

	COLLECTORATE: MALKANGIRI (ELECTION SECTION) At/Post/Dist.-Malkangiri Email- malkangirielection@gmail.com Telephone No.06861-230382 Whats App No.8984281249	
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No. 1570 /2024

dated, 05 /03 /2024

TENDER CALL NOTICE

Sealed Tenders under two bid (Technical and Financial) system are invited from Registered firms / reputed Tent Houses /Decorators /Agencies having past experience and expertise to execute different items of **Tentage works** in accordance with specifications laid down in the tender document in connection with Simultaneous General Elections, 2024 as per the specification mentioned in the tender call notice.

The schedule of events i.e. last date of receipt of tender papers and opening of Tender papers etc. are as follow-

SCHEDULE OF EVENTS	
1.Last date for receipt of Tender papers	15.03.2024 by 3.00 pm
2.Opening of Technical Bid	15.03.2024 at 4.00 pm
3. Opening of Financial Bid	15.03.2024 at 4.30 pm

The tender documents are available in the District website <https://malkangiri.nic.in> . Interested bidders can download the tender documents from the website and sealed tender paper should be dropped into the Tender Box meant for the purpose kept in the District Election Office, Malkangiri or submitted through Speed Post/ Registered Post along with security money (refundable) of Rs.20,000/-(Rupees Twenty Thousand) only and Rs.1000/-(Rupees one thousand) only towards cost of tender paper(Non-Refundable) in shape of Bank Draft/ bankers Cheque drawn in favour of Deputy Collector, Election, Collectorate, Malkangiri.

The DEO & Collector, **Malkangiri** reserves the right to accept or reject any or all the tenders without assigning any reason thereof and also issue Corrigendum/ addendum to the Tender Call Notice ,which will be published in the District Website/ Office Notice Board, if felt necessary. Hence, the bidders are advised to visit frequently the District Website i.e. <https://malkangiri.nic.in> to track any modifications/ corrigendum etc.

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**District Election Officer &
Collector, Malkangiri**

Terms and Conditions:

- 1) The bidder should have past experience and expertise to execute different items of **Tentage works**
- 2) Adequate experience of providing satisfactory services amounting to Rs.20,00,000/- of such type of assignments in the relevant field i.e. tentage works to any Government institution or other related organizations during last 5 years.
- 3) The minimum annual average financial turnover should be 20 lakhs or more in any of the last three financial years (supported by financial statements clearly depicting the annual average turnover.
- 4) Bidder must be registered with appropriate authorities as required under law for taxation etc. and must enclose copy of the same.
- 5) The bidder must have valid PAN and GST(attach documents).
- 6) Agency should not have been blacklisted by any Govt. Office/Institution /Firm /Organization /School/ Board etc. Undertaking in this regard to be submitted by the tenderers with the technical bid as per **ANNEXURE-III**.
- 7) The tender should comprise of two bid system
 - (a) Envelope:1(Technical Bid)
 - (b) Envelope:2(Financial Bid)

Envelope No.1: This envelop must of marked as Envelope No.1 on the right hand top corner. This envelope containing the "cost of Tender Paper and Earned Money Deposit, covering letter depicting "**Technical Bid**"(Annexure-I) will be opened first. All the eligible criteria mentioned in the tender document will be evaluated.

Envelope No.2: Containing the sealed "**Financial Bid**"(Annexure-II) will be opened on the scheduled date and time only of those agencies who meet the technical requirement of the tender documents.
- 8) The above two envelops shall be kept in one sealed envelope depicting "**TENDER FOR TENTAGE**" and submitted to the District Election Officer & Collector, Malkangiri through Speed Post/ Regd. Post or should be dropped into the Tender Box meant for the purpose kept in the District Election Office, Malkangiri.
- 9) The bidder shall have to submit his bid in **Annexure-I** along with all the required documents such as 1. Aadhar Card, 2. Valid PAN CARD, 3. GSTIN registration certificate, 4. GSTIN Return, 5. Income Tax clearance (preceding 3 years) 6. bank drafts towards EMD ,7. Cost of tender papers.
- 10) Canvassing whether directly or indirectly in connection with tender is strictly prohibited and the tenders submitted by the firms who resort to canvassing will be liable to rejection.
- 11) All the pages of the tender papers should be signed with seal of the firms/ agencies.
- 12) Bids received after due date will not be entertained and shall liable for rejection.
- 13) All the rates should be quoted including GST and carriage charges.

