



**DISTRICT ELECTION OFFICE
BALANGIR**



**ELECTION URGENT
SGE - 2024**

Email ID : dcelections.blgr@gmail.com

L. No. 261 / Elec.
VII- 06 / 2024

Dtd. 19.02.2024

TENDER CALL NOTICE

Sealed Quotations in enclosed format inviting from the intending Registered Suppliers / Co-Operative Stores / Manufacturers / Agencies **for supply and distribution of LED Lamps** for the ensuing Simultaneous General Election - 2024. The details of information and documents to be furnished are given in the following manner.

Schedule of Events

Publication of tender	:-	19-02-2024
Last Date for receipt of bids	:-	29.02.2024 (1 PM)
Opening of General bids	:-	29.02.2024 (4 PM)
Notification of qualified bidders based on General bid evaluation	:-	29.02.2024 (4 PM)
Opening of Financial bid	:-	29.02.2024 (4 PM)

Interested bidders can download the tender documents from the district website and submit the bid duly filled in alongwith the EMD of Rs. 10,000/- (Rupees Ten thousand) only alongwith application fees of Rs. 500/- in shape of demand draft in favour of District Election Officer & Collector, Balangir.

The tender documents are available at District Election Office, Balangir. The bidders are advised to visit frequently or contact District Election office to track any modification /corrigendum etc. They are also advised to go through the term and condition carefully before submitting the tender paper and also see the sample item at this office.

Canvassing in any form shall be liable for disqualification.

Last date of submission of tenders is **29-02-2024** by 1 PM. No tenders will be received after due date and time. The tender paper if any received after the above said date will not be taken into account.

Collector, Balangir 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 (General bid & Financial bid both in one cover) by the stipulated period by Speed Post / Registered post / shall be dropped in the assigned drop box kept at the District Election Office, Balangir in the address of District Election Officer & Collector, Balangir.


19.2.24

**District Election Officer,
& Collector, Balangir**

Memo No. 262 / Elec.

Dated: 19/02/2024

Copy to Notice Board, Collectorate, Balangir.

Copy to DIO, NIC, Collectorate, Balangir for information and necessary dissemination of the information / quotation in the district website.

Copy to all Sub-Collectors / all BDOs / All Tahasildars / All NAC Executive Officers of this district for information with a request to publish the notice in their office notice board for wide publicity in the interest of the General public.

Copy to DIPRO, Balangir for information and necessary action.

Copy submitted to Deputy Secretary, I & PR Deptt., Odisha, Bhubaneswar with a request to get it published in one Odia daily newspaper and one English daily newspaper on 20.02.2024 for wide circulation of tender call notice. Complimentary copy of the newspaper containing the tender call notice may please be send to this office for reference and record.

 19.2.24

**District Election Officer,
& Collector, Balangir**

Memo No. 263 / Elec.

Dated 19/02/2024

Copy to ADM-cum-Addl. DEO, Balangir / ADM (Rev.), Nodal Officer (Material Management) / Sub-Collector, Balangir/Patnagarh/Titilagarh / Treasury Officer, District Treasury, Balangir / Asst. Collector (Nizarat), Balangir / (all members of Purchase committee) for information and necessary action.



**District Election Officer,
& Collector, Balangir**

Memo No. 264 / Elec.

Dated 19/02/2024

Copy submitted to the Joint CEO-cum-Joint Secretary to Govt. Home (election), Odisha, Bhubaneswar for kind information with reference to his Letter No. 12736/Elec., dated 21-12-2023.



