

**Office of the District Election Officer/
Collector, Daman Tel No.(0260) 2230607
e-mail Id : dycoll-dmn-dd@nic.in**

No. Col-DMN/Election-P&M/Stationery/2020-21/ 860

Date 09/10/2020

Tenders ID No. 101 for Election Stationery Materials for forthcoming General Election to the Panchayat & Municipalities -2020 in the Daman District

Limited Tender Notice

On behalf of the President of India, the District Election Officer/Collector, Daman is hereby invites limited tender on <https://daman.nic.in> from the registered Suppliers/dealer/Printing pres ect., for the procurement of “Election Stationery Materials for forthcoming General Election to the Panchayat & Municipalities - 2020 in the Daman District” as per the Annexure – 1.

Sr. No.	Detail of outsources	EMD value	Tender fee (non Refundable)
01	Procurement of Election Stationery Materials for forthcoming General Election to the Panchayat & Municipality -2020 in the Daman District	12,500	1000

Date of publishing tender notice : 09/10/2020
Bid document downloading End Date : 17/10/2020, 13:00 Hrs
Bid Clarification Date : 12/10/2020, 10:00 Hrs
Preliminary Stage Bid Opening Date : 17/10/2020, 15.00 Hrs.
Date of Opening of Financial Bid : 17/10/2020, 16.30 Hrs.

1. Bidders have to submit price bid in separate sealed cover upto the last date and time for submission. Only tender fees and EMD should be submitted in original to be sent to the above mentioned address by R.P.A.D./Speed Post. Tender received only in hard copy will not be accepted.
2. The EMD will be accepted in form of FDR of ₹.12,500/- of any Nationalized or any scheduled Bank in favour of payable at Daman in favour of Dy. Collector (Gen), Daman.

(Dr. Nidhi Sarohe)

Dy. Collector (Gen), Daman

3.

Copy to :-

1. All Heads of Office, Daman for information & n.a.
2. Field Publicity Officer, Daman for wide publicity (8cm x 6 cm size) in (2 (two) Hindi and one in Gujarati Newspaper.
3. NIC, Daman for upload in official website of UT Administration in <https://daman.nic.in> for wide publicity
4. PA to DEO/Collector, Daman for information.



**Office of the District Election Officer/,
Collector, Daman Tel No.(0260) 2230607, 2231770
e-mail Id : dycollg-dmn-dd@nic.in**

**Limited Tenders ID No.101 for Election Stationery Materials for forthcoming
General Election to the Panchayat & Municipality -2020 in the Daman District**

:Terms and Conditions:

- (1) Tenderers should quote their rates for the free delivery at the office of the District Election Officer/Collector, Daman.
- (2) The rates should be quoted inclusive of all taxes, installation & commissioning charge etc.,
- (3) No Extra charge for packing, forwarding and insurance etc will be paid on the rates quoted.
- (4) The decision and right to acceptance or rejection without assigning any reasons any or all tenders in part or whole is reserved with the District Election Officer/Collector, Daman.
- (5) Article ales of inferior quality of specification other than in the order specified and/or in complete broken will not be accepted. The supplier will have to replace the same at his own cost and risk. Intimation, of non acceptance of any materials/goods will be sent to the supplier within three days from the date of receipt in the stores and the will have to be taken back by the suppliers at this own cost and risk.
- (6) Supplier may ensure the goods at his own cost to safeguard the delivery of such goods dispatched by him to the consignee; the department will not be responsible for the damage or pilferage of goods during transit.
- (7) The rate should be quoted only per item specified in the list of requirement. In case rate quoted for items other then required specification will not be considered.
- (8) **The tenderer have to be submit towards cost of tender fees (Non Refundable) of ₹.1000/- (Rupees One Thousand only) in the form of DD in favour of Dy. Collector (Gen), Daman. The tender received without DD will be summarily rejected.**
- (9) **The tenderer have to be submit a EMD of ₹.12,500/- (Rupees Twelve Thousand Five Hundred only) in the form of FDR of any Nationalized or any scheduled Bank in favour of Dy. Collector (Gen), Daman. The tender received without EMD deposit other than prescribed above will be summarily rejected.**
- (10)The successful tenderer/suppliers shall have to supply the materials/goods/articles/items ordered within two days from the receipt of the supply order.
- (11)Bids must be accompanied with a self certified photocopy of GSTIN/PAN/Aadhaar No. and last two year Income Tax return and clearance certificate copy for last two years .



