

**DISTRICT ELECTION OFFICE: MAYURBHANJ, BARIPADA.**

Phone No.-06792252758  
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**TENDER CALL NOTICE**

No. 518 / Elec., Date. 12.3.2024

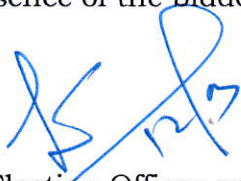
Sealed quotations in enclosed format are hereby are invited from intending Registered Suppliers/ Co-operative Stores/ Manufactures/ Agencies for Purchase of IT Infrastructure for the forthcoming Simultaneous General Election-2024 under Mayurbhanj District.

The details of information and documents are to be furnished are given below;

**SCHEDULE OF EVENTS:**

- Publication of Tender :- 12.03.2024
- Last Date for receipt of bids :- 20.03.2024 (1:00 PM)
- Opening of general bids :- 20.03.2024 (3:00 PM)
- Notification of qualified bidders based on general bid evaluation :- 20.03.2024 (4:00 PM)
- Opening of Financial bid :- 20.03.2024 (5:00 PM)

- The bidders are advised to visit frequently or contact District Election Office, Mayurbhanj to track any Modification/Corrigendum etc or to know the samples of articles in this connection.
- Canvassing in any forms shall be liable for disqualification.
- The application form of quotation/tender containing General Bid information and terms and conditions for Purchase of IT Infrastructure will be available with District Election Office, Mayurbhanj.
- Last date of submission of tenders 20.03.2024 (1:00 PM). No tenders will be received after the due date and time.
- Collector, Mayurbhanj 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 for General Bid & Financial Bid (both in one cover) by the due date and time through Speed Post/Registered Post only addressed to the District Election Officer- Cum-Collector, Mayurbhanj.
- The tender papers will be opened in the office chamber of the Addl. District Election Officer-cum-ADM, Mayurbhanj 20.03.2024 (1:00 PM) in presence of the bidders.

  
District Election Officer-cum-  
Collector, Mayurbhanj.

Memo No. 519 / Elec.,

Dated 12/3/2024

Copy forwarded to the CDO-cum-EO, Zilla Parishad/ Sub-Collector, Baripada/ Karanjia/ Rairangpur/ Kaptipada /all Block Development Officers / 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 for wide publicity.

  
District Election Officer  
& Collector, Mayurbhanj.

Memo No. 520 / Elec.,

Dated. 12/3/2024

Copy forwarded to DIO, NIC, Mayurbhanj for information & necessary action with a request to display the above tender call notice in Mayurbhanj district website [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in) immediately.

  
District Election Officer  
& Collector, Mayurbhanj

Memo No. 521 / Elec.

Dated. 12/3/2024

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

  
District Election Officer  
& Collector, Mayurbhanj

Terms and Condition:

1. Photocopy of valid PAN card, GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder along with their proposal. All the pages of the tender paper should be signed with seal of the firm/agencies.
2. Relevant self-attested copies of documents in support of the above criteria must be closed along with General Bid documents failing which the bid will be liable to be rejected.
3. The bidders should have not been blacklisted by any Govt. organization. If found later on, action shall be initiated against the firm as per the law.
4. The successful bidders shall not assign or sublet the contract to any other firm.
5. Time is 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, action deemed fit will be taken against him.
6. The transportation of materials and installation cost, if any will be borne by the supplier.
7. The price quoted should be including of all taxes. The bidders shall clearly mention all applicable taxes in the appropriate column of the format.
8. The Collector, Mayurbhanj reserves the right to accept or reject any or all the quotations without assigning any reason thereof and also has the right to allot/distribute the supply order to L2 supplier/ firm at the Lowest (L1) rate in case of L1 bidder fails to deliver items within the stipulated period.
9. In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the Collector, Mayurbhanj reserves the right to cancel the order/ contract without assigning any reason thereof.

  
District Election Officer  
& Collector, Mayurbhanj

GENERAL PROPOSAL

The General Proposal should include the following documents.

