

**U.T. Administration of Dadra and Nagar Haveli and Daman and Diu,
Office of the District Election Officer
Collectorate, Dholar, Moti Daman – 396 230. (Dist. Daman)**

No. COL/DMN/ELE/Stationery/gels-2024/ H17

Dated: 21/02/2024

Sub: Tender for procurement of Stationery Materials for polling day for General Election to Lok Sabha-2024 – Daman and Diu Parliamentary Constituency-1

Tender Notice

On behalf of the President of India, the office of the District Election Officer/Collector, Daman, invites tender on <https://daman.nic.in> for procurement of **Election Stationery Materials for polling day for General Election to Lok Sabha-2024 – Daman and Diu Parliamentary Constituency-1**, under office of the District Election Officer/Collector, Daman:-

Sr. No.	Detail of Outsources	EMD value	Tender Fees (Non refundable)
1	Procurement of Election Stationery Materials for polling day for General Election to Lok Sabha-2024 – Daman and Diu Parliamentary Constituency-1	Rs.12,500/-	Rs.1,000/-

i	Date of publishing tender notice	21/02/2024
ii	Last date of submission of tender	28/02/2024 up to 15.00 hrs
iii	Date of opening of Qualifying/Technical bid	29/02/2024, if possible
iv	Date of Opening of Financial/Price bid	29/02/2024, if possible
v	Place of submission and opening of bid	Collector Office, Collectorate, Moti Daman

TERMS AND CONDITIONS AS UNDER:

The Tender shall comprise of two bid system:

1. **Qualifying/Technical Bid**
2. **Financial/Price Bid**

1. Technical Bid

- a. A letter from the bidder describing the qualifying technical competence and experience of the Bidder.
- b. Certifying that the period of validity of bid is one year from the last date of submission of bid.
- c. The bidder should furnish declaration regarding blacklisting/ debarring to participate in Government Tender on their letter head with seal.
- d. The profile of the bidder.
- e. GST Registration Certificate.
- f. Income Tax Return of last 2 (two) years.
- g. Permanent Account Number (PAN) card copy.
- h. Tender fee of Rs.1,000/- (Rupees one thousand only) (Non refundable) in form of A/c Payee Demand Draft in the name of "**District Election Officer/Collector, Daman**" drawn from any Nationalized/Commercial Bank payable at Daman.
- i. Earnest Money Deposit of Rs.12,500/- should be submitted in form of Fixed Deposit Receipt (FDR), Banker's Cheque or Bank Gurantee from any of the commercial bank in favour of "**District Election Officer/Collector, Daman**" drawn from any Nationalized/Commercial Bank payable at Daman.
- j. **Mandatory document to be submitted as per Checklist as per Annexure-A.**
- k. Terms and conditions duly signed with seal of the manufacturer/dealer/supplier, in token of acceptance of terms and condition.



2. **Financial Bid:**

- a. Financial Bid Letter including confirmation from bidder that he/she quoting for all the material mentioned in the tender.
- b. Bidder shall submit the Financial Bid in format prescribed as per **Annexure-B** only.

3. **Opening of Proposal**

First the Technical Bid will be opened and if found that the bidder meets the eligibility criteria and has furnished all the supporting documents in the prescribed manner then the financial proposal shall be opened. The financial bid would be opened in presence of short listed bidders from Technical Bid evaluation. The Evaluation Committee or its authorized representative will open the tenders. Sequence of opening shall be as follows:

1. Technical Bid
2. Financial Bid

4. **Evaluation of Technical Bids:**

Technical Bid will be evaluated on the basis of the technical specification and the furnished documents as mentioned in the checklist. Those qualified in the Technical Bid will be short listed for Financial Bid evaluation.

5. **Evaluation of Financial Bids:**

Financial Bids of those short listed Bidders will be opened. All other financial bids will be returned un-opened. The names of the bidder who have qualified in the Technical Bid and whose Financial Bid will be opened will be placed in the office Notice Board of the District Election Officer/ Collector, Daman by 10/2/2024.

6. **Deciding Award of Contract:**

Final selection of Bidder will be done based on financial overall Lower rate and not item-wise lower rate, the contract will be awarded to the overall lowest quoted Bidder.

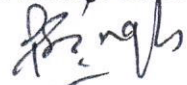
7. The Tender fee Rs.1000/- (Non refundable) will be accepted only in form of Demand Draft in the Name of the "**District Election Officer/Collector, Daman**". Tender received without Tender Fee will directly be disqualified.
8. Earnest Money Deposit of Rs.12,500/- should be submitted in form of Fixed Deposit Receipt (FDR), Banker's Cheque or Bank Gurantee from any of the commercial bank in favour of "**District Election Officer/Collector, Daman**" and should be kept in a sealed separate cover super-subscribing E.M.D. without mentioning amount. Tender received without E.M.D. will directly be disqualified for the said bidding/tender. EMD should be valid up to 12 (Twelve) months from the date of its issuance. EMD in any other form will not be accepted.
9. In case, the supplier does not execute the supply order placed with him, the EMD of the supplier will be forfeited to the Government and the contract for the supply shall be terminated with on further liabilities on either party to the contract.
10. The rates shall be inclusive of all taxes & quoted for F.O.R. at Collectorate, Daman.
11. The bidders shall submit sealed tender consisting of the following documents;
 - a) Technical bid in a separate sealed envelope (clearly superscripting "The Technical Bid" on the envelope)
 - b) Financial bid in a separate sealed envelope (clearly superscripting "Financial Bid" on the envelope)

