

DISTRICT ELECTION OFFICE, BARGARH

Letter No. XXI-2023// 1771

Dt. 01.02.2024

TENDER CALL NOTICE

Sealed tender in plain paper are invited from bonafied/registered suppliers / manufacturers/ Agencies / Firm for supply of articles to execute following works in connection with ensuing Simultaneous General Election, 2024

1. Lasted date for filling of Tender : 16.02.2024 on or before 2PM
2. Date of opening of Tender : 16.02.2024 at 3.30 PM in the Office Chamber of Addl. District Election Officer and DM, Bargarh.

Category of Tender

1. Supply of different stationary items and signboards in Annexure – A
2. Supply of different sealing materials in Annexure – B

Details of the category wise articles are enclosed in the Annexure

The detailed list of articles to be supplied along with terms and condition, method of filling tenders etc is available in the District Portal can be downloaded from the Website www.bargarh.nic.in

Preference will be given to the firms/suppliers of Bargarh District Headquarters in view of election exigency and immediate supply of materials.

Any tenderer can file tender for all categories or a single category of items but should contain separate sealed cover for each category superscripting category of items on each envelop. A big envelop should contain all such envelops or single envelop containing category wise tender and supporting documents (As the case may be) along with the earnest money and cost of tender paper in shape of Bank Draft.

Interested firm should submit their General Proposal and Financial Proposal in separate sealed envelop for each tender as detailed above. At the first General Proposal will be opened at first. The financial proposal of the tenderer who qualify in General Proposal shall be opened thereafter.

The sealed envelop containing the proposal should be sent by Registered Post/Speed Post of Indian Postal Department or Tender Box available in the District Election Section to be delivered/dropped by the stipulated date, time and stated above

Terms and Condition.

1. Each bidder is required to deposit cost of tender paper of Rs.200/- (Rupees Two Hundred) only and Earnest Money of Rs.10,000/- (Rupees Ten Thousand) only in shape of Bank Draft/Draft drawn in favour of OIC, Election, Collectorate, Bargarh payable at SBI Main Branch Bargarh for each category. Tender paper without cost of Tender Paper and EMD will be summarily rejected. The Earned Money Deposited by unsuccessful bidder will be refunded/returned on the very day of finalization of tender.
2. Self Attested Photo copy of Pan Card, GSTIN, No due Certificate from Income Tax Department (for last three Years Clearance 20-21, 21-22 and 22-23), update GST Return, last three year Annual Turn Over of 30 lakhs each year duly certified by CA for the year 20-21, 21-22 and 22-23 copies must be submitted along with the tender paper failing which the tender will not be taken into consideration.
3. The tender should be accompanied with sample of Election materials and stationeries to be supplied which should be furnished in separate sealed packets super-scribed "SAMPLE OF THE ARTICLES" and name of Firm/supplier and to be produced before the Tender Committee at the time of opening of Tender.
4. The tenderer may ascertain the probable quantity/requirement, specification of the articles not specified in this notice from the ERO, Bargarh and Padampur and DEO Office, Bargarh during office hour or any working day as per their requirement.
5. The tenderer will be required to supply the articles within 7 days from the receipt of supply Order.
6. The tenderer should not have been Black listed or debarred by any Central / State Government Organization or Department in India due to poor performance at the time of submission of bid in form of self declaration.
7. The EMD of the selected firm/supplier will be released specified only after satisfactory execution of the work order, performance as well as supply of specified articles.
8. In case of failure to supply of the required number of articles, the quantity in full as per specification within stipulated period of EMD will be forfeited and criminal liability as per Election Rules will be fixed.
9. The price quoted in the tender should be inclusive of transportation charges and should not include the GST but must be shown in separate column.

10. In view of timely supply of Election related materials local forms shall be given preference.

11. All the articles materials are to be delivered at the office of the ERO-cum-Sub-Collector, Bargarh and Padmpur on requisition and the cost of transportation will be borne by the successful tenderer. The Firm having past experience in the case of supply of such materials should quote details of work done during past elections for consideration by the Tender Committee.

12. The District Election Officer & Collector Bargarh reserves the rights to accept/reject any or all tenders or a part thereof without assigning any reason there of. He also reserve the right to increase or decrease the quantity of any materials/articles/execution of work. The decision of the District Election Officer and Collector, Subarnapur shall be treated final.

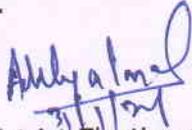
13. The firm/suppliers whose tender will be accepted shall have to execute an agreement with the District Election Officer, Bargarh or his authorized officer in non-judicial stamp worth Rs.10/- (Rupees Ten only). In the prescribed form on the next day of acceptance of the tender and supply order will be issued.

