

ELECTION URGENT

OFFICE OF THE RETURNING OFFICER, 19-DEOGARH ASSEMBLY CONSTITUENCY & SUB-COLLECTOR: DEOGARH.

No. **673** /Elect. Dated: **6.3.2024**

SHORT QUOTATION/TENDER CALL NOTICE

Sealed Quotation in the prescribed format are invited from the intending Suppliers/Dealers/Manufactures/Sellers/Firms/Company/Authorised agencies/Service Providers for providing Tent & Barricade, Light & Sound on requirement for the forthcoming Simultaneous General Election, 2024 in Deogarh District.

The Sealed quotations should reach to Returning Officer and Sub-Collector, Deogarh by Registered Post/Speed Post only on or before **14.3.2024** by 5.00PM and it will be opened at **11.00AM** on Dated. **15.3.2024** in the Office chamber of Returning Officer and Sub-Collector, Deogarh in presence of members of Purchase Committee and Quotationers or Authorised representatives. The quotation should be submitted in two Bids i.e. (General Bid and Financial Bid) as per Terms and conditions attached with the quotation call notice.

The Tender Papers along with the details of specification of the articles will be available in the website: www.deogarh.nic.in from dtd. **6.3.2024** to **14.3.2024** and can be downloaded from the website..

(i) Last Date of Submission of Quotation:

(ii) Date of Opening of General & Financial Bid:

The earnest Money (EMD Cost) 5,000.00 only, the Non-Refundable Quotation Processing fee of Rs. 500/- separately in shape of Bank Draft drawn in favour of the Sub-Collector, Deogarh payable at Deogarh from any Nationalized Bank along with tender documents. Transfer or adjustment of EMD will not be entertained. Shortfall of any required document or EMD, the quotation application will not be entertained and the tender paper will be liable for rejection. The EMD of successful Bidder will be returned after successful completion of the work.

Yours faithfully,

M. 06/03/24

Returning Officer and Sub-Collector
19-Deogarh Assembly Constituency,
DEOGARH.



Memo No. 674 /Elect.Dated: 6.3.2024

Copy along with enclosures forwarded to the DIO,NIC,Deogarh for information and necessary action. He is requested to hoist this Notice in Deogarh District Portal for wide publicity.

106/03/24

Returning Officer and Sub-Collector
19-Deogarh Assembly Constituency,
DEOGARH.

Memo No. 675 /Elect.Dated: 6.3.2024

Copy along with enclosures forwarded to all members of purchase committee for information and necessary action. They are requested to attend the above meeting for opening of Tender on dtd.15.3.2024.

106/03/24

Returning Officer and Sub-Collector
19-Deogarh Assembly Constituency,
DEOGARH.



QUOTATION/TENDER DOCUMENT

TENDER FOR PROVIDING TENT BARRICADE AND LIGHT,MIKE AND SOUND IN CONNECTION WITH UPCOMMING SIMULTANEOUS GENERAL ELECTION,2024

Important dates of the Quotation call Notice for supply of item on hire basis and services thereon as per Annexure-I required for the forthcoming Simultaenous General Election,2024 in Deogarh District.

| | | |
|-----|--|--|
| (a) | Date of Publication of Tender | 6.3.2024 |
| (b) | Last date and time for submission of Tender Document | 14.3.2024 |
| (c) | Date and Time of opening of (i)General Bid (ii)Financial Bid of eligible Bidders | 15.3.2024(11.00AM) 15.3.2024(12.30PM) |



M
06/03/24



TERMS AND CONDITIONS

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

In support of eligibility, a bidder must submit the EMD, Tender Processing Fee and the following documents in shape of hard original copies or self attested copies, as the case may be along with the General Bid.

(i) Detailed profile of the Contractor/Supplier/Service Provider/Firm/Agency/Quotationer

(ii) Form of General Bid Application/declaration application & checklist duly filled.

(iii) EMD amount and Non-refundable Tender Processing fee as specified in the schedule of requirement in shape of Demand Draft in favour of Sub-Collector, Deogarh, payable at Deogarh from any Nationalized Bank. The EMD will be refundable to the unsuccessful bidders after finalization of tender within 15 days and to the successful tenderer after completion of the Task/Job/Assignments.

(iv) Copy of PAN Card & Aadhar Card of the Head of Business/ Organisation/Firm/Dealer/Agency

(v) Copy of Income Tax Return of last 3 years assessment.

(vi) Copy of up to date GST clearance certificate valid up to 31.12.2023.

(vii) Copy of the firm registration certificate

(viii) Copy of Bank Pass Book (Front Page) with the Name & Account Number of Tenderer concern.

