



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



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No. 2920 / Elec. Dated: 06-04-2019

QUOTATION CALL SHORT NOTICE

Sealed quotations in enclosed format are invited from the intending registered suppliers/manufacturers/ Agencies/ or any other supplying firms for supply of Frames for fixing flex materials to be affixed in 130 nos. of Model Booths for the ensuing General Election-2019. The schedule of important dates is given below:

SCHEDULE OF EVENTS	
1. Publication of Tender:	06-04-2019
2. Last date for receipt of Bids:	07-04-2019 (By 3.00 PM)
3. Opening of Bids	07-04-2019 (at 04.00 PM)

The detail specification of the frames and approximate requirement of materials is given below:

Sl. No.	Name of the Material	Detailed Specification of the Frames	Approximate Requirement (in Nos.)
1	Frames for Fixing Flex Materials to be affixed in 130 nos. of Model Booths for the ensuing General Election-2019.	6×2.5 feet	260
2	Frames with Flex Material for selfie point (The content & design of the Flex will be given by District Election Office, Ganjam)	4 feet breadth× 8 feet height	150

The tender documents are available in the Ganjam District website: ganjam.nic.in . Interested bidders can download the tender documents from the district website and submit the bids duly filled in plain paper. No need to deposit EMD or Tender document cost.

The bidders are advised to visit frequently the district website i.e. 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 **07-04-2019 by 03.00 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 but both shall be covered in two separate envelopes) by the due date & time 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**

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Terms and Conditions:

1. The interested supplier/ firms should submit each of their general Bids and Financial Bids (both in one cover) 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 & time will not be entertained and shall liable for rejection.
3. The tenderer need not deposit the EMD and Tender Document Cost. The tender paper can be obtained from the office of DEO & Collector, Ganjam or can be downloaded from District website: ganjam.nic.in.
4. Photocopy of valid PAN CARD, GSTIN registration certificate, IT return document (s) of last three years 2015-16, 2016-17 & 2017-18 must be furnished by the tenderer.
5. The rate quoted by the approved suppliers shall valid for a period of one year from the date of signing of agreement.
6. Any legal dispute arises out of this is subject to jurisdiction of Ganjam only.
7. 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.
8. 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.
9. The successful bidder shall not assign or sublet the contract to any other firm.
10. ***Time is the essence of the contract and the selected bidder must deliver the required no. of frames by 08-04-2019. 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. The firms who/which are unable to deliver the frames by 08-04-2019 need not participate/ submit their quotations.***
11. The District Election Officer & Collector, Ganjam 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 of L1 bidder fails to deliver items within the stipulated time.
12. 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.



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13. The transportation cost of materials will be borne by the supplier.
14. 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.
15. 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.
16. 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. 2981 /Elec. Dated: 06-04-2019

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. 2982 /Elec. Dated: 06-04-2019

Copy to the Additional District Magistrate, Ganjam (Elections)/ Treasury Officer, District Treasury, Ganjam, Chatrapur / 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.**

Memo No. 2985 /Elec. Dated: 06-04-2019

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.**

FORMAT FOR QUOTATION**Quotation Call Notice No.****Name of the Supplier/ Firm/ Agency:****Address of Supplier/ Firm/ Agency:****PAN No.****GSTIN No. of Supplier/ Firm/ Agency:****Rate Quoted for (Name of the Item):**

Sl. No.	Name of the article (s)	Rate to be quoted for	Rate (in Rs.) (Including all Taxes)
1	Frames for Fixing Flex Materials to be affixed in 130 nos. of Model Booths for the ensuing General Election-2019. (Size:6×2.5 feet) <i>(Only Frame not flex)</i>	1 Piece (Set) (Excluding Flex)	
2	Frames with Flex Material for selfie point (The content & design of the Flex will be given by District Election Office, Ganjam) <i>(Frame along with flex)</i>	1 Piece (Set) (Including Flex)	

Name & Full Signature of the Bidder