

**DISTRICT ELECTION OFFICE: MAYURBHANJ:
BARIPADA**

No. 442 /Elec., Dated. 28/02/19

TENDER CALL NOTICE

Sealed quotations/tenders in plain paper are invited from intending local bidders by 07.03.2019 to the District Election Office who will supply the following materials as per the specification given.

Sl. No.	Name of article	Specification	Rate to be quoted
1	Transparent Plastic Box	14" x 10" x 5"	Per unit
2	Black color Envelope	12" x 8"	Per unit
3	Rubber Stamp (Mock Poll Slip)	Dimension 3 cm x 1.5 cms	Per unit
4	LED rechargeable lantern	4-6 lumen (any make)	Per unit
5	Transparent duct tape (Cello Tape)	4" width (10-15 meters length) each roll	Per unit
6	Plastic big Container to keep paper cards with cover	8" x 10" x 12" (length x breadth x height)	Per unit
7	Thick Green colored envelope	12" x 14"	Per unit
8	Thick Red colored envelope	6" x 3"	Per unit

Last date of submission of Tender paper- on or before 07.03.2019 by 1.00 PM

Place of Submission- District Election Office, Mayurbhanj.

Opening of Tender Box- 07.03.2019 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 sealed envelope. All the pages of the tender papers should be signed with seal of the firms/ agencies.
- 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 Additional District Magistrate, Mayurbhanj. Any Quotation received after due date shall liable for rejection.
- The Tenderer should deposit the cost of tender paper of Rs. 200/- (Rupees two 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 01.03.2019 to 07.03.2019 up to 1.00 PM.

- EMD of Rs. 2000/- (Rupees One 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 Tenderer shall submit the sample of each items at the time of opening of the tender before the Procurement Committee for verification of quality.
- 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.
- Time is the essence of the contract and delivery must be completed not 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 purchaser shall entitled to recover @ 0.1% of the value of delayed supply per week subject to maximum of 10%. Once the time limit is covered the Purchaser may cancel the contract agreement.
- 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 deliver items.
- In case of breach of any terms and conditions and failure to supply the required materials by the successful bidders, the purchaser 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 both consumable & non-consumable and other items shall be borne by the supplier.
- Interested bidders must be submitted their quotation in the prescribed format (item wise) and sealed with cover superscripting "**Tender for Supply of Election Materials**" on the envelop to the District Election Officer & Collector, Mayurbhanj, Baripada-757001 latest by 07.03.2019 by 1.00 P.M. Bidders may be present in person or through their representatives with authorization during the opening of Tender at 4 PM on 07.03.2019.

- 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 Purchase 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 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.

30/28.2

for
District Election Officer
& Collector, Mayurbhanj.

Memo No. 443 /Elec.,

Dated. 28/02/19

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.

for 30/28.2

for
District Election Officer
& Collector, Mayurbhanj

Memo No. 444 / Elec.,

Dated. 28/02/19

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 07.03.2019 (up to 1.00 PM). Requisition in the prescribed form is enclosed separately.

Copy forwarded to the DI & PRO, Mayurbhanj, Baripada for information with request to publish the Tender call notice at least two leading Odia News paper for wide publicity.

30/28.2

for
District Election Officer
& Collector, Mayurbhanj

Memo No. 445 / Elec.

Dated. 28/02/19

Copy forwarded to the Joint CEO- cum- Joint Secretary, Home (Election) Department, Odisha for information.

30/28.2

for
District Election Officer
& Collector, Mayurbhanj