- c) Both the envelop shall be placed in a single sealed envelope clearly superscripting "Tender for procurement of Election Printing Materials".
12. The Tenders will be opened by the Tender Opening Committee in presence of bidders or their representatives, if any present in the Office of the Tender Inviting Officer.
 13. Financial Bids will be opened only after confirmation of Technical Bid.
 14. The rates should be valid for a period of 1 (one) year from the date of issue of supply order.
 15. **Bidder shall compulsorily quote rates for each items as defined in Annexure-B (Financial Bid) of the tender for eligibility in bidding. Bidder who does not quote rates in one or more item shall be disqualified.**
 16. The bidders shall not quote absurd rates or make corrections/ over writing in the tender.
 17. The right to accept or reject without assigning any reasons or all tenders in part or whole is reserved with the Tender Inviting Officer and his/her decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
 18. No advance payment will be made.
 19. A list of owners/partners of the firm and their contact nos. along with a certificate to the effect that the firm is not blacklisted by any govt. Department not any criminal case is registered.
 20. The supply should be completed within prescribed time limit given by the Department.
 21. The samples are available for inspection of the bidders in the Election Cell, Collectorate, Daman.
 22. Before making the Stamps the successful bidder shall submit the sample copy of the same for proof reading to the Election Cell of Collectorate, Daman.
 23. All/Taxes/Duties/Royalties Charges payable on the sales/transport etc. Within and/or outside the state shall be payable by the Service provider.
 24. On acceptance of the tender it will become a contract and shall be bound by the terms and conditions of the tender under the provisions of General Financial Rules-2017.
 25. The bidder shall carefully examine the terms, conditions and specifications of the tender notice along with enclosure, if any, and in case of any doubt the tenderer / bidder shall get it clarified with the Office of Collector, Collectorate, Moti Daman, before signing the contract.
 26. No extra charges for packing, transit, transportation, loading/unloading, forwarding and insurance etc. will be paid in addition to the rates quoted.
 27. The rate(s) quoted should be strictly for free delivery at F.O.R. at the specified place i.e. at Collectorate, Moti Daman & will be valid and operative as per supply order.
 28. Income Tax - TDS on GST-TDS will be deducted from the bills as per I.T. & GST Rules.
 29. Bid securities of the unsuccessful bidders will be returned after expiry of the final bid validity on or before the 30th days after award of the contract.
 30. The firm should be registered with Income Tax and GST authorities.
 31. 100% of the invoice amount will be paid only after materials are supplied successfully.
 32. Each bill in which any kind of tax is charged must contain the following certificate on the body of the bill: "CERTIFIED" that the goods/services on Goods and Service Tax (GST) has been charged have not been exempted under the Central Goods & Service Tax Act or the Rules made there under and the amount charged on account of Goods and Service Tax on these goods is not more than what is payable under the provisions of relevant Act or Rules made there under".
 33. The bidder will accept all conditions of the Bid documents unconditionally.
 34. This bid document is not transferable.

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35. In case of failure to replace the accepted and rejected articles from supplies made, as mentioned in the conditions, the loss suffered by the Government will be recovered from the supplier's Security Deposit or payment of any bill(s) to the extent required.
36. The firm / agency which have been blacklisted by any Govt. department are not eligible to participate in this tender.
37. In case of failure to supply the Materials ordered for as per conditions and within the stipulated time, the same materials will be obtained from the other bidders who offered next higher rates or from any other sources, as may be decided by the tender inviting authority and the loss to the Government on account of such purchases(s) shall be recovered from the former supplier's Security Deposit/Earnest Money or amount of bill payable. The suppliers shall have no right to dispute with this procedure.
38. If the supplier fails to deliver any of all the goods or perform the service within the time period(s) specified in the contract. The purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price the contract price as liquidated damages, a penalty of 0.5% of the total value of order per day will be imposed subject to a maximum of 10% of the total value of the order. Once the maximum is reached; the purchaser may consider termination of the contract.
39. The material found defective or damaged or otherwise not as per given specification shall be rejected. The suppliers/agencies should replace the same otherwise payment will not be made.
40. Supply in damaged condition shall not be accepted. In case of damage in the packing, the supply will be accepted only after levying penalty or replacement of damaged supply on the total value of supply to that particular / other designated place.
41. In case of any dispute in terms of interpretations of agreement/contractor, the decision of the Dy. Collector, (Gen) / ERO, Collectorate, Daman and the District Election Officer/Collector, Daman in such cases shall be final and binding to all.
42. The rates quoted by the contractor / agency shall include all taxes including G.S.T. and nothing extra shall be payable on account of taxes.
43. Attached terms and conditions duly signed with seal of the manufacturers/dealers/suppliers, in token of acceptance of terms and conditions.
44. All the disputes subject to the jurisdiction of Hon'ble Court in the Union Territory of DNH & DD, Daman.
45. Supply to be made within **07 (seven) days** from the date of issue of supply order.

