

DISTRICT PANCHAYAT OFFICE, Kalahandi
(TENDER CALL NOTICE)

No. 1006/DPO

Dtd. 28.10.21

1. The sealed tenders are invited from the intending manufacturers/ authorized dealers/ suppliers for procurement of screens and ballot box cover for General Election to PRIs, 2022.
2. Tender papers required for the tender call can be obtained from the District Panchayat Office, Kalahandi on payment of Rs.500/- (Rupees Five hundred) only (non-refundable) in cash towards cost of Tender paper on any working day from the date of this notice till 8th Nov, 21 5 PM during office hour.
3. The Tender papers can also be downloaded from the district website <http://www.kalahandi.nic.in>. In case of tender papers downloaded from the district website for using the tender call, it shall accompany Bank Draft of Rs.500/- (Rupees Five hundred) only in favor of **"District Panchayat Officer, Kalahandi"** payable at SBI Main Branch, Bhawanipatna.
4. The tender paper shall reach the District Panchayat Office, Kalahandi by Registered post/ Courier Service/ Speed post only on or before 8th Nov, 21 at 5 PM. The tender received beyond the date and time mentioned above shall not be taken into consideration.
5. Tender papers must be accompanied with the money receipt/ DD towards cost of Tender papers and other relevant documents as mentioned in the tender paper. Failure to comply the instruction specified there on or non-submission of any of the documents specified, the bid shall summarily be rejected.
6. The sealed tenders will be opened on 9th Nov, 21 at 11 AM by the undersigned in this Office in presence of the tenderers or their authorized agents and members of the District level purchase Committee constituted for the purpose.
7. The undersigned reserves the right to cancel or reject any or all the tenders without assigning any reason thereof.
8. The details of this tender are available in the Notice Board/ District Website <http://www.kalahandi.nic.in>.


28.10.21
Addl. District Magistrate,
Kalahandi

Memo No. 1007

Dated 28.10.21

Copy to the District Information Officer, NIC, Kalahandi for information and necessary action with request to publish the tender advertisement in the District Website.


28.10.21
Addl. District Magistrate,
Kalahandi

Memo No.....1008.....

Dated.....28.10.21.....

Copy to Notice Board of the Collectorate, Kalahandi/ DRDA, Kalahandi/ all
Sub-Collectors/ District Panchayat Office, Kalahandi for information.


28.10.21
**Addl. District Magistrate,
Kalahandi**

Tender Paper of the Tender Call Notice for Procurement of screens & ballot box cover for General Election to PRIs 2022, Kalahandi

Terms and Conditions:

1. Sealed tenders are invited from intending suppliers, manufacturers and authorized dealers bearing GSTIN for supply of screens and ballot box covers for General Election to PRIs 2022, Kalahandi.
2. 3. The tender will be in two parts i.e. Technical Bid (Part-I) and Financial Bid (Part-II). The Bidders should give their Technical and Financial Bids separately in two envelopes and should put into another Cover Superscribed as **"Tender for General Election to PRIs 2022"** for procurement of screens and ballot box covers.
4. The other terms and conditions associated with the assignments mentioned in **Annexure-A**.
5. The last date of submission of tender paper is ^{8th} ~~8th~~ NOV, 21 at 5 PM.
6. Bidders who qualify technical bid, their financial bid shall only be opened.
7. The successful Bidder have to submit the delivery within 10 days from the date of issue of indent order from the District Panchayat Office, Kalahandi.
8. All the materials will be submitted to Office of District Panchayat Office, Kalahandi.
9. The details of the Specification of the items required for supply of screens and ballot box covers mentioned at **Annexure-B**.

Annexure-A
Terms and Conditions

1. For the supply of screens and ballot box covers, supplying Agency should be bona-fide registered body having valid Registration No. for supplying the same.
2. The supplying agency should have PAN/ TIN & up to date GST clearance Certificate (up to 30th June, 21)
3. It has not been blacklisted by any Government Organization.
4. Rates should be quoted **inclusive** of all charges of GST and other taxes as applicable including transportation.
5. The District Administration will have no liability regarding transportation, loading and unloading of materials and all the materials ordered shall be delivered at the designated place in good condition. The defective or damaged material if any will be replaced by the agency immediately.
6. The tenderer should deposit EMD of Rs.2000/- (Rupees Two Thousand) only in shape Demand draft in favour of District Panchayat Office, Kalahandi payable at SBI main Branch Bhawanipatna. The EMD will be refunded after successful completion of supply. EMD of unsuccessful tenderers shall be refunded after finalization of the tender process.
7. Self-attested certificate of MSME will be exempted from giving EMD.
8. Money receipt in original in support of purchase of tender papers or Demand Draft of Rs.500/- (Rupees Five Hundred) only payable at SBI Main Branch Bhawanipatna in favour of District Panchayat Office, Kalahandi is non-refundable in nature.
9. Conditional tender is liable to be rejected. In the event of acceptance, the Tender Committee's decision will be final. The tender, which is not as per our required specifications will not be considered.
10. If the successful bidder fails to supply within the stipulated period i.e.10 days of receipt of supply order, liquidated damaged @ 2 % per day of delay shall be deducted from the final payment.
11. The District Panchayat Office will not pay any advance payment to the successful bidder. The supplying Agency to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of the bill in that regard.
12. The payment will be made after receipt the bills from supplier. The tender committee will test the quality of supply.
13. Rates quoted against this tender shall remain valid up to 12 months after publication of approved rate. No request for increase in rates, if any, will be allowed or entertained during this period.
14. Tenderer requires to submit the sample items as per specification for test check.
15. Under no circumstances shall the supplying agency appoint any sub-contractor or sublease for the contract. If it is found that the supplying agency has violated such conditions then the contract will be terminated without any notice and EMD shall be forfeited.
16. The detailed tender paper should be submitted with the tender duly signed by the tenderer as a token of acceptance of the terms and conditions.