2. The Tender paper/quotations to be address to the RO-Cum-Sub-Collector, Deogarh having on the top of the cover/envelop should be superscribed "Tender paper for providing Tent & Barricade, Light & Sound required for Deogarh District during the General Election-2024.

3. There shall be 3 covers/ envelopes. One sealed cover will content General Bid/Quotation papers/documents and another sealed cover will contain Financial Bid/Quotation papers/ documents. On the front top of 02 sealed covers/envelopes must be address to the RO & Sub-Collector, Deogarh super scribed as Tender Paper for General Bid and Tender Paper for Financial Bid. both the sealed covers will be kept in another cover addressed to the RO & Sub-Coollector, Deogarh.

4. The intending bidders/quotationers should be well conversant about the work to be done after getting required information form this office, on any working hours and submit the proposal/quote price accordingly to providing Tent & Barricade, Light & Sound on successful bidding.

5. All the item of articles and necessary service there on should be supplied within short notice as per requirement and placement or order. All the articles should be delivered/used in full and good conditions as the requirement of this office and in no case part supply of articles and services will be accepted. The Successful unit/Firm/Suppliers should submit GST clearance up to 31.12.2023 during time of submission of Invoice Bill with Delivery Challan.

6. The Unit/Firm should supply the products/articles/services of good standard quality and in no case, the sub-standard quality/poor quality of articles/product and service thereon will be accepted.



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7.If the firm/Agenci/Unit fails to provide goods and services within stipulated period, the order will stand automatically cancelled an the EMD amount will be forfeited to Govt. and any loss due to failure to provide goods and services in time will be imposed on the Agency/Firm/Unit with cost and compensation.

8.The Bidders must not have been black-listed .

9. The tenderers will be required to supply the articles/execute the work as per specification of work order/supply order.

10.Payment will be made only after receipt of necessary allotment/Funds from the District Election Officer, Deogarh.

12.During finalization of tender by the Purchase Committee,it is not mandatory to place supply/service order to lowest price quoted unit. If pointed out regarding low quality of the materials/service, the committee shall consider the next rate quoted unit after observing quality and service.

13.It will be imperative on each bidder to fully acquaint himself with all the local conditions and factors,which may cause any effect on the performance of the contactact or to fulfil the object of the election related works.No change of charges or given time schedule shall be entertained on account of any local condition or factor,once the offer is accepted by this office.

14.This office reserves the right to relax any of the terms and conditions in the interest of Government.

15.No conditional/optional bid shall be accepted and bidders shall not be permitted to alter or modify their bids after expiry of the last date of receipt of bids.

16.Bidder who quotes rates for all the items as defined in the tender will be full and complete performance of the work assigned. Partial quote for a specific work only will be rejected.

18.The RO and Sub-Collector, Deogarh has full right to accept or reject in part or any or all the tenders without assigning any reason and also to cancel the order at any time. The bidder will have no right to claim any loss/damages etc on cancellation of the supply/service order.

19.The RO & Sub-Collector,Deogarh reserves the right of placing order for all work as per requirement to one or more contractor at the approved lowest rates.

20.In case the date of opening of tender is declared or happens to be a public holiday, the tender will be opened on the next working day at the stipulated time.

22.No increase in quoted price will be allowed during the validity of the bid.

23.The approved bidders /Suppliers/Service Providers will bear all the expensed relating to transportation, installation & operator works.

24.The rates quoted by the bidder shall be inclusive of all taxes and levies mentioning clearly the rate of taxes and levies included.



[Handwritten signature]

26. The bidder whose tender is accepted shall herein be called the supplier which shall include his heirs, executors, administrators and assignees, successor in office.

27. No advance payment will be made. Taxes applicable will be deducted as per rules.

28. In case of tendered bidder fails to execute the contract as per terms and condition, the security deposited by the firm/agency/service provider will be forfeited.

29. The approved lowest rate will be valid for one year. The contract can be extended for a further period with the mutual consent of both the parties on approved rates.

30. The decision of the RO & Sub-Collector, Deogarh regarding approval or rates will be final. No complaint in this regard will be entertained.

31. The tenders received by the due date and time will only be considered and the tenders received after the due date and time will be rejected without assigning any reason thereof.

37. Generally the payment will be released after completion of the election process subject to compliance of the terms and conditions of the tender by the supplier/service provider as the case may be and on availability of funds at this level. No advance payment shall be made under any circumstances. Income Tax/GST as applicable will be deducted at source as per rules.

