



GREATER PARTICIPATION FOR STRONGER DEMOCRACY
OFFICE OF THE DISTRICT ELECTION OFFICER & COLLECTOR,
BHADRAK.

Phone-06784-240465

Email-bhadrakelection1@gmail.com

Election Urgent



Letter No. 386 /Elec

Date. 09/3/24

TENDER CALL NOTICE

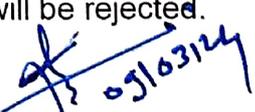
Sealed tenders in the prescribed format are invited from the intending Firms /Company/ Agencies for supply of goods and Services as per "Annexure-I" as required for forthcoming Simultaneous General Election-2024 in Bhadrak District.

The Sealed tenders should reach to the Dy. Collector (Election), Collectorate, Bhadrak by **Registered Post / Speed Post / DROP BOX** only on or before **19.03.2024 by 5.00 P.M.** The General Bids will be opened on **20/03/2024 at 03.00 PM** in the Conference Hall of Collectorate, Bhadrak in presence of members of Purchase Committee and Bidders or their authorized agents followed by opening of Financial Bids (of the General Bid qualifiers) **at 04.00 PM** in the same venue. The tender should be submitted in two Bids i.e. (General Bid in Cover No.-'A' & Financial Bid in Cover No.-'B') both kept in Cover No.-'C' super scribed as 'Tender for Hiring of Tents, Furniture & Fixture etc.' as per the Terms and Conditions attached with the Tender Call Notice.

The Tender Papers along with the details of specification of the articles will be available at Election Section of Collectorate, Bhadrak on payment of Rs.500/- in shape of Cash/Demand Draft drawn in favour of Dy. Collector (Election), Bhadrak in any nationalized bank payable at Bhadrak. The same can also be downloaded from the website of Bhadrak district, www.bhadrak.nic.in from date 11.03.2024 to 19.03.2024.

- (i) Last Date of submission of Tender: 19/03/2024 at 5.00 PM
- (ii) Date of Opening of General Bid : 20/03/2024 at 03.00 PM
- (iii) Date of Opening of Financial Bid : 20/03/2024 at 4.00 PM

The Earnest Money (EMD Cost) of **Rs.25,000/-**(Rupees Fifty Thousand) only is to be deposited in shape of Bank Draft drawn in favour of Dy. Collector (Election), Bhadrak payable at Bhadrak in any nationalized bank along with tender documents. Transfer or adjustment of EMD will not be entertained. Shortfall of any required document, EMD will not be entertained and the tender paper will be liable for rejection. The undersigned will not be held responsible for any delay in postal service & the tenders received after scheduled date & time will be rejected.


District Election Officer & Collector,
Bhadrak

Memo No. 387 /Elec.Dtd. 09/03/24

Copy forwarded to the DIO, NIC, Bhadrak for information. He is requested to upload the advertisement in the district website for wide publication of the same.


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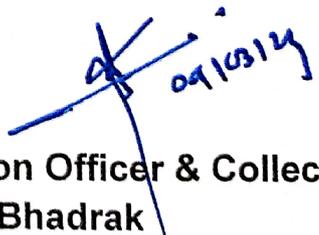


DISTRICT ELECTION OFFICER & COLLECTOR,
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TENDER DOCUMENT

Important dates of the Tender for supply of articles as per
“Annexure-I” required for the forthcoming
Simultaneous General Election-2024 in Bhadrak District

(a)	Date of Publication of Tender	11/03/2024
(b)	Last date and time for submission of Tender Document	19/03/2024 at 5.00 P.M.
(c)	Date and time for Opening of	
	(i) General Bid	20/03/2024 at 03.00 PM
	(ii) Financial Bid of eligible Bidders	20/03/2024 at 04.00 PM


District Election Officer & Collector,
Bhadrak



TERMS & CONDITIONS

1. General BID : (Documents to be furnished along with General Bid)

In support of eligibility, a bidder must submit the requisite EMD & the following documents in shape of hard original copies or attested copies, as the case may be along with the General Bid.

- (i) Detailed Profile of the Bidder.
- (ii) Form of General bid application, declaration & check list duly filled.
- (iii) Cost of Tender documents in shape of Cash Receipt / Demand Draft in favour of Dy. Collector (Election), Bhadrak payable at Bhadrak in any nationalized bank.
- (iv) EMD amount as specified in shape of Demand Draft in favour of Dy. Collector (Election), Bhadrak payable at Bhadrak in any nationalized bank. The EMD will be refunded to the unsuccessful bidders after finalization of tender within 15 days and to the successful bidders after completion of the Task / Job.
- (v) Copy of PAN Card & Aadhar Card of the Bidder.
- (vi) Copy of the Income Tax return of last 03 **Assessment Years** (2021-22, 2022-23 & 2023-24)
- (vii) Copy of the GST Registration Certificate, GST Return for 2022-23 & GST Clearance up to 31/12/2023.
- (viii) Copy of the Firm/Company/Agency / Udyam registration certificate.
- (ix) Xerox copy of Bank Pass Book (front page) / Cancelled Cheque with the name & A/C Number of Bidder/ Business concern.