1. Photocopy of valid PAN card, Photocopy of GSTIN registration certificate, IT return documents of last three years must be closed by the bidder along with the proposals. All the pages of the tender papers should be signed with seal of the firm/agency.
2. Relevant self-attested copies of documents in support of the above criteria must be enclosed along with General bid documents failing which the bid will be liable to be rejected.
3. Detailed profile of the company as per Annexure-I.
4. Letter of authorized representative as per Annexure-II.
5. 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 including of all taxes)

  
**District Election Officer  
& Collector, Mayurbhanj**

## PROFILE OF THE FIRM

| SI. No | Particulars             | Details |
|--------|-------------------------|---------|
| 01     | Name of the firm/agency |         |
| 02     | Year of Establishment   |         |
| 03     | Full Address of Office  |         |
| 04     | Telephone/ Mobile No.   |         |
| 05     | E-mail address          |         |
| 06     | PAN No.                 |         |
| 07     | GST Registration No.    |         |

Signature of the Witness Date

Place

Signature of the Tenderer Date

Place

Company Seal

REPRESENTATIVE AUTHORISATION LETTER

To,  
The District Election Officer & Collector,  
Mayurbhanj.

Sir,

Sri.....is hereby authorized to sign relevant documents on behalf of the firm/agency in dealing with reference No...../Elec. Dated .....He/ She is also authorized to attend meeting and submit required information as may be required 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,  
Mayurbhanj.

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 declared  
ineligible for corrupt and fraudulent practices either indefinitely or for a particular  
period of time.

Signature of the Witness

Date

Place

Signature of the Tenderer

Date

Place

Company Seal

**FINANCIAL BID**

Quotation Call Notice No.  
 Name of the Firm/Agency  
 Address of the Firm/Agency  
 PAN No.  
 GSTIN No.  
 Rate quoted for required items:

| Item                   | Specification   | Rate(in Rs)<br>(Inclusive of taxes) |
|------------------------|---|-------------------------------------|
| Multi Function Machine | <ul style="list-style-type: none"> <li>• Type- <b>Mono, Multifunction Machine</b></li> <li>• Print Technology-<b>Laser</b></li> <li>• Cartridge Technology - <b>Separate Drum and Toner (Dual Component)</b></li> <li>• Flatbed Size- <b>A3</b></li> <li>• Paper - <b>A3 / A4 / Legal / Custom</b></li> <li>• RAM- <b>7168 MB or more</b></li> <li>• First Copy output time - <b>3 second or less</b></li> <li>• HDD-<b>256 GB or more</b></li> <li>• Minimum speed per Minute (A4) - <b>65 PPM or more</b></li> <li>• Minimum speed per Minute (A3) - <b>32 PPM or more</b></li> <li>• Scanning facility - <b>Yes</b></li> <li>• Scanning Speed - <b>140 IPM or more (one sided)</b></li> <li>• Printing &amp; Scanning (Duplex) - <b>Yes</b></li> <li>• Networking feature- <b>Yes, Ethernet 10/100/1000</b></li> <li>• Wifi facility - <b>Yes, Wifi 802.11 b/g/n</b></li> <li>• Document Feeder type- <b>Single Pass Document Feeder (SPDF)</b></li> <li>• Feeder Capacity - <b>300 sheets or more</b></li> <li>• No of Main paper tray- <b>2</b></li> <li>• Each main paper tray capacity- <b>500 sheet or more</b></li> <li>• Bypass facility- <b>Yes</b></li> <li>• Bypass tray capacity-<b>150 or more</b></li> <li>• Duty Cycle (No of Prints/ Month) <b>250000 or more</b></li> <li>• Operating Temperature - <b>10-30 Degree C</b></li> <li>• Operating Humidity- <b>20% RH- 80% RH</b></li> <li>• Certification - <b>RoHS</b></li> <li>• Warranty- <b>5 years onsite warranty</b></li> </ul> |                                     |

Signature and Seal