- 14) Any legal dispute arises out of this is subject to jurisdiction of Malkangiri only.
- 15) The District Election Officer & Collector, Malkangiri 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 firm at the Lowest (L 1) rate in case of L1 bidder fails to complete the tentage works within the stipulated time.
- 16) In case of breach of any terms and conditions and failure to complete the tentage works within the stipulated time by the successful bidder, the District Election Officer, Malkangiri will have the right to cancel the order/ contract without assigning any reason thereof and the security deposit of the bidders will be forfeited.
- 17) The earnest money/ security money shall be retained as performance security till the completion of contract.
- 18) The material not confirming to the specifications and requirements of the office shall be rejected and no payments shall be made for the supplies.
- 19) The selection of bidder will be based on the least cost method(cumulative unit cost of all items)
- 20) The firm shall execute the tentage works strictly in accordance with the approved quality, specifications and quantity as finalized by the District purchase committee.
- 21) The Decorator will be responsible for up keep and maintenance of the entire work done by him till the closing of Election process for which , no extra payment shall be made. He shall have to ensure adequate number of manpower / carpenters / helpers to the satisfaction of the authority. Breakage and damage in any work shall immediately be settled and no extra payment will be made for any damage and breakage or loss on account of any reason or natural calamities.
- 22) It shall be the responsibility of the successful bidder to obtain requisite permission for electricity power if felt necessary. However, the charges if requires shall be made by the authority.
- 23) The successful bidder shall have to engage qualified licensed electricians to erect, handle and maintain electrical system and its up keep and maintenance.
- 24) The requirement in the supply order will be treated as tentative and shall be increased/ decreased as per actual requirement.
- 25) The tenderers shall have to quote their rates for hiring charges only inclusive of erection, transportation and dismantling etc.
- 26) The Tenderer are required to quote their rates per unit for entire period for the item to be executed at site and rate per unit per day for the material to be supplied. The price quoted shall be valid for one year from the date of issue of contract or finalization of process of next quotation which is later.
- 27) Supplies may be required at short notice and therefore the successful bidder is supposed to have enough stock of tentage items at its disposal at any point of time. Normally the supply shall be required to be provided within 24 hours from the receipt of supply order or as desired in the supply order.
- 28) TDS and GST shall be deducted at source as per applicable rates by the deductee (DDO).
- 29) Payment will be made within 15 days after receipt of the invoice/ bills.

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**District Election Officer &
Collector, Malkangiri**

Memo No. 1571 /2024

dated. 05/03/2024.

Copy to all the District Level Officers/ Sub-Collector, Malkangiri / all BDOs/ all Tahasildars/ all CDPOs / Executive Officers of ULB & NAC for information with a request to publish the Notice in their Office Notice Board for wide publicity among the General Public.

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

Copy to Notice Board, Collectorate, Malkangiri.



**District Election Officer &
Collector, Malkangiri**

TECHNICAL BID
DISTRICT ELECTION OFFICE, MALKANGIRI

TENT WORKS IN CONNECTION WITH SIMULTANEOUS GENERAL
ELECTIONS, 2024

1.ABOUT THE FIRM

i)	Name and address of the Registered Firms/ Tent House/ Agencies	
ii)	Contact person with Phone No. Mobile No. Email ID.	
iii)	Month & year of establishment	
iv)	Type of Firm / Organization (Proprietary / Private / Public / Government)	
v)	Copy of Registration	
vi)	Total Annual financial Turnover (attach photocopies of audited balance sheet & losses)	2020-21
		2021-22
		2022-23
vii)	Income Tax No.(PAN No. .TIN no./GST) Attach photocopies of IT clearance and GST certificates	
viii)	Attached copy of work order / completion certificate/ bill of Rs.20,00,000/-(cumulative in last 5 financial years)	

2. Have you ever been debarred/ blacklisted by any Government offices/Institution/Board/University/ Organization/Government Agency?: _____
If yes, provide the details.