2. The Tender paper is to be addressed to the Dy. Collector (Election), Collectorate, Bhadrak in closed cover/ envelope should be superscribed on the top as "**Tender for Hiring of Tents, Furniture & Fixture etc. to be used in Bhadrak District during the General Election-2024.**"

3. There shall be 03 covers/envelops. One sealed cover will contain General Bid papers/documents (Envelope-'A') and another sealed cover will contain Financial Bid(Envelope-'B') papers/documents. On the front top of 02 sealed covers/ envelops addressed to the District Election Officer & Collector, Bhadrak must be superscribed as "**Tender paper for General Bid**" / "**Tender paper for Financial Bid**" as required. Both the sealed covers will be kept in another cover(Envelope-'C') addressed to the Dy. Collector (Election), Collectorate, Bhadrak superscribed as written in the Point No.2 above.

4. All the item of articles & services should be supplied/provided **within short notice as per requirement** & placement of order. The Successful Unit/Firm should submit GST Clearance up to 31/12/2023 during time of submission of Invoice Bill with Delivery Challan.



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5. If the bidder fails to provide the services within stipulated period, the order will stand automatically cancelled and the EMD amount will be forfeited to Government.
6. The Bidders must have at least Rs.30.00 (Thirty) lakhs turnover of business aggregating in last 03 financial years (i.e. 2020-21, 2021-22, 2022-23) and provide documents / proofs to this respect at the time of application for tender.
7. The Bidders must not have been black listed by any Govt. organisation / PSU within last one year prior to the date of publication of the Tender Call Notice.
8. The bidder must have Firm / Udyam Registration Certificate.
9. **FINANCIAL BID : (Documents to be furnished along with General Bid)**
 - (i) Financial Bid in Annexure-I,
 - (ii) Declaration for Financial Bid
 - (iii) Check list for Financial Bid.
10. The successful Bidder(s) should replace any damage material(s) or if arose any incorrect size/specification of the items immediately to concerned official(s).
11. The agency/firm/company should have experience in curating Govt. programme/works of similar types.
12. If pointed out regarding low quality of the materials &/or services, the committee shall consider the bidder of next rate quoted unit after observing quality of the Materials / Services.
13. In the event of any doubt or confusion in interpretation of any clause mentioned in the Terms & conditions the decision of the District purchase/tender committee shall be final.
14. The Bidders shall put their seal & signatures in all pages of the tender documents.
15. The Committee reserves the right to relax any clause of the above Terms & Conditions on bonafide ground(s).
16. The Committee also have the right to reject any or all Tenders without assigning any reason thereof.


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TENDER CALL NOTICE NO. DATE:

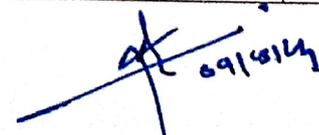
08.03.2024.

GENERAL BID

CHECK LIST (GENERAL BID)

Please check whether the following documents have been enclosed in the respective cover/envelope namely, General Bid: Please arrange the documents serially in the following order.

1.	E.M.D in shape of DD in favour of District Election Officer, Bhadrak.	Yes / No
2.	General Bid Application	Yes / No
3.	Declaration application for General Bid	Yes / No
4.	Firm / Company / Agency Registration Certificate	Yes / No
5.	Copy of the GST Registration Certificate	Yes / No
6.	Copy of PAN Card	Yes / No
7.	Copy of Udyam Registration Certificate	Yes / No
8.	Copy of 03 years turnover document proof/ Balance sheet	Yes / No
9.	Copy of the Income Tax return filed for the last Three Assessment Years (2021-22, 2022-23 & 2023-24)	Yes / No
10.	Copy of GST Return for the Financial Year 2022-23 & GST Clearance up to 31/12/2023	Yes / No
11.	Xerox copy of Bank Account details	Yes / No
12.	Financial Bid Application	Yes / No
13.	Declaration for Financial Bid	Yes / No
14.	Checklist for Financial Bid	Yes / No
15.	Experience (if any as per clause 11 of the Terms & Conditions)	Yes / No
16.	Copy of Authorization to the person attending the Tender opening meeting.	Yes / No


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DECLARATION

(To be submitted with General Bid Application)

To,

**The District Election Officer & Collector,
Bhadrak**

Ref : Tender Call Notice No. _____/Elec. Dt.08/03/2024

Sir,

I/We, the undersigned offer to supply the services of Tents, Furniture & Fixture etc. against the Tender Call Notice of District Election Officer & Collector, Bhadrak referred above for requirement of the articles / materials / Services for the forthcoming Simultaneous General Election-2024. I/We are hereby submitting our bid, which includes this General Bid and Financial Bid sealed under separate envelopes and both kept in another envelope.