**District Election Officer,
& Collector, Balangir**

Terms and conditions :-

1. Photocopy of valid PAN card, GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder alongwith their proposals. All the pages of the tender papers should be signed with seal of the firms / agencies.
2. The application fees of Rs. 500/- (Rupees five hundred) only in shape of Demand Draft / Banker Cheque and EMD of Rs. 10,000/- (Rupees Ten thousand) only in shape of Demand Draft in favour of District Election Officer & Collector, Balangir payable at Balangir must be furnished by the tenderer. The EMD of unsuccessful bidders will be refunded after finalization of tender. The tender application fee is non-refundable. In case the bidder(s) are local MSEs registered under DIC, O.K & V.I. and Handicraft Industries, OSIC & NSIC will be exempted from EMD, subject to submission of relevant valid certificate as per Finance Department O.M No.-27928/F Dt.16.10.2020.
3. Relevant self-attested copies of documents in support of the above criteria must be enclosed alongwith General bid documents failing which the bid will be liable to be rejected.
4. Any legal dispute arises out of this is subject to jurisdiction of Balangir District only
5. The bidder should have not been blacklisted by any Govt. organization/court etc. If found later on, action shall be initiated against the firm as per the law by the undersigned.
6. The successful bidder shall not assign or sublet the contract to any other firm.
7. Prices shall be quoted in **Indian Rupees** (both in figures & words) carefully and legibly.
8. The Purchase Committee shall decide to consider in favour of the said one successful bidder on priority basis, who shall be able to supply the all items as per mentioned in Annexure-IV and also present the sample of LED Lamp (Battery based removal/ changeable) at the time of supply to District as per the requirement order.
9. Time is the 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, the undersigned will take action as deemed fit.
10. The Collector, Balangir 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 work to L2 supplier / firm at the Lowest (L1) rate in case if L1 bidder fails to deliver items within the stipulated period. No request or prayer to extend the date of supply will be considered at any circumstances.
11. In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the Collector, Balangir will have the right to cancel the order / contract without assigning any reason thereof and nothing will be paid by this office in that event and the EMD will also be forfeited. In case of the bidder after fully supply of materials, the EMD will be refunded after receipt of report on good quality as per sample from the receiving District only.


**District Election Officer,
& Collector, Balangir**

GENERAL PROPOSAL

The General Proposal should include the following documents.

1. EMD of Rs. 10,000/- (Rupees Ten thousand) only in shape of demand draft / banker cheque alongwith application fee of Rs. 500/- (Rupees Five hundred) only in favour of District Election Officer & Collector, Balangir payable at Balangir must be furnished by the tenderer. The EMD of unsuccessful bidders will be refunded after finalization of tender. The tender application fees are non-refundable.
2. Photocopy of valid PAN card, Photocopy of GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder alongwith their proposals. All the pages of the tender papers should be signed with seal of the firms / agencies.
3. Relevant self-attested copies of documents in support of the above criteria must be enclosed alongwith General bid documents failing which the bid will be liable to be rejected.
4. Detailed profile of the company as per Annexure- I
5. Letter of authorized representative as per Annexure – II
6. 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 excluding of taxes and including of taxes)



**District Election Officer,
& Collector, Balangir**

Annexure - I

PROFILE OF THE FIRM

Sl. No.	Particulars		Details
1.	Name of the firm / company	:-	
2.	Year of Establishment	:-	
3.	Full Address of office	:-	
4.	Telephone/Mobile No.	:-	
5.	E-Mail Address	:-	
6.	PAN No.	:-	
7.	GST Registration certificate	:-	

Signature of the Witness

Date

Place

Signature of the Tenderer

Date

Place

Company Seal

REPRESENTATIVE AUTHORISATION LETTER

To

The District Election Officer & Collector, Balangir

Sir,

I Sri _____ is hereby authorized to sign relevant documents on behalf of the company in dealing with reference No. _____/ Elec. dated _____. She / He is also authorized to attend meeting and submit required information as may be required by you 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, Balangir

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

Signature of the Witness

Signature of the Tenderer

Date

Date

Place

Place

Company Seal

FINANCIAL BID

Quotation call notice No. :-
 Name of the Supplier / Firm / Agency :-
 Address of Supplier / Firm / Agency :-
 PAN No. :-
 GISTIN No.of Supplier / Firm / Agency :-

Rate quoted for required items

Sl. No.	Name of the article	Quantity	Rate (In Rs) Excluding tax)	Rate (In Rs) Including tax)
1.	LED Lamps (Battery based removable/changeable)	01		
Total Amount				

NB:- Total requirement of LED Lamps for SGE,2024

Name of the District	Name of the Sub-Division	No. of Booths	Requirement	10% reserve	Final Requirement	Rounded by
Balangir	Balangir	560	1120	112	1232	1240
	Patnagarh	345	690	69	759	760
	Titilagarh	643	1286	129	1415	1420
	Total	1548	3096	310	3406	3420

SIGNATURTE & SEAL