 of Rayagada District in accordance with tender referred above clubbed with General Bid proposal.

Our proposal is valid for a period of one year & till the Election Process is over after date of Financial 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.

I have carefully gone through the Terms & Conditions contained in the tender documents and I hereby declare that all the provisions of this tender document are acceptable to my company/dealership/ agency/entity.

Yours faithfully,

Authorized Signatory (in full and initials)

Name and Title of Signatory:

Name of the Firm:

(Seal)

**LIST OF ARTICLES/ MATERIALS FOR FINANCIAL BID TO BE SUPPLIED FOR
THE FORTHCOMING GENERAL ELECTION, 2024 OF RAYAGADA DISTRICT**

Sl. No.	Name of the Item	Unit	Approximate Quantity	Rate to be quoted including all Taxes per Unit (in Rs)
NON-CONSUMABLE MATERIALS				
1	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	2000	
2	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	60	
3	Big plastic container for lottery using paper Cards (Post Card size) which are approximately 250 in nos.	Per Box	06	
4	Transparent Plastic Box for keeping consumable materials with lid, of dimensions (28.5 x 19x 8) c.m. (length x breadth x height)	Per Box	1000	
5	Transparent plastic Box for keeping Seal & stamp with lid, of dimensions (19 x 12.5 x 5.2) c.m. (length x breadth x height)	Per Box	1000	
6	Rubber stamp (MOCK POLL SLIP) (Dimension:3cms X 1.5cms)	Per piece	1000	
7	Lock & Key (Small Mobaj)	Per piece	1000	
8	Metal seal of Presiding Officer	Per piece	1000	
9	Distinguishing mark of Polling Station	Per piece	1000	
10	Spike	Per piece	2000	
11	Metal Seal of RO	Per piece	09	
12	Cotton Arm Band (with Election Logo- Name-Presiding Officer)	Per piece	1000	
13	Cotton Arm Band (with Election Logo- Name-1 st Polling Officer)	Per piece	1000	
14	Cotton Arm Band (with Election Logo- Name-2 nd Polling Officer)	Per piece	1000	
15	Cotton Arm Band (with Election Logo- Name-3 rd Polling Officer)	Per piece	1000	
16	Cotton Arm Band (with Election Logo- Name-4 th Polling Officer)	Per piece	1000	
17	Cotton Arm Band (with Election Logo- Name-5 th Polling Officer)	Per piece	1000	

CONSUMABLE MATERIALS				
18	Stamp Pad (Purple)	Per piece	1000	
19	Match Box	Per piece	1000	
20	Ordinary Pencil	Per piece	1000	
21	Eraser	Per piece	1000	
22	Ball Pen(Blue)	Per piece	3000	
23	Ball Pen(Red)	Per piece	1000	
24	Ball Pen(Silver White)	Per piece	1000	
25	Blank Paper (A4 Xerox)	Per packet	30	
26	Alpin (25 pieces)	Per packet containing 25 pins	1000	
27	Sealing wax (6 Sticks)	Per pack containing 06 sticks	1000	
28	Gum Paste (Tube Small)	Per Tube	1000	
29	Blade (1pc)	Per pack containing 06 each	200	
30	Candle Stick (4 nos)	Per pack containing 04each	1000	
31	Thin twine threads (20 Mtrs.)	Per bundle	1000	
32	Jute Sutuli (5 mtr bundle)	Per bundle	1000	
33	Steel Scale- 12 inch (1pc)	Per Piece	1000	
34	Carbon Paper- Blue (3pc)	Per packet containing 100 pieces each pkt.	30	
35	Cotton Cloth or rag for removing oil etc. (1 mtr.)	Per meter (cut piece)	1000	
36	Packing paper sheets (3 sheets)	Per sheet	3000	
37	Paper Tea Cup for holding indelible ink bottle- (1pc)	Per 100 Cups	10	
38	Drawing pins (24 pc)	Per packet containing 24 pc each	1000	
39	Rubber bands (20 pieces per pack)	Per pack (20 pieces per pack)	1000	
40	Transparent Adhesive tape (1 medium tape)	Per Roll	900	
41	Arrow cross mark rubber stamp (1pc)	Per piece	1000	
42	Rubber Seal of Presiding Officer (1pc)	Per piece	1000	
43	Mock Poll Slip Stamp (1pc)	Per piece	1000	
COUNTING MATERIALS				
44	Rubber Band (in Kg)	in Kg	01	
45	Water Sponge	Per piece	30	

OFFICE STATIONARY (FOR OFFICE USE)				
46	JK Copier (A4)- 75 GSM	Per Cartoon having 10 pkts	10	
47	JK Copier (A3)- 75 GSM	Per Rim	01	
48	Cartridge (HP Laser Jet-1020 plus) Compatible	Per piece	10	
49	Tonner (HP Laser Jet- 88A) Compatible	Per piece	10	
50	Tonner (Cannon Image Runner-2004L) Compatible	Per piece	10	
51	Tag Cotton (100 pc pack)	Per pack	05	
52	Alpin steel (per packet)	Per packet	05	
53	Bound Register Rolling No.4	Per Piece	20	
54	Bound Register Rolling No.-6	Per Piece	20	
56	Bound Register Rolling No.-8	Per Piece	20	
57	Bound Register Rolling No.-10	Per Piece	20	
58	Pad Lock —7 liver- Godrej- Long Shackle	Per Piece	10	
59	Pad Lock —7 liver- Godrej- Medium Shackle	Per Piece	10	
60	Pad Lock — 4 liver- Godrej- Medium Shackle	Per Piece	10	
61	Stapler (Big) Kangaroo Steel	Per Piece	10	
62	Stapler (Small) Kangaroo Steel	Per Piece	20	
63	Stapler Pin (Big)	Per Packet	20	
64	Stapler Pin (Small)	Per Packet	40	
65	Stamp Pad Blue Medium Favre Cassel	Per Pad	20	
66	Calculator- Original Casio medium size Pencil Battery- 100 Check	Per Piece	10	
67	Pen Drive (Sandisk- 32GB)	Per Piece	20	
68	Pen Drive (Sandisk-32GB) (USB & Mobile)	Per Piece	10	
69	Pen Stand	Per Piece	05	
70	Plastic Folder	Per Piece	100	
71	Writing Pad (Small Spiral)	Per Piece	50	
72	Whitener Pen(correction pen)	Per Piece	20	
73	Fly Leaf	Per Piece	200	
74	Flat File	Per Piece	100	
75	Scissors Medium Steel	Per Piece	05	
76	Cutter Knife medium	Per Piece	20	
77	Paper weight- unbreakable plastic square	Per Piece	20	

N.B. (1) 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, Rayagada. The unit price quoted should accompany the sample.

(2) The actual quantity of materials may vary accordingly to the requirements.

Authorized Signatory (in full and initials):

Name and Title of Signatory:

Name of the Firm:

(Seal)