- (12) **The financial evaluation will be done on the basis of item wise lowest rate. No negotiation of rates wills other bidders are acceptable.**
- (13) **Certificate of previous similar type of experience in supply of Election Materials in U. T. Administration of DNH & DD if any, be enclosed.**
- (14) Preference will be given to those having work experience in **similar nature of work.**
- (15) All bills should be in DUPLICATE and should invariably mention the number and date of supply order.
- (16) The rates tendered should be FOR destination i.e., District Election Officer/ Collector, Daman and should include all taxes and levies. No carriage charges for transportation of goods shall be entertained by the Department
- (17) The earnest money in case of unsuccessful tenderer shall be refunded after final decision/acceptance of the contract within a period of one month, whereas in case of successful tenderers, it shall be treated as the part of security deposit and will be released only after successful completion of the contract.
- (18) Payment shall be made after material is received in concerned stores and after properly brought on stock. No advance payment shall be made
- (19) The material not confirming to the specifications and requirements of the department shall be rejected and no payment shall be made for the supplies.
- (20) Rates offered by the successful tenderers and acceptance of which is communicated to them, will under no circumstances be enhanced at any stage during the period of contract.
- (21) Rates offered once in the tender shall be treated as final and irrevocable and any later addition and intimation will not be entertained.
- (22) All the dispute subject to the jurisdiction of court in the Daman District only.
- (23) The District Election Officer/Collector, Daman reserves all rights to accept or reject all or any tender, in part or whole, without assigning any reasons.
- (24) The Tenders will be opened by the Tender Opening Committee in presence of Tenderers or their representatives, if any present in the Office of the Tender Inviting Officer.
- (25) The tender should furnish declaration regarding Blacklisting/Debarring to participate in the Government tender on the letter head. If the information provided found false the tender will be rejected and EMD shall be forfeited.
- (26) The rate offered will be valid for a period of one year from the date of opening of the tenders.



(29) In case of failure to supply the store, materials etc. ordered for, as per conditions and within the stipulated time, the name articles will be obtained from the tenderer who offered next higher rates or from any other sources, as may be decided by the tender inviting Officer and the loss to the Government on account of such purchases(s) shall be recovered from the former contractor Security Deposit/Earnest Money or bills payable. The contractor shall have no right to dispute with such procedure.

(30) The security deposit will be forfeited in case of violation of any condition.

(31) All bills for amount above ₹.5,000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding ₹.5,000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.

Signature &
Designation of Tender
Inviting Officer

(Dr. Nidhi Sarohe)
Dy. Collector (Gen), Daman

The above terms and conditions are accepted and are binding to me/us.

Signature of tenderer

Place : _____

Dated: _____

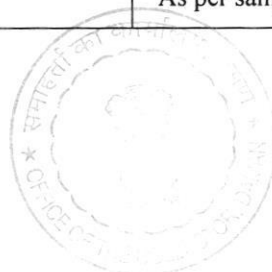
Name of Tenderer
with seal of the firm

NOTE:- Please return one copy of these terms & conditions dully sign with seal of firm along with the tender.

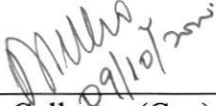


ANNEXURE-A
Detail requirement of "Election Stationery Materials for
Forthcoming General Election to the Panchayat and Municipality Election -2020
in Damam District"