I/We hereby declare that all the information and statements made in this bid are true and accept that any misrepresentation contained in it may lead to our disqualification. Our Firm / Company / Agency has not been blacklisted by any Govt. Organisation / PSU during last one year as per clause-7 of the Terms & Conditions.

If we are assigned the work during the period of validity of the bid as would be arrived on mutual agreement, we undertake to carry out the same as per the terms and conditions of the tender documents.

We have carefully gone through the Terms & Conditions contained in the tender documents and declare that all the provisions of this tender document are acceptable to our firm / company / agency.

I, further certify that I am an authorized signatory of my company/firm/agency and am, therefore, competent to make this declaration.

Yours faithfully,

Authorized Signatory (in full and initials):

Name and Title of Signatory:

Name of the Firm:

(Seal)



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GENERAL BID APPLICATION

(To be submitted with General Bid)

General Information about Manufacturer/Authorized supplier

Sl.No.	Particulars	Details to be furnished
Details of Bidder:		
1	Name	:
2	Address	:
3	Telephone Number	:
4	E.Mail Id	:
Details of Authorised Person (if any):		
5	Name	:
6	Address	:
7	Telephone Number	:
Firm/Entity/Agency Details:		
8	Name of the Firm/Company/Agency	:
9	Details of Registration of Company/ Firm/ Agency (Enclose Registration Certificate)	:
10	Address of the Firm/Entity	:
11	GST Number (Enclose Copy)	:
12	GST Return for 2022-23 (Enclose Copy)	:
13	GST Clearance up to 31.12.2023 & Enclose Copy)	:
14	PAN (Enclose Copy)	:
15	Income Tax Return of last 03 Assessment Years. (Enclose copies)	:
16	Aadhar Number of the Owner/proprietor of the Business (Enclose Copy)	:
17	Udyam Registration Number of the Company / Firm /Entity (Enclose Copy)	:
18	Bank Account Details (Enclose copy of the Pass book Front page /Cancelled Cheque)	:
19	Turnover/Balance sheet/ Audit Report of last 03 years (Enclose Copies)	:
20	Experience in curating Govt programme/work of similar type (enclose copies)	:



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DECLARATION

I _____ Son/Daughter/Wife of Shri _____
Proprietor/Director/authorized signatory of the above mentioned firm / Company / agency am

competent to sign this declaration and execute this tender document. I have carefully read and understood all the Terms & Conditions of the Tender & undertake to abide by them. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing any false information/fabricated documents would lead to rejection of my Tender at any stage besides liabilities towards prosecution under appropriate provisions of law.

**Signature & Seal of
Authorised Signatory**



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**Tender for Hiring of Tents, Furniture & Fixture etc. to be used in
Bhadrak District during the General Election-2024**

TENDER CALL NOTICE NO. DATE: 03.2024

FINANCIAL BID
CHECK LIST (FINANCIAL BID)

Please check whether the following papers have been enclosed in the respective cover, namely, Financial Bid: Please arrange the documents serially in the following order.)

1. Financial Bid Form : Yes/No
2. Declaration of Financial Bid Application. : Yes/No

DECLARATION FINANCIAL BID APPLICATION

To,

The District Election Officer & Collector,
Bhadrak

Ref: Tender Call Notice No. _____ Dated. _____

Sir,

I/We, the undersigned offer to provide the services of Tents, Furniture & Fixture etc. on hire basis to be used in Bhadrak District during the General Election-2024 as per the list in accordance with tender referred above clubbed with General Bid proposal.

If we are assigned the work during the period of validity of the bid as would be arrived on mutual agreement, we undertake to carry out the same as per the terms and conditions of this tender document.

I have carefully gone through the Terms & Conditions contained in the tender documents and I hereby declare that all the provisions of this tender document are acceptable to my company/dealership/ agency/entity.

