



OFFICE OF THE DISTRICT ELECTION OFFICER, KANDHAMAL, PHULBANI

Phone & Fax No. :- 06842-253645

E-mail Id :- dy.collector.elec.kandhamal@gmail.com

SHORT TENDER CALL NOTICE

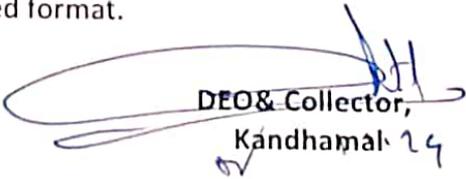
No.....04.....//Dated: 02.01.2024

Sealed Quotations in enclosed format inviting from the intending Registered Suppliers/Co-Operative Stores/Manufactures/ Agencies for purchase of IT infrastructure for the ensuing Simultaneous General Election, 2024 under Kandhamal district .The details of information and documents to be furnished are given in the following manner.

Schedule of Events.

Publication of tender	:-02.01.2024
Last date for receipt of bids	:-16.01.2024(1.00PM)
Opening of General Bids	:-16.01.2024(5.00PM)
Notification of qualified bidders based on general bid evaluation	:- 16.01.2024 (5.00PM)
Opening of Financial bid	:- 16.01.2024 (5.00PM)

- The bidders are advised to visit frequently or contact District Election Office, Kandhamal to track any modification/corrigendum etc or to know the samples of articles in this connection.
- Canvassing in any form shall be liable for disqualification.
- The application form of quotation/tender containing General bid information and terms and condition for purchase of IT Infrastructure will be available with District Election Office, Kandhamal and Kandhamal district website www.Kandhamal.nic.in.
- Last date of submission of tenders is **16.01.2024** by 1.00PM.
- District Election Officer, Kandhamal 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 for General Bid & Financial Bid(both in one cover) by the due date and time by Speed Post/Registered Post/Shall be dropped in the assigned drop box kept at the office chamber of Deputy Collector, (Election), Kandhamal in the address of Collector & DEO, Kandhamal.
- The bidder should submit the certificates in enclosed format.


DEO & Collector,
Kandhamal-24

Memo No. 05 /Elec. Dtd. 02.01.2024

Copy to Notice Board, Collectorate, Kandhamal.

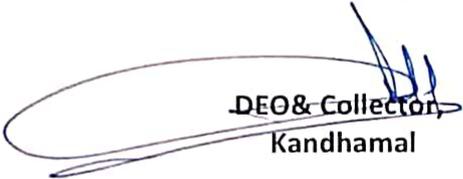
Copy to DIO, NIC, Collectorate, Kandhamal for information and necessary web hosting of the same notice in district website.

Copy to Deputy CEO-cum-Deputy Secretary to Govt. Home (election)Deptt. Odisha, Bhubaneswar for information with a request to publish in his office notice board for interest of the General Public.


DEO & Collector,
Kandhamal
1.1.24

TERMS AND CONDITIONS:-

1. Photocopy of valid PAN card, GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder along with their proposals. All the pages of the tender papers should be signed with seal of the firms/agencies.
2. Relevant self attested copies of documents in support of the above criteria must be enclosed along with General bid documents failing which the bid will be liable to be rejected.
3. The bidder should have not been blacklisted by any Govt. Organization. If found later on, action shall be initiated against the firm as per the law.
4. The successful bidder shall not assign or sublet the contract to any other firm.
5. Time is the essence of the contract and delivery must but 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 Collector, Kandhamal will take action as deemed fit.
6. The transportation cost of materials will be borne by the supplier.
7. The price quoted should be excluding of taxes and also quoted should be including of taxes. The bidders shall clearly mention all applicable taxes in the appropriate column of the format.
8. The Collector, Kandhamal reserve the right to accept or reject any or all the quotations without assigned any reason thereof and also has the to allot/distribute the work of L2 supplier/ firm at the Lowest (L1)rate in case if L1 bidder fails to deliver items within the stipulated period.
9. The agency/firm shall be deposited Rs 15000/- (fifteen thousand only) in shape of Account payee Bank Draft drawn in favour of DEO & Collector, Kandhamal towards EMD along with tender papers.
10. In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the Collector, Kandhamal 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.
11. The cover containing the quotation should be sealed and super scribed "*Tender for Supply & Installation of Multi Function Machine*" and should be addressed to the undersigned.


