

**DISTRICT ELECTION OFFICE: MAYURBHANJ:
BARIPADA**

No. 586 /Elec., Dated. 5/10/2018

SHORT -TENDER CALL NOTICE

Sealed quotations/tenders are invited from intending bonafide suppliers/ Agencies/ Firms/ Manufacturers/ Printing press who will execute the works for hiring of CCTV-Webcasting, Videography and Printing of Forms for upcoming **Simultaneous General Election-2019**. The details of articles / works to be executed along with terms and conditions are also available in the official website of Mayurbhanj District which can be downloaded from the website www.mayurbhanj.nic.in.

Last date of submission of Tender paper- on or before 12.10.2018 by 2.00 PM


Place of Submission- District Election Office, Mayurbhanj.

**Opening of Tender Box- 12.10.2018 at 4.00 PM in the Office Chamber of
District Election Officer & Collector, Mayurbhanj.**

Terms & Condition:-

- The interested suppliers/ firms should submit each of their general proposals & financial proposals separately in one sealed envelope. All the pages of the tender papers should be signed with seal of the firms/ agencies. The rate should be quoted in the prescribed format (Annexure-I,II,III) separately for each items.
- The sealed envelope containing the proposals must be delivered to the Office of DEO & Collector, Mayurbhanj by Registered post/ speed post of Indian Postal Deptt. or dropped in the assigned box kept in the office of District Election Officer, Mayurbhanj. Any Quotation received after deadline shall liable for rejection.
- The Tenderer should deposit the cost of tender paper of Rs. 100/- (Rupees One hundred) only in shape of Cash/Demand draft/ Bankers cheque in favour of DEO & Collector, Mayurbhanj payable at Baripada. The Tender paper can be obtained from the Office of DEO & Collector, Mayurbhanj or can be downloaded from District website www.mayurbhanj.nic.in from **06.10.2018 to 12.10.2018** up to 2.00 PM.
- EMD of Rs. 5000/- (Rupees Five thousand) only in shape of demand draft/ Bankers cheque in favour of DEO & Collector, Mayurbhanj payable at Baripada should be furnished by the tenderer. The EMD of unsuccessful bidder will be refunded after finalization of tender.
- Photocopy of valid Pan Card, GSTIN registration certificate, no dues certificate from Income Tax Department and Clearance of any other dues up to 31.03.2018 should be furnished along with the tender papers.
- The firm/ individual whose tender will be accepted shall have to execute an agreement with District Election Officer & Collector, Mayurbhanj in non-judicial stamp paper worth of Rs. 10/- (Rupees Ten) only. After execution of Agreement, the supply order shall be issued. The rate quoted by the approved suppliers shall valid for a period of one year from the date of signing of agreement.
- Any legal dispute arises out of this is subject to jurisdiction of Baripada only.

- The agency should have not been blacklisted by any government organization. If found later on, the action shall be initiated against the firm as per the law.
- The successful bidder shall not assign or sublet the contract to any other firms.
- The District Election Officer & Collector, Mayurbhanj reserves the right to accept or reject any or all the quotations without assigning any reason thereof and also right to allot/ distribute the work to L2 suppliers/ firm at the lowest (L1) rate in case of L1 supplier fail to execute the contract.
- In case of breach of any terms and conditions and failure to execute the work by the successful bidders, the authority will have the right to cancel the Order/contract without assigning any reason thereof and nothing will be payable by the Purchaser in that event and the EMD shall also be forfeited.
- The transportation cost of items shall be borne by the Vendor/ Agency.
- Interested bidders must be submitted their quotation in the prescribed format (item wise) and sealed with cover superscripting “**Tender for Execution of Election related works**” on the envelop to the District Election Officer & Collector, Mayurbhanj, Baripada-757001 latest by **12.10.2018 by 2.00 P.M.** Bidders may be present in person or through their representatives with authorization during the opening of Tender at **4.00 PM on 12.10.2018.**
- A Procurement Committee has been formed under the Chairmanship of Collector with other members whose decision on selection/ rejection of bidders would be final basing on the quotation submitted by the bidders and the quality of items to be supplied by them.
- The Order shall be placed to the selected bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price. The Procurement Committee shall also not to be bound to accept the lowest rate, but the acceptance of the quotation shall be based on experience with above related works & quality of materials as examined by the Procurement Committee.
- The bids are liable to be rejected if any of the above conditions are not complied with proper manner.