- i) Whether any court case/ legal proceedings is pending against the Tenderers?
If yes, please provide the details.

It is certified that we have gone through all the terms and conditions of this tender and the same are acceptable to use.

Date:

Signature of Bidder

Full Name:_____

Address:_____

(Stamp):

**FINANCIAL BID
DISTRICT ELECTION OFFICE, MALKANGIRI**

**TENT WORKS IN CONNECTION WITH SIMULTANEOUS GENERAL
ELECTIONS, 2024**

Name & Address of the Firm

Name of the Proprietor of the firm:

Contact details of the Proprietor:

Sl.	Item of work	Unit	Rate quoted (Rs.) inclusive of all taxes
1	Barricading with wooden ballaha and bamboo of standard height of 4 to 5 feet necessary fitting and fixture including labour charges complete in all respect and barricading should stable enough to sustain required rush	Per Sq. Ft. per day	
2.	Barricading with fabric / wire mesh with all necessary fittings and fixtures(with labour) complete in all respect for dispersal/ receiving and counting halls	Per Sq. Ft. per day	
3.	Erecting of Temporary structure with Tarpaulin top and cloth ceiling	Per Sq. Ft. per day	
4.	Erecting of Temporary structure with Cloth ceiling	Per Sq. Ft. per day	
5.	Erecting of Temporary shed with Cloth ceiling	Per Sq. Ft. per day	
6	Construction of Counters	Per Sq. Ft. per day	
7	Barricading of counters	Per running meter per day	
8	Tarpaulin walling as per standard height	Per running meter per day	
9	Cloth walling as per standard height	Per running meter per day	
10	Tube light	Each per day	
11	LED light 60 watt	Each per day	
12	LED light 50 watt	Each per day	
13	LED light 100 watt	Each per day	
14	LED light 200 watt	Each per day	
15	Halogen light 500 watt	Each per day	
16	Halogen light 1000 watt	Each per day	
17	LED TV 55 inch	Each per day	
18	LED TV 32 inch	Each per day	
19	LED Wall (display screen)	Each per day	
20	Dish TV	Each per day	

Sl.	Item of work	Unit	Rate quoted (Rs.) inclusive of all taxes
21	Projector	Each per day	
22	Metal Halide	Each per day	
23	Generator 125 KVA capacity	Each per day & fuel charges per hour	
24	Generator 45 KVA capacity	Each per day & fuel charges per hour	
25	Generator 7.5 KVA capacity	Each per day & fuel charges per hour	
26	Generator 6.5 KVA capacity	Each per day & fuel charges per hour	
27	Ceiling Fan	Each per day	
28	Mike set with 6 Microphones/ cordless microphone	Each per day	
29	Moulded chair(Plastic)	Each per day	
30	Durry	Each per day	
31	Tarpaulin	Each per day	
32	VIP Chair	Each per day	
33	Synthetic Carpet	Per Sq. Ft. per day	
34	Pedestal fan	Each per day	
35	Net carpeting	Per Sq. Ft. per day	
36	Bucket	Each per day	
37	Jug	Each per day	
38	Mug	Each per day	
39	Glass	Each per day	
40	Table	Each per day	
41	Long Table	Each per day	
42	Plastic Table	Each per day	
43	Tower Air Conditioner 4 Ton	Each per day	
44	Split Air Conditioner 2 Ton	Each per day	
45	Big Air Cooler	Each per day	
46	VIP Sofa	Each per day	
47	Refrigerator	Each per day	

NB: 1. All taxes should be included in the rates quoted above.

2. The rates must be quoted inclusive of travelling, Boarding and Lodging charges of Manpower, if any

Certified that all the terms and conditions of this TENDER are accepted by us.

Signature of Bidder

**UNDERTAKING
(ON THE FIRM LETTERHEAD)**

This is to certify that M/s _____
address _____ has not ever
been blacklisted from any Govt. Office/ Institution / School / Board / University /
Organization /Government Agency etc. for any reason at any point of time and no
legal case/ proceedings is pending against the Agency as on date.

Date:

Signature of Bidder

Full Name: _____

Address: _____

(Stamp):