

OFFICE OF THE ERO & SUB-COLLECTOR, PURI  
TENDER NOTICE

No. 9458 /Elec. Date. 11.10.2018

Sealed tenders are invited from reputed Tent Houses / Decorators having past experiences & expertise to execute different items of tentage work in accordance with specification laid down in the tender document for the ensuing Lokasabha and State Legislative Assembly Election-2019. The tender papers alongwith items of work, specification alongwith terms and conditions can be obtained from the office of the Sub-Collector, Puri on payment of **Rs.3000.00 (Rupees Three Thousand)** only (Non-refundable) on any working day during the office hours. The documents can also be downloaded from the website [www.puri.nic.in](http://www.puri.nic.in) from dated 12.10.2018 and submitted by due date and time along with tender paper cost in shape of Bank Draft / Bankers Cheque on any Nationalised Bank drawn in favour of the Sub-Collector, Puri payable at Puri. The tender should be submitted in 2 (two) bids- 'Pre Qualification Bid" and "Financial Bid" in separate sealed cover. The Pre Qualification bid must be accompanied with the documents like EMD of **Rs.50,000.00 (Rupees fifty Thousand)** only in the form of Bank Draft / Bankers Cheque on any Nationalised / scheduled Bank drawn in favour of the Sub-Collector, Puri along with cost of tender paper & other documents as mentioned in details in tender documents. The financial bid must be submitted in the prescribed format as per the tender schedule with item wise rate per unit per day for the items to be executed at site and rate per unit per day for the materials to be supplied. The price quoted shall be valid for the period of one year from the date of issue of contract or till finalization of process of next quotation whichever is later. The tenders should be submitted / reached the office of the Sub-Collector, Puri latest by 2.00 P.M on dated 30.10.2018. The pre qualification Bid will be opened at 3.00 P.M on same day in presence of the tenderers of their authorized representative. After the pre qualification bid is finalized, the Financial Bid in respect of the tenderers, qualified in pre qualification bid will be opened in the presence of the committee members accordingly. The date, duration and completion of work shall be intimated on execution of agreement in the work order for such execution of works. The tenderer having necessary expertise to complete the job within the stipulated time should participate in the tender process. Preference shall be given to the tenderers having past experience particularly in Election work. For any further clarification in this regard, the interested parties may contact the office of the Sub-Collector, Puri. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof. If the quotation cannot be opened due to unforeseen reason, the same will be opened on the next working day at 11 AM or as per decision of the Chairman of Tender Committee.

  
ERO & Sub-Collector, Puri

(2)

Memo No. \_\_\_\_\_/Elec. Date. \_\_\_\_\_/

Copy submitted to the DEO & Collector, Puri for favour of kind information.

**ERO & Sub-Collector, Puri**

Memo No. \_\_\_\_\_/Elec. Date. \_\_\_\_\_/

Copy forwarded to Joint CEO-cum- Joint Secretary to Govt., Home (Elections) Department, Odisha, Bhubaneswar for favour of kind information.

**ERO & Sub-Collector, Puri**

Memo No. \_\_\_\_\_/Elec. Date. \_\_\_\_\_/

Copy to office Notice Board for publication.

**ERO & Sub-Collector, Puri**

Memo No. \_\_\_\_\_/Elec. Date. \_\_\_\_\_/

Copy in quadruplicate of the Tender Notice forwarded to DI & PRO, Puri for information.

**ERO & Sub-Collector, Puri**

Memo No. 9463 /Elec. Date. 11.11.2018

Copy along with the Tender Notice / the Tender Papers with general condition and items of work forwarded to the D.I.O, NIC, Collectorate, Puri for information with a request to make web hoist the Tender documents in the District web portal from the date of receipt of this letter for wide publicity.



**ERO & Sub-Collector, Puri**

Memo No. \_\_\_\_\_/Elec. Date. \_\_\_\_\_/

Copy forwarded to Asst. Director, I & PRO Dept., Odisha , Bhubaneswar for information & necessary action.

**ERO & Sub-Collector, Puri**

Memo No. \_\_\_\_\_/Elec. Date. \_\_\_\_\_/

Copy forwarded to the Deputy Collector, Elections, Puri / Tahasildar, Puri/ BDO, Puri Sadar / CDPO, Puri Sadar / CDPO, Puri Municipality / Executive Officer, Puri Municipality / Secretary PKDA, Puri/ Executive Engineer, R & B, Puri for information with a request to publish Tender Notice in their respective office notice board for wide publicity.

**ERO & Sub-Collector, Puri**

OFFICE OF THE SUB-COLLECTOR, PURI

TENDER PAPERS

FOR

TENTAGE WORK FOR THE ENSUING  
SIMULATANEIOUS GENERAL ELECTION  
TO LOK SABHA & STATE LEGISLATIVE

ASSEMBLY-2019

IN THE PREMISES OF SAMANTA CHANDRA  
SEKHAR COLLEGE / ZILLA SCHOOL, PURI.