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FOR PROVIDING TENT & BARRICADE,LIGHT & SOUND & OTHER SUPPLEMENTARY ITEMS ON HIRE BASIS AND SERVICES THERE ON TO THE RETURNING OFFICER AND SUB-COLLECTOR,DEOGARH FOR SIMULTANUOUR GENERAL ELECTION-2024

Tender Call Notice No. 673 /Elec.Dated:6.3.2024

**GENERAL BID
CHECKLIST (GENERAL BID)**

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

| | | |
|----|--|--------|
| 1 | EMD in shape of DD in favour of Sub-Collector,Deogarh | Yes/No |
| 2 | Tender Application Fee in favour of Sub-Collector,Deogarh | Yes/No |
| 3 | General Bid Application | Yes/No |
| 4. | Declaration Application for General Bid | Yes/No |
| 5 | Copy of the Manufacturer/Authorised Supplier Registration Certificate if any | Yes/No |
| 6 | Copy of the GST Registration Certificate | Yes/No |
| 7 | Copy of PAN Card | Yes/No |
| 8 | Copy of the Income Tax return filed for the last Three assessment years. | Yes/No |
| 9 | Xerox copy of Bank Account details | Yes/No |
| 10 | Credentials if any as regards to past experience. | Yes/No |
| 11 | Declaration of Bidder Application as not Block-listed | Yes/No |
| 12 | Copy of Authorization to the person attending the Tender opening meeting. | Yes/No |



DECLARATION

(To be submitted with General Bid Application)

To

The Returning Officer and Sub-Collector, Deogarh

Ref: Tender Call Notice No. 673 /Elec. Dated: 6.3.2024

Sir,

I/We the undersigned offer for providing Tent & Barricade, Light & Sound on Hire Basis and Services thereon against the Tender Call Notice of RO And Sub-Collector, Deogarh for the forthcoming Simultaneous General Election-2024. I/We are hereby submitting out 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 Purchase Committee on the date and 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 and 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 and Conditions contained in the tender documents and declare that all the provisions of this tender document are acceptable to my company/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/Authorised Supplier

| Sl.No. | Particulars | Details to be furnished |
|--------|---|-------------------------|
| | Details of Bidder | |
| 1 | Name | |
| 2 | Address | |
| 3 | Telephone Numbers | |
| 4 | E Mail ID | |
| | Details of Authorised Person | |
| 5 | Name | |
| 6 | Address | |
| 7 | Telephone Number | |
| | Firm/Agency Details | |
| 8 | Name of the Firm/Agency | |
| 9 | Detail of Registration of Company/Firm (Enclosed Registration Certificate) | |
| 10 | Address of the Firm/Agency | |
| 11 | GST Number | |
| 12 | PAN | |
| 13 | Aadhar Number of the Owner of the Business | |
| 14 | Udyam Aadhar Number of Business Entity if any | |
| 15 | Bank Account Details (Enclosed copy of the cancelled Cheque) | |
| 16 | Demand Draft Details | |



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|----|---|--|
| 17 | Valid Delership Certificate | |
| 18 | Income Tax Assessment Return of last 3 years (Enclosed copies) | |
| 19 | Turn over/Balance Sheet/Audit Report of last 3 years. | |

DECLARATION

I _____ Son/Dauther/Wife of Shri _____

Proprietor/Director/Authorised signatory of the manufactures/authorized supplier/agencies mentioned above,am competent to sign this declaration and execute this tender document.I have carefully read and understood all the Terms and Conditions of the Tender & undertake to abide by them.The information/documents furnished alongwith the above application are true and authentic to the best of my knowledge and belief.I/we am/are will aware of the fact that furnishing any false information/fabricated docuemts would lead to rejection of ky Tender at any stage besides liablities towards prosecution under appropriate provisons of law.

Signature & Seal of Authorised Signatory



[Handwritten signature]

For providing Tent & Barricade, Light & Sound ON HIRE BASIS AND SERVICES THERE ON TO THE RETURNING OFFICER AND SUB-COLLECTOR, DEOGARH FOR SIMULTANEOUS GENERAL ELECTION-2024

Tender Call Notice No. 6TB /Elec.Dated:6.3.2024

FINANCIAL BID

CHECKLIST (FINANCIAL BID)

1. Financial Bid Form Yes/No
2. Declaration of Financial Bid Application: Yes/No

DECLARATION FINANCIAL BID APPLICATION

To

The Returning Officer and Sub-Collector, Deogarh

Ref: Tender Call Notice No.-----/Elec.Dated:6.3.2024

Sir,

I/We the undersigned offer to providing Tent, Barricades, Light & Sound on Hire Basis and Services thereon against the Tender Call Notice as per the list for conduct of General Election-2024. I of Deogarh District in accordance with tender referred above clubbed with General Bid proposal.

Our proposal is valid for a period of one year and 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 and 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.

