

ELECTION URGENT

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

No. 879 /Elect. Dated: 6.3.2024

SHORT QUOTATION/TENDER CALL NOTICE

Sealed Quotation in the prescribed format are invited from the intending Firm/Printing Press/Agencies for printing and supply of requisite election forms 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 of Postal Department 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 ie. (General Bid and Financial Bid) as per Terms and conditions attached with the quotation call notice.

The Tender Papers alongwith 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) 5000.00 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,

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

Memo No. 680 /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.

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

Memo No. 681 /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 PRINTING AND SUPPLY OF REQUISITE ELECTION FORMS IN CONNECTION WITH UPCOMING SIMULTANEOUS GENERAL ELECTION, 2024

Important dates of the Quotation call Notice for printing and supply of election forms thereon as per Annexure-I required for the forthcoming Simultaneous 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)



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 Firms/Printing Press/Agencies

(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 Firms/Printing Press/Agencies

(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.

(ix) The bidder should be a Firms/Printing Press/Agencies

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 Printing & Supplies of different forms required for Deogarh District during the General Election-2024.

3. There shall be 3 covers/envelops. 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/envelops must be address to the RO & Sub-Collector, Deogarh superscribed 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-Collector, 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 prient and supply of different forms on successful bidding.

5. All the item of articles and necessary service thereon 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 Firms/Printing Press/Agencies 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.

7.If the Firms/Printing Press/Agencies fails to provide goods and services within stipulated period,the order will stand automatically cancelled and 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. Agency/firms should not have been black listed by any Govt. Office/ Institution/ Firm/ Organisation/ School/ Board/University etc. Under taking in this regard to be submitted by the Tenderers with the technical bid .

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

17.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 any any time. The bidder will have no right to claim any loss/damages etc on cancellation of the supply/service order.

18.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.



Handwritten signature or mark.



19. 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.

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

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

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

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

24. 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.

25. 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.

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

27. 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.

28. The liability of this office will be only be limited upto payment of the rental/lease value of the cameras/hardware GPS provided which includes connected service of the Job.

29. 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.

30. The firm shall supply the printed materials strictly in accordance with the approved quality, specification and quantity as finalized by the District Purchase Committee. The requirement in the supply order will be treated as tentative and shall be increased/decreased as per actual requirement.

31. The successful firm after allotment of the job, will have to first submit proof copy of the form for approval. If it is found that the job is not being done as per the required specification/sample and or if the term and conditions are not met with the RO & Sub-Collector, Deogarh has the right to cancel the job assigned and impose penalty on the firm.



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	
17	Valid Dealership 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/Daughter/Wife of Shri _____

Proprietor/Director/Authorised signatory of the manufacturer/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 along with 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 documents would lead to rejection of my Tender at any stage besides liabilities towards prosecution under appropriate provisions of law.

Signature & Seal of Authorised Signatory



SUPPLY OF CCTV/VIDEOGRAPHY AN STILL PHOTOGRAPHY,GPS ON HIRE BASIS AND SERVICES THERE ON TO THE RETURNING OFFICER AND SUB-COLLECTOR,DEOGARH FOR SIMULTANUOUR GENERAL ELECTION-2024

Tender Call Notice No. 679 /Elec.Dated: 6.2.2024

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. 679 /Elec.Dated: 6.2.2024

Sir,

I/We the undersigned offer to Supply CCTV,Videography & Still Photo,GPS 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 wer 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 docuemtn.

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 Signatore:
Name of the Firm
(Seal)



Annexure-I
FINANCIAL BID
SUPPLY OF PRINTING OF FORMS/MATERIALS FOR UPCOMMING SIMULTANEOUS GENERAL
ELECTION,2024

Sl.No..	Particulars of Forms	Description/Sp ecification	Price to be quoted (Rs.)	Remarks
1	Postal Ballot Paper for A.C.	Per Piece		
2	Postal Ballot paper numbering	Per Piece		
3	Binding charges	Per Piece		
4	¼ Demi Size (One side)	Per Piece		
5	¼ Demi Size (Both side)	Per Piece		
6	1/8 D emi Size (One side)	Per Piece		
7	1/8 Demi Size (Both side)	Per Piece		
8	Star Flex Banner with Frame	Per Sq.Feet		
9	Star Flex Banner with out Frame	Per Sq.Feet		
10	Colour Sticker to be pasted in EVMs/VVPATs (Standard Size of ECI)	Per Piece		
11	A4 size full page printing (one side)	Per Piece		
12	A4 size full page printing (both side)	Per Piece		
13	A3 size full page printing (one side)	Per Piece		
14	A3 size full page printing (both side)	Per Piece		
15	Log Book Vehicle with cover page	10 pages per Book		
16	POL Coupon Book	20 pages in triplicate		
17	Printing of ID Cards	Per piece		
18	ID Cover	Per piece/Set		
19	Different color detachable lanyard for the identity card	Post Card Size		

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.

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