Yours faithfully,

Authorized Signatory (in full and initials)

Name and Title of Signatory:

Name of the Firm:

(Seal)



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Annexure-I

LIST OF ARTICLES/ MATERIALS FOR FINANCIAL BID TO BE HIRED FOR THE
FORTHCOMING GENERAL ELECTION,2024 OF BHADRAK DISTRICT

Sl. No.	Name of the Item	Unit	Rate to be quoted including Tax (in Rs)	Remarks
1	Barricading:			
a	With wooden Ballaha and Bamboo of standard height of 4ft to 5 ft necessary fitting and fixtures including labour charges complete in all respect and barricade should stable enough to sustain required rush.	Running feet/Day (1 st Day)		
b	With wooden Ballaha and Bamboo of standard height of 4ft to 5 ft necessary fitting and fixtures including labour charges complete in all respect and barricade should stable enough to sustain required rush.	Running feet/Day (2 nd Day onwards)		
c	With fabric/ wire mesh with all necessary fitting and fixtures (with labour) complete in all respect for dispersal, receipt and counting halls.	Running feet/Day (1 st Day)		
d	With fabric/ wire mesh with all necessary fitting and fixtures (with labour) complete in all respect for dispersal, receipt and counting halls.	Running feet/Day (2 nd Day onwards)		
2	Erecting of Temporary structure per Sq. Ft for per day with			
a	Tarpaulin top and cloth ceiling	Sq. feet/Day		
b	Cloth ceiling	Sq. feet/Day		
c	Tarpaulin shed	Sq. feet/Day		
3	Construction of Counters per Sq. Ft for per day	Sq. feet/Day		
4	Barricading of Counters per running feet for per day	Running feet/Day		
5	Tarpaulin walling as per standard height per running meter for per day	Running feet/Day		
6	Cloth walling as per standard height per running feet for per day	Running feet/Day		
7	Tube light 40 watt	Per Day		
8	LED 20 watt	Per Day		
9	LED 30 watt	Per Day		
10	LED 40 watt	Per Day		
11	LED TV 55 Inch	Per Day		
12	LED TV 32 Inch	Per Day		
13	LED wall (Display Screen)	Per Day		
14	Dish TV	Per Day		
15	LCD / LED Projector	Per Day		
16	Hallogen 100 watt	Per Day		
17	Hallogen 200 watt	Per Day		
18	Hallogen 400 watt	Per Day		
19	Hallogen 500 watt	Per Day		
20	Hallogen 1000 watt	Per Day		

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21	Generator of 5 KVA capacity hire changes & Fuel charges per hour	Hire Charges Per Day		
		Fuel Cost/hour		
22	Generator of 7.5 KVA capacity hire changes per day & Fuel charges per hour	Hire Charges Per Day		
		Fuel Cost/hour		
23	Generator of 10 KVA capacity hire changes per day & Fuel charges per hour	Hire Charges Per Day		
		Fuel Cost/hour		
24	Generator of 25 KVA capacity hire changes per day & Fuel charges per hour	Hire Charges Per Day		
		Fuel Cost/hour		
25	Generator of 50 KVA capacity hire changes per day & Fuel charges per hour	Hire Charges Per Day		
		Fuel Cost/hour		
26	Generator of 65 KVA capacity hire changes per day & Fuel charges per hour	Hire Charges Per Day		
		Fuel Cost/hour		
27	Ceiling Fan (each per day)	Per Day		
28	Moulded Chair (Plastic)	Per Day		
29	Durry(20' x 30' Size)	Per Day		
30	Tarpaulin(20' x 30' Size)	Per Day		
31	VIP Chair double sofa	Per Day		
32	Tea poy	Per Day		
33	Synthetic Carpet	Sq. ft per day		
34	Pedestal fan	One/Day		
35	Net Carpeting	Sq. ft per day		
36	Bucket	Per Day		
37	Jug	Per Day		
38	Mug	Per Day		
39	Glass	Per Day		
40	Table (Wooden/ Iron)	Per Day		
41	Long Table (Wooden/ Iron)	Per Day		
42	Plastic Table	Per Day		
43	Tower Air Conditioner 4 Ton	Per Day		
44	Split Air Conditioner 2 Ton	Per Day		


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45	Mike Set	Per Day		
46	Mike Charges with 6 nos, of Micro phone	Per Day		
47	Cordless microphone charge	Per Day		
48	Microphone charge	Per Day		
49	Pogada Tent (10' x 10') iron structure	Per Day		
50	Iron structure Hanger tent with PVC coated roofing per sq. feet per day	Sq. feet per day(1 st Day)		
51	Iron structure Hanger tent with PVC coated roofing per sq. feet per day	Sq. feet per day(2 nd Day onwards)		
52	Air cooler Big size per day	Per Day		
53	Air Conditioner (1.5ton)	Per Day		
54	Air Conditioner (2.00 ton)	Per Day		

N.B. (1) The prices quoted shall be in Indian rupees only. The unit prices quoted in the tender shall be inclusive of all taxes and transportation cost up to the Dispersal, Receiving & Counting Centre at District Head Quarters, Bhadrak.

(2) The actual quantity of materials may vary accordingly to the requirements.