TENDER PAPERS FOR TENTAGE WORK FOR THE ENSUING  
SIMILATANEOUS GEBERAL ELECTION TO LOK SABHA & STATE  
LEGISLATIVE ASSEMBLY-2019 IN THE PREMISES OF SAMANTA  
CHANDRA SEKHAR COLLEGE / ZILLA SCHOOL, PURI

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TENDER NOTICE :  
GENERAL CONDITIONS :  
SCHEDULE OF ITEMS :  
COST OF TENDER PAPER : **Rs.3000.00 (Rupees Three Thousand)**  
ISSUED TO : only per each set  
M/S.....  
..... against  
Money Receipt No.....  
Dated.....

CASHIER / NAZIR

LAST DATE & TIME  
FOR RECEIPT OF TENDER :  
DATE & TIME  
FOR OPENING OF TENDERS :

PLEASE DELIVER AT:

OFFICE OF THE SUB-COLLECTOR, PURI

OFFICE OF THE SUB-COLLECTOR, PURI

GENERAL CONDITIONS

1. Sealed tenders are invited from reputed Tent Houses/ Decorators having past experiences & expertise to execute different items of tentage work in accordance with specification laid down in the tender document for the accomplishment of preparatory works for simultaneous General Election, 2019.
2. The duration of Election Process and the venue shall be intimated latter to party after publication of election schedule. On completion of election process in the venue, Decorator shall have to take away all the materials within 2 (two) days and shall have to vacate the site. He / they shall have to pay 25,000/- (Rupees Twenty five thousand) only per day for the days he occupies for vacating the site beyond the period allowed therefore.
3. The premises shall be formally made available to the Decorator by the authority & date of starting, completion & handing over the construction work to the authority will be intimated through work order after publication of election schedule. The progress of the work shall be checked and supervised by officers duly nominated by the Authority to ensure that the work is done as per the specifications time schedule. Tenderers are advised to inspect the site for physical condition before tendering.
4. Penalty equals to 25% of the work order value will be deducted, incase decorator failed to deliver the site before 5 (Five) days of the ensuing election-2019 with forfeiture of deposited EMD. In that case the Authority can execute the work through other agency/ departmentally and the cost will be deducted from the dues of the Decorator.
5. The volume and number of works may vary at discretion of the Authority & final payment to the Decorator shall be regulated on the basis of actual work executed and on the rate initially approved. For extra items decorator shall have to execute the work without fail and for all such extra items, the Authority reserves the right to pay the lowest prevailing market rates.

Accepted

Decorator

  
Sub-Collector, Puri  
**SUB COLLECTOR, PURI**

6. The Decorator will be responsible for up keep and maintenance of the entire work done by him till the closing of the Election process for which, no extra payments shall be made. He/they shall therefore have to ensure adequate number of manpower/ carpenters/ helpers to the satisfaction of the Authority. Breakages and damages in any work shall immediately be settled and no extra payment will be made for any damage breakage or loss on account of any reason or natural calamities. Lay out plans etc. of the site shall be provided by the Authority. The Sub-Collector, Puri reserves the right to reject any or all tenders without assigning any reason or to accept any portion of the tender and award the remaining to any other Decorator.
7. No part of the contract will be Sub-let without prior written permission of the Sub-Collector, Puri.
8. It shall be the responsibility of the successful Tender/ Decorator to obtain requisite permission for electricity power if felt necessary. However rental charges if requires, shall be made by the authority. Letters to the concerned authorities shall also be addressed by the Authority.
9. In regard to electrical fittings etc., the Decorator shall have to engage qualified licensed Electrician entitled to erect, handle and maintain electrical system and its up keep and maintenance.
10. The Decorator shall not use any materials other than those specified in tender without the prior permission of the Authority.
11. Payment will be made only receipt of necessary allotment from competent Authority.
12. All the Tenderers should fill the rate tendered in figures as well as in words, The tender form may be filled in English and all entries made by hand and written in ink. Over writings in rate is not permitted. All corrections should be attested by the tenderers with his initials as many times as corrections occur. Each page of the tender form and other related papers submitted there-with should be signed by the Tenderers. Any discrepancy in the rates written in figure and words, then rates written in word is final.
13. The Tenderers are required to deposit an earnest/ security money of **Rs.50,000.00 (Rupees Fifty Thousand)** only. The amount of earnest / security money will be accepted only in the form of Demand Draft/ Bankers Cheque drawn in favour of the Sub-Collector, Puri. Only those tenderers who have necessary expertise in the execution of the job within the stipulated time should submit the tenderers. The tender without earnest/security money shall not be accepted.