On behalf of Tender Inviting Authority



(Priyanshu Singh)
Dy. Collector (Gen)/ERO,
Collectorate, Daman.

Copy for information & wide publicity to:

1. Office Notice Board.
2. Official Website of DNH & DD, NIC, Daman
3. All Head of Office of Daman District.
4. Office copy.

**ANNEXURE – A
CHECKLIST**

All the participating Manufacturers/Dealers/Suppliers are requested to submit the following documents with their bid. In the absence of any of the following documents, the bid will be disqualified/rejected straightaway without any further clarification.

Sr. No.	Description	Yes/No
01.	Name of Bidder and Postal Address; Contact Person and Mobile No. (enclose self attested copy of proof)	
02.	PAN Number (enclose self attested copy of proof)	
03.	Details of Tender Fee Tender fee of Rs.1,000/- (Rupees one thousand only) in form of Account Payee Demand Draft in the name of "District Election Officer/Collector, Daman" drawn from any Nationalized/Commercial Bank payable at Daman.	
04.	Details of Earnest Money EMD of Rs.12,500/- (Rupees twelve thousand five hundred only) in form of Fixed Deposit Receipt (FDR)/Account Payee Demand Draft in the name of "District Election Officer/Collector, Daman" drawn from any Nationalized/Commercial Bank payable at Daman. (Rule 170 of GFR-2017)	
05.	Name of Bank: B.D No. & Date Amount If any bidder claims for exemption from submitting EMD, attach the legible copy of their registration with MSME/NISC/DGS&D, in lieu of their claim from exemption from submitting EMD as per terms and condition of Earnest Money Deposit.	
06.	Only GST (IGST/CGST/UTGST) registered bidder are eligible to fill this tender. Bidders have to attach GST Registration Certificate.	
07.	Last 2 (two) years Income Tax Return (ITR)	
08.	Whether blacklisted by any Central/State Government undertakings? If blacklisted, indicate details (submit the affidavit about non-blacklisting in prescribed format)	
09.	Undertaking that the rate(s) offered by the bidders are as per specifications and is/are of standard quality.	
10.	Terms and conditions duly signed with seal of the manufacturer/dealer/supplier, in token of acceptance of terms and condition.	
11.	Whether convicted in any court of law? If convicted, indicate details and enclose a self-attested copy of the Court's Order.	
12.	Bank Details of the firm.	

Dated: / /

Name and Signature of Bidder with Seal

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Annexure – B

PRICE SCHEDULE

Sr. No.	Items (as per sample of Department)	Unit	Rate inclusive of all taxes and charges
1	Stamp pad (purple)	Nos	
2	Match box	Nos	
3	Ordinary pencil	Nos	
4	Ball pen		
	a) Blue	Nos	
	b) Red	Nos	
	c) Silver White	Nos	
5	Pins	Pack	
6	Sealing wax	Pack	
7	Gum paste	Nos	
8	Blade	Nos	
9	Candle sticks	Nos	
10	Thin twine thread	Meter	
11	Metal ruler (1 feet)	Nos	
12	Carbon paper	Pack	
13	Cloth or rag for removing oil etc.	Nos	
14	Packing paper sheets	Nos	
15	Cup/empty tin/plastic box for holding indelible ink bottle	Nos	
16	Drawing pins	Nos	
17	Rubber bands	Nos	
18	Transparent Adhesive tape	Nos	
19	Jute Bag	Nos	
20	Stapler with pin	Nos	
21	Cutter	Nos	
22	Binder	Nos	
23	Plastic Box for kit material	Nos	
24	Metal Seal for Presiding Officer	Nos	
25	Rubber stamp with arrow cross mark	Nos	
26	Distinguishing mark rubber stamp	Nos	
27	Mock poll slip stamp	Nos	
28	Rubber stamp of presiding officer	Nos	
29	Small Plastic container	Nos	

Note: FINANCIAL BID:

- (1) Financial evaluation will be done on the basis of overall lowest rate. No negotiation of rates with other bidders is acceptable.
- (2) Bidders are expected to quote for all the item categories mentioned in above table. In case bidder does not quote for any of the item category, the bid shall be summarily rejected.

Signature of the Bidder along with Rubber Stamp

B

ANNEXURE - C

UNDERTAKING

To,
The District Election Officer,
Daman.

1. I/We the undersigned, certify that, I/We have gone through scope of work (specification of task) and the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. All the clause of tender document and terms and conditions enumerated in this form has been read by me/us and are acceptable to me/us.
3. Our firm has not been blacklisted by any agency/department in India or abroad.
4. I/We hereby declare that the rate(s) offered is/are as per the required specifications of each items and are of the standard quality.

Dated: / /

Signature of the Bidder with Seal and
Address

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