17. The Tender Committee reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
18. Income tax returns for last two financial year 2018-19 & 2019-20 is mandatory.
20. Self-declaration is essential in connection with bidding by all terms and conditions in tender.
21. All documents are to be submitted with self-attestation.

ANNEXURE-C

List of Documents to be submitted for supplying the screens and ballot box covers for General Election to PRIs 2022.

1. Xerox with self-attested copy of GSTIN certificate of supplier/ manufacturer.
2. Xerox copy of self-attested PAN card/GST clearance certificate.
3. Tender paper cost of Rs.500/(Rupees Five Hundred) only in shape of Demand Draft/ Original money receipt.
4. EMD cost Rs. 2000/- (Rupees Two thousand) only in shape of Demand Draft.
5. Self-attested certificate of MSME for exemption of EMD.
6. Income tax returns for last two financial years. (Self-certified)
7. Self-declaration in connection with non-blacklisted by any Government organization in ANNEXURE-I
8. Self-declaration in connection with abiding by all terms and conditions mentioned in the notification in ANNEXURE-II.
9. 1 copy as sample copy as per specification.

TENDER FORM

Part-I

(Technical Bid)

1.	Name of the Dealer/Supplier /Manufacturer (In capital letters)	
2.	Address of the Dealer/ Supplier / Manufacturer (In capital letters)	
3.	Self-attested Registration Certificate of the Dealer/ Supplier / Manufacturer	
4.	Self-attested PAN card	
5.	Self-attested GST Certificate up to	
6.	Tender paper cost of Rs.500/ (Rupees five hundred) only in shape of Demand Draft/ Original money receipt.	
7.	EMD cost of Rs.2000/- (Rupees Two thousand) only in shape of Demand Draft.	
8.	Self-attested certificate of MSME for exemption of EMD.	
9.	Income tax returns for last two year	
10.	Self-declaration in connection with non-blacklisted by any Government organization (Submit in ANNEXURE-I)	
11.	Self-declaration in connection with abiding by the terms and conditions mentioned in the notification (Submit in ANNEXURE-II)	
12.	1 copy as sample copy as per specification.	

DECLARATION

I/We hereby declare that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my/our knowledge. I/ We understand that in case of any deviation in the above statement at any state, the Printing Press/ Supplying Agency will be blacklisted and will not have any dealing in future.

Place:

Signature & Seal of the Tenderer.
Date:-

TENDER FORM

Part-II

(Financial Bid)

SL NO	NAME OF THE ITEM	QUANTITY	SPECIFICATION
1.	Screen	681	i. 8'X3' Size of Cloth (Navy blue cashmate cotton cloth) ii. Lower Border 4 cm including cotton belt including stitching iii. Upper Border 4 cm stitching iv. Other two side stitching v. the word " <u>SEC</u> " shall be printed in white colour in the middle portion of the cloth. vi. Upper border 2 eyelids in each corner and 2 eyelids in the middle in equidistance.
2.	Ballot box cover	3738	i. 12"X11"X30" size of cloth bag (Violet colour) stitching ii. Stitching at the bottom of the cloth and side. iii. Upper side piping with lace

Samples of Screen & Ballot box cover are available in DPO, Kalahandi.

Rates should be quoted inclusive of GST, Transportation, loading and unloading etc. at District Panchayat Office, Kalahandi. Further, the unit cost of 1 Screen must not exceed Rs.45/- and unit cost of ballot box cover (Cloth bag) must not exceed Rs.50/-

Place:

Date:

Signature and Seal of Tenderer.

Annexure-B

SL NO	NAME OF THE ITEM	QUANTITY	SPECIFICATION
1.	Screen	681	i. 8'X3' Size of Cloth (Navy blue cashmate cotton cloth) ii. Lower Border 4 cm including cotton belt including stitching iii. Upper Border 4 cm stitching iv. Other two side stitching v. the word " <u>SEC</u> " shall be printed in white colour in the middle portion of the cloth. vi. Upper border 2 eyelids in each corner and 2 eyelids in the middle in equidistance.
2.	Ballot box cover	3738	i. 12"X11"X30" size of cloth bag (Violet colour) stitching ii. Stitching at the bottom of the cloth and side. iii. Upper side piping with lace

N:B- 1. The Details General Election to PRIs 2022 sample copy can be downloaded from the website: <http://www.kalahandi.nic.in> or Can also be procured from the District Panchayat Office, Kalahandi.

Signature with seal of the Tenderer.

ANNEXURE- I
SELF DECLARATION

I/we do hereby declare that Dealer/supplier/manufacture agencies
namely.....,
address..... has/have not
been black listed by in any Government organization. If the same is found in future
the organization will be punished as per the law.

Date

Signature of Proprietor
with Seal (Tenderer)

ANNEXURE-II

SELF DECLARATION

I/ we do hereby declare that Dealer/supplier/manufacturere
agencies namely
address.....

will abide by all terms and conditions mentioned in the tender paper. If it is
violated, the organization will be punished as per the law.

Date

Signature of Proprietor
with Seal (Tenderer)