Sr. No.	Particular of Items	Item Specification Brand Name	Approximately quantity required	Rate Per Pcs/Nos /pkt
1	Ordinary Pencil (Length 6" wooden with graphite lead "B") dark	Branded	305 nos	Per nos
2	Self inking pad (Purple)	- do -	305 nos	Per pcs
3	Self Inking Pad (Red)	- do -	305 nos	- do -
4	Sketch pen (Black)	- do -	305 nos	- do -
5	Ball point Pen (Blue)	- do -	1500 nos	- do -
6	Ball point Pen (Red)	- do -	305 nos	- do -
7	Blotting paper	- do -	- do -	- do -
8	Writing paper (Foolscap size)	Good Quality	1500 sheet	- do -
9	Pin	- do -	305 packet	Per packet
10	White Twine (Small ball – ¼ of the usual size)	- do -	305 round ball	Per pcs
11	Country twine	- do -	305 round ball	Per pcs
12	Sealing wax red color (each 8 stick weight 50 gram, Length 7")	As per sample	305 box (box of 10 stick)	Per box
13	Gum Paste (Small Bottle) 25 ml	- do -	305 nos	Per pcs
14	Brown Casing Paper (48"x36" each)	As per sample	1000 sheet	Per sheet
15	Tag	- do -	305 (each packet of 10-nos)	Per packet
16	Pencil Carbon Paper	Branded	305 box	Per box
17	Material for portable voting compartments	As per sample	305 nos	Per pcs
18	Gum Tape (for fixing compartment) 2 ½ inch x 4 M (minimum)	Branded	305 nos	Per pcs
19	Labels for Voting Compartments (1 for each tier)	As per sample	1000 nos	Per nos
20	Plastic Badges (pouch with plastic clip for the use of Polling Team) 6 Nos. (Blue 1 + Black 4 + Read 1)	As per sample	1500 nos	Per nos
21	Cup for setting the Indelible ink	As per sample	305 nos	Per nos
22	polythene bag/Gunny bag to contain poling Materials	As per sample	305 nos	Per pcs
23	Waste basket	As per sample	305 nos	Per pcs
24	Candles – 7 inch	As per sample	305 (packet -6 pcs)	Per pcs
25	Banyan (Waste-100 gm)	As per sample	305 packet	Per pkt
26	Blade	As per sample	305 nos	Per nos
27	Match Box	Good Quality	305 nos	Per nos
28	Gem clip-1 packet 10 nos	As per sample	305 packet	Per pkt
29	Rubber Band-1 packet 10 nos	As per sample	305 packet	Per pkt
30	Dummy Ballot (for 3 Tier Panchayat)	As per sample	305 nos	Per nos
31	Adhesive tape(1.5" x 30m)	Branded	305 nos	Per nos
32	Presiding officer Metal seal	As per sample	250 nos	Per pcs
33	Presiding Officer Rubber Seal		250 nos	Per pcs
34	Arrow cross mark seal (panchayat & Municipality ward)	As per sample	250 nos	Per pcs
35	Distinguishing mark rubber stamp	As per sample	250 nos	Per pcs
36	Small box for keeping DMM	As per sample	305 nos	Per nos



37	Canvas bag with string for keeping DMM	As per sample	305 nos	Per nos
38	Cloth lined cover for containing DMM Box	As per sample	305 nos	Per nos
39	Register – three quire	Branded	500 nos	Per nos
40	Paper Cutter Auto Locking System Cutter (With Plastic Handed) medium size	As per sample	305 nos	Per nos
41	Damper edge Round	As per sample	305 nos	Per nos
42	Metallic SS ruler scale 1 (size 12”)	Good quality	305 nos	Per nos
43	Thumb Tacks (Drawing pins) box of 100 classis Brass finish	Good quality	305 box	Per box
44	Stapler 10	Branded	305 nos	Pcs
45	Stapler pin -10 of (packet of 10 pcs)	Branded	50 nos	Per pkt
46	Glue stick 10g	Branded	305 nos	Per pcs
47	GI trunk – big size	As per sample	50 nos	Per pcs
48	Seven lever – triple key lock (medium size)	As per sample	100 nos	Per pcs


Dy. Collector (Gen), Daman

Signature of Tenderer:-

Name of Tenderer:-

With Seal of the Firm:-

- Note :- The tendered should specify the brand name of the stationery articles quoted by him along with sample and catalogue at the time of opening of technical bid.
- All the items available for verification by “Purchase Committee” of the Collector, Daman.



Annexure-B
(Technical bid for the Election Stationery Materials for
Forthcoming General Election to the Panchayat and Municipality Election -2020 under
office of the District Election Officer/Collector, Daman)

Sr. No.	Detail information of the bidder:	
01	Address:	
02	Mobile No. of Bidder:	
03	PAN No. (enclose self-attested copy of proof)	
04	GST Registration no.(enclose self-attested copy of proof):	
05	Details of the Earnest Money:-	
06	Name of the Bank: B.D. No. & Date Amount In case of Exemption (supporting documents enclosed):	
07	Whether blacklisted by any Central/State Government of Central/State Government under takings? If blacklisted, indicate details.(submit the affidavit about non-blacklisting in prescribed format)	
08	Whether convicted any court of law? If convicted, indicate details and enclosed a self-attested copy of the court's order.	

Signature of Tenderer:-
Name of Tenderer:-
With Seal of the Firm:-



UNDERTAKING

I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the forthcoming General Election to the Panchayat and Municipality Election -2020 in Daman District and shall abide by them.

1. I/We undertake that I/we have understood "Parameters and Technical Specification for conducting the Work" mentioned in Annexure-B of the Tender No. Col-DMN/Election-P&M/Stationery/2020-21/860 dated 09/10/2020 and shall conduct the work strictly as per these "Parameters of Term and Condition & Technical Specification for conducting the work".
2. I/We hereby certify that none of my relative(s) are employed in the Government or Semi Govt. Department.
3. Our firm has not been black-listed by any agency in India or abroad.
4. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Dated: /10/2020

Place :

(Signature of Tenderer with stamps of the firm)

