

UT Administration of Dadra & Nagar Haveli and Daman & Diu
Office of the Collector/District Election Officer, Collectorate,
Daman

Email: election-dmn-dd@nic.in, Toll-Free No. 1950, 18002330530, WhatsApp No: 7285811950

No.COL/DMN/ELEC PAPER DTSPL/2022-23/148

Dated: 30/12/2022

Quotation Notice for Shredding of Election Papers

The undersigned on behalf of the president of India invites sealed quotations from the intending reputed firms/Person who have GST registration and up-to-date clearance certificates for taking up shredding work of Old and obsolete Election Papers, Envelops, Forms, Electoral Rolls & Hand Books, etc. available in this office, so to reach this office on or before 09/01/2023 by 03:00 PM to be sent in person/ Registered Post.

Quality and categories of paper to be given for shredding are stored in the Collectorate, Daman and if any person/firm intends to inspect the quantum and category can do so on any working day between 10:30 AM to 01:00PM only.

TERMS & CONDITIONS:

1. The Person/Firm should quote the wholesale rate of shredding charge of papers in Annexure-I.
2. The shredding machine(s) are to be arranged by the successful bidder at his own cost and to be installed in the godowns/spot where shredding works are to be carried out.
3. The labour charges for the shredding of papers will be borne by the bidder.
4. The sealed quotations, so received shall be opened on date 09/01/2023 at 04:00PM in the office of the undersigned. The quotationers or their representative may remain present at the time of opening for the sealed quotation.
5. The successful firm/person whose quotation shall be accepted has to do the shredding work in the Collectorate, Daman premises under the close supervision of Gazetted Officer nominated by the Undersigned.
6. Soon after the approval of the quotation by the undersigned, the successful quotationer shall have to deposit a security amount of Rs. 10000/- (Rupees Ten Thousand Only) only in this office subject to refund after the shredded process has been completed and the officer concerned certify that entire process has been completed.
7. The work should be completed within 10 days from the date of award of the work.
8. The Undersigned reserves the right to reject or accept any or all the quotations at any time without assigning any reason thereof.
9. The rate (L-1) shall be valid for one year from the date of award of the work/ issuance of the work order.

(Mohit Mishra)
Deputy Collector(HQ)/ERO
Daman

Copy to:

1. The SIO, NIC, Secretariat, Kachigam, Nani Daman for information and with a request to hoist at notice in the tender portal for wide publicity.
2. All Head of Offices, Daman
3. Notice Board of Collectorate, Daman
4. The Guard File.

[On the letterhead of the firm]
ANNEXURE "1"
PRICE BID FORM

To,
The Deputy Collector (HQ)/ERO
Collectorate,
Daman

Dear Sir,

1. I/We Submitted the quotation for Shredding of Election Papers bearing Notice No.COL/DMN/ELEC PAPER DTSPL/2022-23/ dated /12/2022" due on 09/01/2023 03.00 PM.
2. I/We thoroughly examined, understood, and accepted the terms & conditions given in the inquiry document, failing which my quotation will be rejected rightly.
3. I/We hereby offer the following rates.

Sr. No.	Particulars	Rates (Including Shredding Machine, labour charges, and GST)
1	Shredding of old waste election papers	

Dated

(Signature of Authorized Person)

Place

Name: -----

Name of Firm/Person: -----

Phone No: -----

Email ID: -----