DEO & Collector,
Kandhamal

GENERAL PROPOSAL

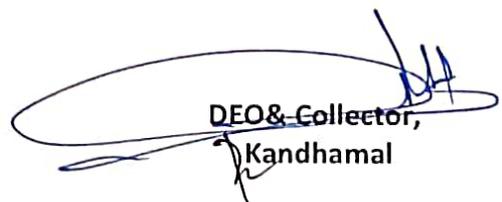
The General Proposal should include the following documents.

1. Photocopy of valid PAN card, Photocopy of GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder along with their proposals. All the pages of the tender papers should be signed with seal of the firms/agencies.
2. Relevant self-attested copies of documents in support of the above criteria must be enclosed along with General bid documents failing which the bid will be liable to be rejected.
3. Detailed profile of the company as per Annexure-I
4. Letter of authorized representative as per Annexure-II.
5. Declaration of ineligibility for corrupt or fraudulent practice as per Annexure-III.

FINANCIAL PROPOSAL.

The financial Proposal should consist of the following documents

1. Financial proposal as per Annexure-IV
(The price quoted should be excluding of taxes and including of taxes)


DEO & Collector,
Kandhamal

Annexure-I

PROFILE OF THE FIRM

1. Name of the firm/company :-
2. Year of Establishment :-
3. Full Address of office :-
4. Telephone/Mobile No. :-
5. E-Mail Address :-
6. PAN No. :-
7. GST Registration Certificate :-

Signature of the Witness

Date

Place

Signature of the Tenderer

Date

Place

Company seal

REPRESENTATIVE AUTHORISATION LETTER

To

The District Election Officer & Collector,
Kandhamal.

Sir,

I sri _____ is hereby authorized to sign relevant documents on behalf of the company in dealing with reference No. _____/Elec. dtd. _____. She /he is also authorized to attend meeting and submit required information as may be required by you in the course of processing above said application.

Thanking you,

Authorized Signatory,

Representative Signature

Signature Attested

Company seal

SELF DECLARATION

I certify that I have not committed any offence

- a. Under the Prevention of Corruption Act, 1988.
- b. The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing threat to public health as part of execution of public procurement contract.
- c. I have not been debarred by any Central /State Govt. Organization / bodies for the last 3 years.

Signature of the Witness

Signature of the Tenderer

Date

Date

Place

Place

Company seal

FINANCIAL BID

Quotation calls notice No :-

Name of the Supplier/Firm/Agency :-

Address of Supplier/Firm/Agency :-

PAN No. :-

GISTIN No of Supplier/Firm/Agency :-

Rate quoted for required Items :-

<i>Items</i>	<i>Specification</i>	<i>Unit Per Price (In Rs.) Exclusive GST</i>	<i>Total Rate (In Rs.) Including Taxes</i>
1	2	5	7
Multi function machine	<ul style="list-style-type: none">• Type-Mono multi function machine• Print technology:- Laser• Cartridge Technology:- Separate Drum and Toner(Dual Component)• Flatbed Size-A3• Paper-A3,A4• RAM-5120MB or more• HDD-256GB or More• Minimum speed per Minute(A4)-55 or more• Minimum speed per Minute(A4)-28 or more• Scanning facility-Yes• Printing & Scanning (Duplex)-Yes• Networking feature-Yes,Ethernet10/100/1000• Wifi- Yes, Wifi 802.11 b/g/n• Document Feeder-type-SPDF• Feeder capacity-200• No of main paper tray-2• Each main paper tray capacity -500 or more• Bypass facility-Yes• Bypass tray capacity-100• Duty Cycle(No of Prints/month)250000• Operating Temperature-10-30 Degree C• Operating Humidity-20%RH-80%RH• Certification-Ro HS• Warranty -5 years onsite warranty		

Signature with seal