

COLLECTORATE, RAYAGADA
(ELECTION SECTION)

Notice No. 290 /Elec.

Dated. 15/2/24

TENDER CALL NOTICE

Sealed Quotations in enclosed format inviting from the intending Registered Suppliers / Co-Operative Stores / Manufacturers / Agencies for supply of LED LAMP for the ensuing Simultaneous General Election - 2024. The details of information and documents to be furnished are given in the following manner.

Schedule of Events

Publication of tender	15-02-2024
Last Date for receipt of bids	29-02-2024 by 4.00 PM
Opening of General bids	29-02-2024 at 05.00 PM
Opening of Financial bid	29-02-2024 at 6.00 PM

The Sealed tenders should reach to District Election Office, Rayagada by **Registered Post/ Speed Post** only on or before 29/02/2024 by 4.00 P.M. and it will be opened on 29/02/2024 in the Sadhabana Conference Hall of Collectorate, Rayagada in presence of members of Purchase 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.

The Earnest Money (EMD Cost) of Rs.10,000/- (Rupees Ten 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.

Canvassing in any form shall be liable for disqualification.

Last date of submission of tenders is **29-02-2024** by 4.00 PM. No tenders will be received after due date and time. The tender paper if any received after the above said date will not be taken into account.

The Collector, Rayagada reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

The bidders are to submit sealed tender papers (General bid & Financial bid both in one cover) by the stipulated period by Speed Post / Registered post / shall be dropped in the assigned drop box kept at the District Election Office, Rayagada, in the address of DEO & Collector, Rayagada.


Addl. DEO & ADM, RAYAGADA

Memo No. 291 /Elec.

Dated

15/2/24

Copy to Notice Board, Rayagada Collectorate, Rayagada .

Copy to DIO, NIC, Rayagada Collectorate, Rayagada for information and necessary dissemination of the information / quotation in the district website.

Copy to all Sub-Collectors/ EO, Rayagada & Gunupur Municipality / EO, Gudari NAC/ all BDOs /All Tahasildars of this district for information with a request to publish the notice in their office notice board for wide publicity in the interest of the General public.

Copy to DIPRO, Rayagada, for information and necessary action.


15/02/2024
Addl. DEO & ADM, RAYAGADA

Memo No. 292 /Elec.

Dated

15/2/24

Copy to Addl. DEO & Addl. District Magistrate, Rayagada / Sub-Collector, Rayagada/ District Informatics Officer, NIC, Rayagada / Asst. Commissioner, CT& GST Circle, Rayagada/ District Treasury Officer, Rayagada/ Chief CSO, Rayagada/ GM, DIC, Rayagada/ Executive Engineer, TPSODL, Rayagada/ PM (Finance), Z.P., Rayagada/ Dy. Collector (Election), Collectorate, Rayagada for information and necessary action.


15/02/2024
Addl. DEO & ADM, RAYAGADA

Memo No. 293 /Elec.

Dated

15/2/24

Copy submitted to the Joint CEO-cum-Joint Secretary to Govt. Home (Election) Department, Odisha, Bhubaneswar for information with reference to his Letter No.12736 dated 21-12-2023.


15/02/2024
Addl. DEO & ADM, RAYAGADA

Terms and conditions

1. Photocopy of valid PAN card, GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder alongwith their proposals. All the pages of the tender papers should be signed with seal of the firms / agencies.
2. EMD of Rs. 10,000/- (Rupees Ten thousand) only in shape of Demand Draft in favour of Collector, Rayagada payable at must be furnished by the tenderer. The EMD of unsuccessful bidders will be refunded after finalization of tender.
3. Relevant self-attested copies of documents in support of the above criteria must be enclosed alongwith General bid documents failing which the bid will be liable to be rejected.
4. Any legal dispute arises out of this is subject to jurisdiction of Rayagada District only
5. The bidder should have not been blacklisted by any Govt. organization/court etc. If found later on, action shall be initiated against the firm as per the law by the undersigned.
6. The successful bidder shall not assign or sublet the contract to any other firm
7. Prices shall be quoted in **Indian** Rupees (both in figures & words) carefully and legibly.
8. The transportation cost of materials will be borne by the supplier.
9. Time is the essence of the contract and delivery must not be later than the date specified in the order. If the supplier fails to deliver the items or any consignment thereof within the stipulated period, the undersigned will take action as deemed fit.
10. The Collector, Rayagada reserves the right to accept or reject any or all the quotations 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. No request or prayer to extend the date of supply will be considered at any circumstances.
11. 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 and the EMD will also be forfeited. In case of the bidder after fully supply of materials, the EMD will be refunded after receipt of report on good quality as per sample.

GENERAL PROPOSAL

The General Proposal should include the following documents.

1. EMD of Rs.10,000/- (Rupees Ten thousand) only in shape of demand draft / banker cheque in favour of DEO & Collector, Rayagada payable at must be furnished by the tenderer. The EMD of unsuccessful bidders will be refunded after finalization of tender.
2. Photocopy of valid PAN card, Photocopy of GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder alongwith their proposals. All the pages of the tender papers should be signed with seal of the firms / agencies.
3. Relevant self-attested copies of documents in support of the above criteria must be enclosed alongwith General bid documents failing which the bid will be liable to be rejected.
4. Detailed profile of the company as per Annexure- I
5. Letter of authorized representative as per Annexure — II
6. 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
(The price quoted should be excluding of taxes and including of taxes)


Addl. DEO & ADM, RAYAGADA
15/02/2019

PROFILE OF THE FIRM

Sl. No.	Particulars	Details
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

Signature of the Tenderer

Date:

Date:

Place:

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

Signature of the Tenderer

Date:

Date:

Place:

Place:

Company Seal

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:

Rate quoted for required items:

Sl. No.	Name of the Article	Quantity	Rate (in Rs.) quoted (excluding all taxes)	Rate (in Rs.) (including all taxes & charges)	Remarks
1	2	3	4	5	6
1.	Rechargeable LED Lamps with following specification: • Battery operated & removable	01			

N.B.: Total requirement for S.G.E.-2024:-

Abstract

Name of the District	No. & Name of the AC	Total No. of Booths	Requirement (02 per Booth)	Final Requirement (110% rounded off.)
RAYAGADA	138-Gunupur (ST)	289	578	640
	139-Bissamcuttack (ST)	293	586	650
	140-Rayagada (ST)	301	602	670
TOTAL		883	1766	1960

Signature & Seal