
**OFFICE OF THE
COLLECTOR & DISTRICT MAGISTRATE
GANJAM, CHATRAPUR
(ELECTION SECTION)**



06811 263859(O),



Email ID: general.election.ganjam@gmail.com

No. 1027 / Elec. Dated: 27-08-2018

QUOTATION CALL NOTICE

Sealed quotations in enclosed formats are invited from the intending registered suppliers/ co-operative stores/ manufacturers/ Agencies/ Printing Press for supply of the articles/ services/ execution of works for ensuing General Elections due in 2019. The details of the articles/ works to be executed are given at Annexure-I, II, III and IV.

SCHEDULE OF EVENTS	
1. Publication of Tender:	27-08-2018
2. Last date for receipt of Bids:	15-09-2018 (By 4.00 PM)
3. Opening of General Bids:	17-09-2018 (11.00 AM)
4. Notification of qualified bidders based on General Bid evaluation	17-09-2018 (03.00 PM)
5. Opening of Financial Bid	18-09-2018 (11.00 AM)

The tender documents are available in the Ganjam District website: www.ganjam.nic.in. Interested bidders can download the tender documents from the district website and submit the bid duly filled in along with the tender document fee of **Rs.1000/- (Rupees one thousand) only and EMD of Rs.20000/- (Rupees twenty thousand) only** in shape of Demand Draft in favour of Deputy Collector, Elections, Ganjam payable at Chatrapur. It is also available in the O/O DEO & Collector, Ganjam on submission, of tender cost of Rs.1000/- and receipt therein should be submitted with the bid.

The bidders are advised to visit frequently the district website i.e. www.ganjam.nic.in or contact District Election Office, Ganjam to track any modifications/ corrigendum etc. or to know the samples of articles in this connection.

Canvassing in any form shall be liable for disqualification.

Last date of submission of tenders is **15-09-2018 by 4.00 PM**. No tenders will be received after due date.

DEO & Collector 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 separately for General Bid & Financial Bid (both in one cover) by the due date only by Speed Post/ Regd. Post/ dropped in the assigned drop box kept in District Election Office, Ganjam, Chatrapur.

**Collector & District Election Office,
Ganjam, Chatrapur**

[Handwritten Signature]
25-08-2018

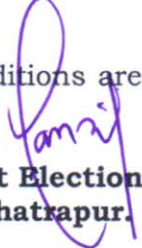
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Terms and Conditions:

1. The interested supplier/ firms should submit each of their general Bids and Financial Bids separately in a sealed envelope. All the pages of the tender papers should be signed with seal of the firms/ agencies.
2. The sealed envelope containing the proposals must be delivered to the Collector & DEO, Ganjam by registered post/ speed post/ drop box kept in District Election Office, Ganjam. Bids received after due date will not be entertained and shall liable for rejection.
3. The tenderer should deposit the cost of tender paper of Rs.1000/- (Rupees one thousand) only in shape of Demand Draft in favour of Deputy Collector, Elections payable at Chatrapur. The tender paper can be obtained from can be obtained from the office of DEO & Collector, Ganjam or can be downloaded from District website www.ganjam.nic.in .
4. EMD of Rs.20000/- (Rupees twenty thousand) only in shape of demand draft/ Bankers cheque in favour of Deputy Collector, Elections payable at Chatrapur must be furnished by the tenderer. The EMD of unsuccessful bidder will be refunded after finalization of tender.
5. Photocopy of valid PAN CARD, GSTIN registration certificate, IT return document(s) of last three years 2015-16, 2016-17 & 2017-18.
6. The firms/ bidders whose tenders will be accepted shall have to execute an agreement with District Election Office & Collector, Ganjam in non-judicial stamp paper worth of Rs.10 (Rupees Ten) only. After execution of agreement & instructions received from Government in Home (Elections) Department, Odisha, in this regard 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.
7. Any legal dispute arises out of this is subject to jurisdiction of Ganjam only.
8. The bidder shall submit the sample of each item at the time of opening of the tender before the procurement committee for verification of quality.
9. The bidder 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.
10. The successful bidder shall not assign or sublet the contract to any other firm.
11. 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 District Election Officer & Collector will take action as deemed fit.

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12. The District Election Officer of Collector, Ganjam reserves the right to accept or reject any or all the quotations without assigned any reason thereof and also has the right to allot / distribute the work to L2 supplier/ firm at the Lowest (L1) rate in case of L1 bidder fails to deliver items within the stipulated time.
13. In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the District Election Officer, Ganjam 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.
14. The transportation cost of materials will be borne by the supplier.
15. The decision of Procurement Committee formed by the Collector & DEO, Ganjam 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.
16. 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.
17. The Bids are liable to be rejected if any of the above conditions are not complied with proper manner..

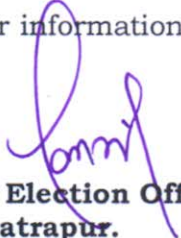

**Collector & District Election Officer,
Ganjam, Chatrapur.**

Memo No. 1028 /Elec. Dated: 27-08-2018

Copy to all the Sub-Collectors/ Municipal Commissioner, BeMC/ all BDOs/ all Tahasildars/ all Executive Officers of ULBs for information with a request to publish the Notice in their Office Notice Board for wide publicity among the General Public.

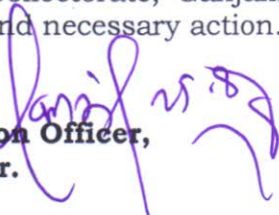
Copy to DIO, NIC, Collectorate, Ganjam, Chatrapur for information and necessary dissemination of the information in the District website.

Copy to Notice Board, Collectorate, Ganjam.


**Collector & District Election Officer,
Ganjam, Chatrapur.**

Memo No. 1029 /Elec. Dated: 27-08-2018

Copy to the Additional District Magistrate, Ganjam (Elections)/ Treasury Officer, District Treasury, Ganjam, Chatrapur/ General Manager, DIC, Berhampur/ A.P.D, Finance, DRDA, Ganjam, Chatrapur/ Deputy Collector, ~~Elections~~, Collectorate, Ganjam, Chatrapur (all members of the Purchase Committee) for information and necessary action.


**Collector & District Election Officer,
Ganjam, Chatrapur.**


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Memo No. 1030 /Elec. Dated: 27-08-2018

Copy to the Joint Chief Electoral Officer-Cum-Joint Secretary to Government,
Home (Elections) Department, Odisha for favour of kind information.

Collector & District Election Officer,
Ganjam, Chatrapur.

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25-08-
2018

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Annexure-I

LIST OF NON-CONSUMABLE ARTICLES TO BE PROCURED

Sl. No.	Name of the article (s)	Rate to be quoted for
1	Flat Metal Roll	01 piece
2	Pusher	01 piece
3	Tara Jally	01 mtr.
4	Counting Tray	01 piece
5	Voting Compartment (23"×23"×23") Three fold, card board or flex board	1 piece