Accepted

Decorator

  
Sub-Collector, Puri  
**SUB-COLLECTOR, PURI**

14. While submitting the Tender, the tenderers should submit the following:-

- (i) Self attested authentic proof of the work done of similar nature worth of Rs.40.00 lakhs (Rupees forty lakh) with any Government Authority of the Country in a single work order and its certificates etc., within the last 5 financial years inclusive of current financial year. In case of work order of above value of any private work the authenticate proof of TDS deposit/ certificate to be furnished. Preference shall be given to the tenderers having past experience particularly in Election work.
- (ii) Self attested list of works of similar nature executed given details of their magnitude cost and time within which works were completed for last 5 years.
- (iii) Cost of tender documents of **Rs.3000.00 (Rupees Three Thousand)** only (non refundable) in shape DD drawn on any Nationalized Bank/ Scheduled Bank favour of Sub-Collector, Puri in case of purchase of tender documents, self attested copy of money receipts to be enclosed.
- (iv) Self attested photocopy of IT PAN.
- (v) Self attested photocopy of up to date deposit of GST for such particular business.
- (vi) Self attested photocopy of GST Registration Certificate and up to date return copy along with copy of the deposit challan in support of up to date deposit of GST.
- (vii) Self attested photocopy of valid electrical license from competent Authority or authorization from any registered electrical contractor for execution of electrical work. In case of authorization from any registered electrical contractor, the self attested copy of the valid electrical license of contractor has to be submitted.
- (viii) Audited statement of accounts (Balance Sheet & Profit Loss Account )showing turn over not less than **Rs.50,00,000.00 (Rupees Fifty Lakhs)** only each of last 2 financial years and IT Return acknowledgement. Any tender not accompanied by requisite documents mentioned herein is liable to be invalid.

15. The Sub-Collector, Puri is not bound to accept the lowest tender and reserves the right to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons. Conditional tender in any form whatsoever will not be qualified/consider and will be liable for outright rejection.

Accepted

Decorator

  
Sub-Collector, Puri  
**SUB COLLECTOR, PURI**

16. The successful tenderer shall immediately and not later than the next day of intimation of acceptance of tender, furnish his/their willingness/ undertaking to take up the work. Failure to do so shall give the Sub-Collector, Puri the right to revoke the acceptance of the tender without further notice to the tendered, forfeit the earnest money deposits and award the work to any other Decorator.
17. The Earnest/Security Money of successful tenderers will be retained for successful completion of the contract and shall be returned only after election process is over.
18. The Tenderers shall have to quote their rates for hiring charges only inclusive of erection, transportation and dismantling, but exclusive of statutory Taxes. The tenderers shall have to specify clearly statutory taxes if any or otherwise quoted rates will be treated as inclusive all taxes.
19. The Tenders are required to quote their rates per unit for entire period for the items to be executed at site and rate per unit per day for the materials to be supplied. The price quoted shall be valid for the period of one year from the date of issue of contract or till finalization of process of next quotation which whichever is later.
20. All the items of work shall be executed as per the direction of the Engineer / Officer authorized by the Collector, Puri/ Sub-Collector, Puri and the decision of the Engineer / Officer in Charge as regards to all the items of work is final and binding on the Decorator.
21. The Sub-Collector, Puri / Authority will read and include the Sub-Collector, Puri-cum-Returning Officer who is overall in-charge of the election process.

Accepted

Decorator

  
Sub-Collector, Puri  
**SUB COLLECTOR, PURI**

OFFICE OF THE SUB-COLLECTOR, PURI

Items of Work

1. Barricading :-
  - a. With wooden Bullha and Bamboo of standard height of 4ft-5ft necessary fitting and fixtures including labour charges complete in all respect and barricade should stable enough to sustain required rush.  
Rate per R ft for per day:-
  - b. With fabric / wire mesh with all necessary fitting and fixtures (with labour) complete in all respects for dispersal, receipt & counting halls.  
Rate per Sq. ft for per day –
2. Erecting of Temporary structure per Sq. ft with
  - a. Tarpaulin top and cloth ceiling
  - b. Without cloth ceiling
3. Construction of Counters per sq. ft.
4. Barricading of Counters per running meter
5. Tarpaulin walling as per standard height per running meter
6. Cloth walling as per standard height per running meter.
7. Tube light (Each per day)
8. LED 60 watt each per day
9. LED 50 Watt each per day
10. LED 100 Watt each per day
11. LED 200 Watt each per day
12. Metal Halide 400 watt each per day
13. Halogen 500 watt each per day
14. Halogen 1000 watt each per day
15. Generator of 125 KVA capacity per day
  - a. Fuel charges per hour
16. Ceiling Fan (each)/ Per day
17. Mike Set (Each per day)
18. Moulded Chair (Plastic)
19. Durry (Each per day)
20. Tarpaulin (Each per day)
21. VIP Chair (Each per day)
22. Synthetic carpet per Sq. Ft. per day
23. Padalstple fan each per day
24. Net carpeting per Sq. Ft. per day

Accepted

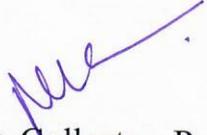
Decorator

  
Sub-Collector, Puri  
**SUB COLLECTOR, PURI**

25. Bucket (Each per day)
26. Jug (Each par day)
27. Mug (Each per day)
28. Glass (Each per day)
29. Table Fan(Each per day)
30. Long Table (Each per day)
31. Plastic Table (Each per day)
32. Tower air Conditioner 4 ton( Each) per day
33. (a) Mike charges with 6 nos. of microphone (per day)  
(b) Cordless microphone charge (per day)  
(c) Microphone charge (per day)

Accepted

Decorator

  
Sub-Collector, Puri  
**SUB COLLECTOR, PURI**