



**DISTRICT ELECTION OFFICE
GANJAM, CHATRAPUR**



**ELECTION URGENT
SGE - 2024**



06811 263859(C)

Email ID : ganjamelection@gmail.co

L. No. 495 / Elec.
XVII-222/2024

Dtd. 09.02.2024

TENDER CALL NOTICE

Sealed quotations in enclosed format inviting from the intending Registered Suppliers / Agencies for Light and Sound Arrangement for the ensuing Simultaneous General Election - 2024 in the all Sub-Division i.e. Chatrapur, Berhampur & Bhanjanagar under Ganjam District. The details of information and documents to be furnished are given in the following manner.

Schedule of Events

Publication of tender	:-	09-02-2024
Last Date for receipt of bids	:-	28-02-2024 (5 PM)
Opening of general bids	:-	29-02-2024 (12 NOON)
Notification of qualified bidders based on general bid evaluation	:-	29-02-2024 (12 NOON)
Opening of Financial bid	:-	29-02-2024 (4 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 28-02-2024 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**

Memo No. 496 / Elec.

Dated 09.02.2024,

Copy to Notice Board, Ganjam Collectorate, Chatrapur.

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 among the general public.

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

Copy to DIPRO, Ganjam, Chatrapur for information and he is requested to ensure publication of this enclosed notice in any one Odia daily News Paper i.e. "PRAMEYA" and provide paper cutting of publication of this notice immediately to this office.

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

Memo No. 497 / Elec.

Dated 09.02.2024,

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

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

Memo No. 498 / Elec.

Dated 09.02.2024,

Copy submitted to the Chief Electoral Officer, Odisha, Bhubaneswar for kind information.

**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 / Banker Cheque 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. In case the bidder(s) are local MSEs registered under DIC, O.K & V.I. and Handicraft Industries, OSIC & NSIC will be exempted from EMD, subject to submission of relevant valid certificate as per Finance Department O.M No.-27928/F Dt.16.10.2020.
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. A minimum two work order issued in favour of the successful bidder relating to work any Election if any or Completion Certificate must be enclosed by the bidder.
5. Any legal dispute arises out of this is subject to jurisdiction of Ganjam District only
6. The bidder should have not been blacklisted by any Govt. organization. If found later on, action shall be initiated against the firm as per the law.
7. The successful bidder shall not assign or sublet the contract to any other firm.
8. 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.
9. The transportation cost of materials will be borne by the supplier.
10. Prices shall be quoted in Indian Rupees (both in figures & words) carefully and legibly.
11. The Collector, Ganjam reserves the right to accept or reject any or all the quotations without assigned 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.
12. 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.

**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 fee is 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. A minimum two work order issued in favour of the successful bidder relating to Election if any or Completion Certificate must be enclosed by the bidder.
5. Detailed profile of the company as per Annexure- I
6. Letter of authorized representative as per Annexure – II
7. 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**

PROFILE OF THE FIRM

Sl. No.	Particulars		Details
1.	Name of the firm / company	:-	
2.	Year of Establishment	:-	
3.	Full Address of office	:-	
4.	Telephone/Mobile No.	:-	
5.	E-Mail Address	:-	
6.	PAN No.	:-	
7.	GST Registration certificate	:-	

Signature of the Witness

Signature of the Tenderer

Date

Date

Place

Place

Company Seal

REPRESENTATIVE AUTHORISATION LETTER

To

The District Election Officer & Collector, Ganjam

Sir,

I Sri _____ is hereby authorized to sign relevant documents on behalf of the company in dealing with reference No. _____/ Elec. dated _____. She / He is also authorized to attend meeting and submit required information as may be required by you in the course of processing above said application.

Thanking You,

Authorized Signatory

Representative Signature

Signature Attested

Company Seal

SELF DECLARATION

To

The District Election Officer & Collector, Ganjam

Sir,

In response to the Office Notice No. _____/Elec. Dated _____,

I Sri _____ as a _____, I / We hereby
declare that our company / firm namely _____

is having unblemished past record and was not declare ineligible for corrupt and fraudulent
practices either indefinitely or for a particular period of time.

Signature of the Witness

Signature of the Tenderer

Date

Date

Place

Place

Company Seal

FINANCIAL BID

Quotation call notice No. :-
 Name of the Supplier / Firm / Agency :-
 Address of Supplier / Firm / Agency :-
 PAN No. :-
 GISTIN No.of Supplier / Firm / Agency :-

Rate quoted for required items

Sl. No.	Name of the item	Rate to be quoted for	Rate (In Rs) Excluding of taxes)	Rate (In Rs) Including of taxes)
1.	Mike Sound	Per Day Each Set		
2.	Stand Fan	Per Day Each		
3.	Small Cooler	Per Day Each		
4.	100 Watt LED Hallozine	Per Day Each		
5.	50 Watt LED Hallozine	Per Day Each		
6.	400 Watt Metal Hallozine	Per Day Each		
7.	35 KV Sailent Dji	Per Day Each		
8.	62.5 KV Sailent Dji	Per Day Each		
9.	125 KV Sailent Dji	Per Day Each		
10.	Celling Fan	Per Day Each		
11.	2 KV Generator	Per Day Each		
12.	3 KV Generator	Per Day Each		
13.	10 KV Generator	Per Day Each		
14.	5 KV Generator	Per Day Each		
15.	Tube Light	Per Day Each		
16.	Big Cooler	Per Day Each		
17.	Tawer AC	Per Day Each		
18.	MINI AC	Per Day Each		
19.	Single Lamp	Per Day Each		

1. The bidders are advised to add rows for quoting different rates for different quality of materials for a particular item.
2. The selected bidder shall erect at all the Sub-Divisions i.e. Chatrapur, Berhampur & Bhanjanagar under Ganjam District as per specified by the Competent Authority

SIGNATURE AND SEAL