14. The firms filing tender are required to remain present through their authorized representatives during the finalization of the tenders by the District Tender/Purchase Committee on the stipulated date and time.

15. Payment of cost of the articles/works executed will be made after receipt of necessary allotment/funds from Government in Home (Elections) Department, Odisha, Bhubaneswar and certificates from the competent authority.

16. The rates quoted by the bidder are valid for a period of one year from the date of signing of the agreement/finalization of the tender.

Encl:- Annexure A & B

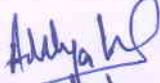

District Election Officer
& Collector, Bargarh.

Memo No. XXXI-20/22// 1772

Dt. 01.02.2024

Copy to the District Informatics Officer, Bargarh for information and necessary action with a request to hoist the Notice in the District portal for wide publicity.

Encl:- Annexure A & B


District Election Officer
& Collector, Bargarh.

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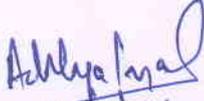
Dt. 01.02.2024

Copy to the Sub-Collector, Bargarh and Padampur for information and necessary action with a request to publish the notice along with its Annexure in the Notice Board of their respective offices.

Copy to all Block Development Officer/ Tahasildars/ CDPOs/EOs of ULB of this District for publication in their office Notice Board.

Copy to office Notice Board.

Encl:- Annexure A & B

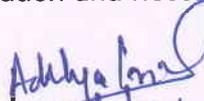

District Election Officer
& Collector, Bargarh.

Memo No. XXXI-20/22// 1774

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Copy forwarded to the Joint CEO-cum-Joint Secretary to Government, Home (Elections) Department, Odisha, Bhubaneswar for information and necessary action.

Encl:- Annexure A & B


District Election Officer
& Collector, Bargarh.

OFFICE OF THE DISTRICT ELECTION OFFICER, BARGARH.

APPLICATION FORM
PART-A

1. Name of the Firm/Individual (in Block Letters) :
2. Address of the Firm/Individual :
3. Name of the Proprietor of the Firm :
4. Permanent Residential Address :
5. Contact No. : Office
6. Security Paid

Mobile
D.D. No./Date
Amount Rs.10,000/-(Ten thousand only)
Name of the Issuing Bank

Name & Full signature of the Bidder

PART- B

I Sri _____ S/o- _____
proprietor of _____

(mention the name of firm with address) do hereby declare that :

1. The information given by me at Part- A are correct.
2. I have read the terms and conditions mentioned above and agreed to abide by the same in case of purchase order.
3. I have enclosed security deposit of Rs. 10,000/-in favour of OIC Election Collectorate, Bargarh payable at S.B.I., Main Branch, Bargarh and the Demand Draft No. is _____ issued by _____ (mention name of the Bank) on _____ (mention date)

Name & Full Signature of the Bidder

Annexure - A
Statinary Items
General Election to House of People 2024
Total 1397 PS

Sl. No.	Item	Qty
i	Stamp pad (purple)	1
ii	Match box	1
iii	Sign Boards	
a	Presiding Officer	1
b	Polling officer	3
c	Entry	1
d	Exit	1
e	Polling Agent	1
f	Miscellaneous Notice specifying area, etc as required by under Rule 31(1) (a) of The Conduct of Elections Rules 1961	1
g	You are under CCTV surveillance	4
h	Male	1
i	Female	1
iv	Ordinary pencil	1
v	Ball pen (three blue, one red and one silver white)	5
vi	Blank paper	8
vii	Pins	25
viii	Sealing wax	6
ix	Gum paste	1
x	Blade	1
xi	Candle sticks-04 sticks	4
xii	Thin twine thread	20 meters
xiii	Metal rule	1
xiv	Carbon paper	3
xv	Cloth or rag for removing oil etc.	small quantity
xvi	Packing paper sheets	3
xvii	Cup/empty tin/plastic box for holding indelible ink bottle	1
xviii	Drawing pins	24 pieces
xix	Rubber bands	20
xx	Transparent Adhesive tape	1
xxi	Transparent box (big size) with level on the top as per specification	1

Annexure - B
Seal,Tags and Marks
General Election to House of People 2024
Total 1397 PS

Sl. No.	Item	Qty
1	Rubber stamp with arrow cross mark	1
2	Metal seal for Presiding Officer	1
3	Distinguishing mark rubber stamp	1
4	Mock poll slip stamp	1
5	Transparent box (small size) with level on the top as per specification	1