



**DISTRICT ELECTION OFFICE  
GANJAM, CHATRAPUR**



**ELECTION URGENT  
SGE - 2024**



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L. No. 135 / Elec.  
XVII-135/2023

Dtd. 10-01-24

**TENDER CALL NOTICE**

Sealed Quotations in enclosed format inviting from the intending Registered Suppliers / Co-Operative Stores / Manufacturers / Agencies **for supply and distribution of various types of Election Materials** 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	:-	12-01-2024
Last Date for receipt of bids	:-	07-02-2024 (5 PM)
Opening of General bids	:-	08-02-2024 (11 AM)
Notification of qualified bidders based on General bid evaluation	:-	08-02-2024 (11 AM)
Opening of Financial bid	:-	08-02-2024 (3 PM)

Interested bidders can download the tender documents from the district website and submit the bid duly filled in alongwith the EMD of Rs. 10,000/- (Rupees Ten thousand) only alongwith application fees of Rs. 500/- in shape of demand draft in favour of Collector & District Election Officer, Ganjam, Chatrapur.

The tender documents are available at District Election Office, Ganjam, Chatrapur. The bidders are advised to visit frequently or contact District Election office to track any modification /corrigendum etc. or to know the samples of articles in this connection. They are also advised to go through the term and condition carefully before submitting the tender paper and also see the sample item at this office.

Canvassing in any form shall be liable for disqualification.

Last date of submission of tenders is **07-02-2024 by 5 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.

Collector, Ganjam 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, Ganjam, Chatrapur in the address of Collector & DEO, Ganjam.

**Collector & District Election Officer,  
Ganjam, Chatrapur**

: 2 :

Memo No. 136 / Elec.

Dated 10-01-24

Copy to Notice Board, Ganjam Collectorate, Chatrapur.  
Copy to DIO, NIC, Ganjam Collectorate, Chatrapur for information and necessary dissemination of the information / quotation in the district website.  
Copy to all Sub-Collectors / Municipal Commissioner, BeMC, Berhampur / all BDOs / All Tahasildars / All NAC Executive Officers 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, Ganjam, Chatrapur for information and necessary action.

**Collector & District Election Officer,  
Ganjam, Chatrapur**

Memo No. 137 / Elec.

Dated 10-01-24

Copy to ADM-cum-Addl. DEO, Ganjam / Sub-Collector, Chatrapur / Treasury Officer, District Treasury, Ganjam, Chatrapur / Asst. Collector (Nizarat), Ganjam, Chatrapur / Deputy Collector, (Election), Ganjam / Asst. Collector-cum-Nodal Officer(Election), Ganjam Chatrapur (all members of Purchase committee) for information and necessary action.

**Collector & District Election Officer,  
Ganjam, Chatrapur**

Memo No. 138 / Elec.

Dated 10-01-24

Copy submitted to the Joint CEO-cum-Joint Secretary to Govt. Home (election), Odisha, Bhubaneswar for kind information with reference to his Letter No. 12749 dated 21-12-2023.

**Collector & District Election Officer,  
Ganjam, Chatrapur**

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. The application fees of Rs. 500/- (Rupees five hundred) only in shape of Demand Draft / Banker Cheque and EMD of Rs. 10,000/- (Rupees Ten thousand) only in shape of Demand Draft in favour of Collector, Ganjam payable at Chatrapur must be furnished by the tenderer. The EMD of unsuccessful bidders will be refunded after finalization of tender. The tender application fee is non-refundable.
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 Ganjam 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 Purchase Committee shall decide to consider in favour of the said one successful bidder on priority basis, who shall able to supply the all items as per mentioned in Annexure-IV and also filling in the Plastic Box as per sample at the time of supply to District or Sub-Division as per the requirement order.
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, Ganjam 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, Ganjam 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 from the receiving Sub-Division only.

**Collector & District Election Officer,  
Ganjam, Chatrapur**

## 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 alongwith application fee of Rs. 500/- (Rupees Five hundred) only in favour of Collector, Ganjam payable at Chatrapur must be furnished by the tenderer. The EMD of unsuccessful bidders will be refunded after finalization of tender. The tender application fees are non-refundable.
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)

**Collector & District Election Officer,  
Ganjam, Chatrapur**