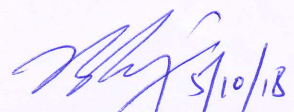

**District Election Officer
& Collector, Mayurbhanj.**

Memo No. 587 /Elec.,

Dated. 5/10/18

Copy of the PD DRDA, Mayurbhanj/ Sub-Collector, Baripada/ Karanjia/ Rairangpur/ Kaptipada / All BDOs/ All Tahasildars for information and necessary action. They are requested to display the Tender call notice in their Notice Boards for wide publicity.

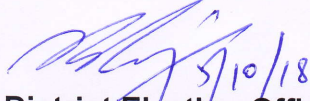
Copy to Notice Board of Collectorate, Mayurbhanj, Baripada to display for wide publicity.


**District Election Officer
& Collector, Mayurbhanj**

Memo No. 588 / Elec.,

Dated. 5/10/18


Copy forwarded to DIO, NIC, Mayurbhanj for information & necessary action with a request to display the above tender call notice in Mayurbhanj district web-site till 12.10.2018 (up to 2.00 PM). Requisition in the prescribed form is enclosed separately.


District Election Officer
& Collector, Mayurbhanj

Memo No. 589 / Elec.

Dated. 5/10/18

Copy forwarded to the Joint CEO- cum- Joint Secretary, Home (Election) Department, Odisha for information with reference to Letter No. 143 dtd. 16.07.2018.


District Election Officer
& Collector, Mayurbhanj

(Article-I) PRINTING OF FORMS, BALLOT PAPERS ETC.

Sl. No.	Particulars
1	Postal Ballot paper
2	Postal Ballot paper Numbering
3	Binding
4	¼ DM size Form (one side)
5	¼ DM size Form (both side)
6	1/8 DF size Form (one side)
7	1/8 DF size Form (both side)
8	Sticker
9	Pass (post card size)
10	Log Book for Private Vehicle/ Govt. vehicle
11	Credit Coupon Book (containing 10 coupon in each book)
12	Vehicle relieved order
13	Check List of Election Material
14	Bill form of Hire charge vehicle

(Article-II) CCTVs & WEB CASTING

Sl. No.	Particulars
1	Installation of CCTV Camera & Web- Casting on hiring basis at Critical and Vulnerable Polling Stations (Unit price to be quoted Per Piece per day including Service Charges)
	(Article-III) Videography
1	Videography with CD (with Video Grapher) (Unit price to be quoted per hour/ per day)

FORMAT FOR QUOTATION (Article at Annexure- I)

Notice No. :-

Name of the Supplier/ Firm/ Agency:-

Address of Supplier/ Firm/ Agency:-

PAN No. :-

GSTIN No. of Supplier/ Firm/ Agency:-

Rate Quoted for CCTV

Sl. No.	Name of the Item	Unit/ per piece/per day	Rate (Including all taxes)

Signature of Bidder

FORMAT FOR QUOTATION (Article at Annexure- II)

Notice No. :-

Name of the Supplier/ Firm/ Agency/:-

Address of Supplier/ Firm/ Agency/:-

PAN No. :-

GSTIN No. of Supplier/ Firm/ Agency/:-

Rate Quoted for Videography & Web casting

Sl. No.	Name of the Item	Unit/ per piece/per day	Rate (Including all taxes)

Signature of Bidder

FORMAT FOR QUOTATION (Article at Annexure-III)

Notice No. :-

Name of the Supplier/ Firm/ Agency/:-

Address of Supplier/ Firm/ Agency/:-

PAN No. :-

GSTIN No. of Supplier/ Firm/ Agency/:-

Rate Quoted for Printing of forms etc. :-

Sl. No.	Name of the Item	Unit/ per piece/per day	Rate (Including all taxes)

Signature of Bidder