Yours faithfully,

Authorized Signatory (In full and initials)
Name and Title of Signatory:
Name of the Firm
(Seal)



Annexure-I
FINANCIAL BID
TENT & BARRICADES FOR DISPERSAL CENTER

| Item No. | Name of the Item | Rate per sqr.Ft/per running meter/per pc | Per Day | Rate quoted |
|----------|---|---|---------|-------------|
| 1 | Bamboo frame with tarpaulin sheet with cloth ceiling & side | Per Sqr.ft | Per Day | |
| 2 | Bamboo barricading with bamboo & runner 6 ft height | Per running meter | Per Day | |
| 3 | Grill Barricading | Per Sqr .ft | Per Day | |
| 4 | Floor covering (carpet) | Per Sqr .ft | Per Day | |
| 5 | Bamboo with GI sheet Barricade | Per running meter | Per Day | |
| 6 | Plastic Chair | Per piece | Per Day | |
| 7 | Foldable Iron Table | Per piece | Per Day | |
| 8 | Net Covering at Counting Hall | Per Sqr.ft | Per Day | |
| 9 | Table(Big) | Per piece | Per Day | |
| 10 | Table (Small) | Per piece | Per Day | |
| 11 | Table Cloth | Per piece | Per Day | |
| 12 | VIP Chair | Per piece | Per Day | |
| 13 | VVIP Chair | Per piece | Per Day | |
| 14 | Chair Cover | Per piece | Per Day | |
| 15 | Towel | Per piece | Per Day | |
| 16 | Temporary Toilet | Per toilet | | |
| 17 | Dari | Per piece | Per Day | |
| 18 | Chandua | Per piece | Per Day | |
| 19 | Sofa Set | Per Set | Per Day | |
| | | | | |

N.B.(1)The price 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 RO & Sub-Collector Office, Deogarh or to the event place where ever required including all services supplement to the main object.

(2)The actual quantity of materials/Service may vary according to the requirements.

Authorized Signatory (In full and initials)
Name and Title of Signatore:
Name of the Firm
(Seal)



FINANCIAL BID
Light & MIKE ARRANGEMENT

| Item No. | Name of the Item | Rate per sqr.Ft/per running meter/per pc | Per Day | Rate quoted |
|----------|--|---|-----------------------------|-------------|
| 1 | Tube light-40 wt | Per piece | Per day | |
| 2 | Tube light-20 wt | Per piece | Per day | |
| 3 | Halogen Light-500 wt | Per piece | Per day | |
| 4 | Halogen Light-1000wt | Per piece | Per day | |
| 5 | Halogen Light-2000wt | Per piece | Per day | |
| 6 | Metal Halogen | Per piece | Per day | |
| 7 | Ceiling Fan | Per piece | Per day | |
| 8 | Stand Fan(Small) | Per piece | Per day | |
| 9 | Stand Fan(Big) | Per piece | Per day | |
| 10 | CFL Bulb-9wt | Per piece | Per day | |
| 11 | CFL Bulb-11wt | Per piece | Per day | |
| 12 | CFL Bulb-15wt | Per piece | Per day | |
| 13 | CFL Bulb-20wt | Per piece | Per day | |
| 14 | CFL Bulb-30wt | Per piece | Per day | |
| 15 | LED Bulb 9 wt | Per piece | Per day | |
| 16 | LED Bulb 11wt | Per piece | Per day | |
| 17 | LED Bulb 15wt | Per piece | Per day | |
| 18 | LED Bulb 20 wt | Per piece | Per day | |
| 19 | LED Bulb 25wt | Per piece | Per day | |
| 20 | LED Bulb 30wt | Per piece | Per day | |
| 21 | Cooler(Big Size) | Per cooler | Per day | |
| 22 | Desert Cooler (Big Size) | Per cooler | Per day | |
| 23 | Generator with Diesel (5KW) | Per Generator | Per day | |
| 24 | Generator with Diesel (10KW) | Per Generator | Per day | |
| 25 | Generator with Diesel (50KW) | Per Generator | Per day | |
| 26 | Air Conditioner(1.5)Ton | Per AC | Per day | |
| 27 | Air Conditioner(2.00)Ton | Per AC | Per day | |
| 28 | LED TV (32 inch) | Per TV | Per day | |
| 29 | LED TV (43inch) | Per TV | Per day | |
| 30 | Service connection per tent house (including electric dues) | Per Tent House | Entire Service Period | |
| 31 | Sound-Horn 4/Box-4/Micor Phone-3 | Per Set | Per day | |

N.B.(1)The price 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 RO & Sub-Collector Office,Deogarh or to the event place where ever required including all services supplement to the main object.

(2)The actual quantity of materials/Service may vary according to the requirements.



Authorized Signatory (In full and initials)
Name and Title of Signature:
Name of the Firm(Seal)