

OFFICE OF THE DISTRICT ELECTION OFFICE & COLLECTOR, PURI

(dist.electionspuri@gmail.com / Tel No.06752-223260)

TENDER CALL NOTICE

No. **356** /Elec. Dt. **08.02.2024**

Subject:- Tender / Quotation Call Notice for Tent Work in accordance with specification laid down in the Tender document to execute different items in connection with SGE-2024.

Sealed Tenders are invited in plain paper / letter pad from reputed Tent Houses / Decorators having past experiences and expertise to execute different items of tentage work in accordance with specification laid down in the tender document in connection with Simultaneous General Election to Lok Sabha and State Legislative Assembly, 2024.

The Tender papers alongwith items of work, specification alongwith terms and conditions can be obtained from the Office the Dy-Collector, Election, Puri on payment of **Rs.5,000/- (Rupees Five 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) from **dtd 08.02.24**. And submitted by due date and time alongwith tender paper cost in shape of Bank Draft / Bankers Cheque on any Nationalised Bank drawn in favour of the Dy-Collector, Election, 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/- (Rupees Fifty Thousand)** only in the form of Bank Draft / Bankers Cheque on any Nationalised / Scheduled Bank drawn in favour of the Dy-Collector, Election, Puri along with cost of tender paper and 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 Quotationer should have valid GST No. (self attested copy of the GST Registration Certificate is to be submitted). The quotationer must submit copy showing upto-date deposit of GST. The Quotationers should have valid PAN (copy to be submitted).

The quotationer shall have to furnish their offer (rate) of the items per unit as detailed in the format (**Annexure-I**). The total offer price per unit shall be inclusive of GST, transportation and delivery charges. 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 Dy-Collector, Election, Puri latest by **2.00 PM on dtd. 20.02.2024** The pre qualification bid will be **opened at 3.30 PM** on same day **in the Office Chamber of Addl. District Magistrate (Revenue), Collectorate, Puri** in presence of the Committee and tenderers or their authorized representative, if so they desire. 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.

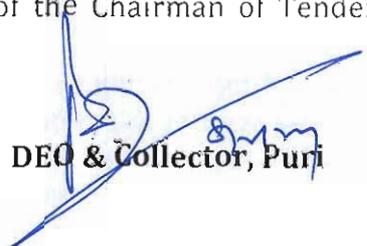
For any further clarification in this regard, the interested parties may contact the Office of the Dy-Collector, Election, Puri.

The Quotations received in incomplete form or after the scheduled date & time shall be summarily rejected. The undersigned reserves the right to reject all or any quotations without assigning any reason thereof.

The Tender Committee is not bound to accept the lowest financial bid and reserves the right to negotiate the rates and other terms and conditions with the lowest quotationer.

Failure to execute the work within the stipulated period may lead to forfeiture of EMD and action as deemed proper shall be taken against the quotationer.

If the quotation cannot be opened due to unforeseen reason, the same will be opened on the next working day at 11.00 AM or as per decision of the Chairman of Tender Committee.

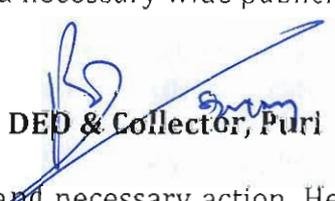

DEO & Collector, Puri

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Copy to Dist. Office Notice Board & Notice Board of all Offices in the District including Line Department for wide publicity.

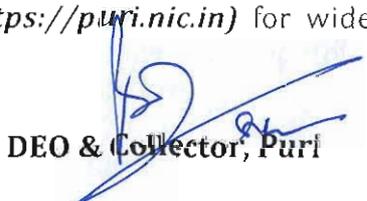
Copy forwarded to the SP, Puri / ADM, Puri / PD, DRDA, Puri / Sub-Collector, Puri / Executive Officer, Puri Municipality / DPC (SS) Puri / Dist. Education Officer, Puri / CDM&PHO, Puri / CDVO, Puri / Dy. Collector, Nizarat, Puri / District Treasury Officer, Puri / All Tahasildars / BDOs / CDPOs of Puri District for personal information with a request to disseminate the quotation call notice widely.

Copy forwarded to the DI&PRO, Puri for information and necessary wide publicity.


DEO & Collector, Puri

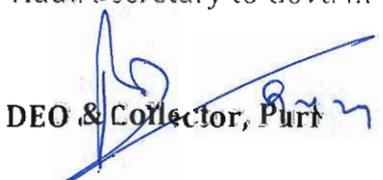
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Copy forwarded to the DIO, NIC, Puri for information and necessary action. He is requested to upload the quotation in the District NIC website (<https://puri.nic.in>) for wide publication.


DEO & Collector, Puri

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Copy forwarded to the Addl. Chief Electoral Officer-cum-Addl. Secretary to Govt. in Home (Elections) Deptt. Odisha, Bhubaneswar for information.


DEO & Collector, Puri

OFFICE OF THE DEO & COLLECTOR, PURI

GENERAL CONDITIONS

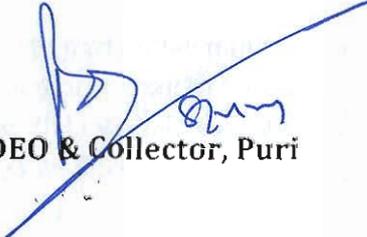
1. Sealed Tenders Call Notice are invited in plain paper / letter pad from intending Firms / Authorized Dealers / Suppliers and Agencies from reputed Tent House / Decorators having past experiences and expertise to execute different items of tentage work in accordance with specification laid down in the tender document in connection with Simultaneous General Election to Lok Sabha and State Legislative Assembly, 2024.
2. The duration of Election process and the venue shall be intimated later to party after publication of Election schedule. On completion of election process in the venue, Decorator shall to take away all the materials within 2 days and shall have to vacate the site. He / they shall have to pay Rs.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 and date of starting, completion and 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 days of the ensuing SGE-2024 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.
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. Layout plans etc. of the site shall be provided by the Authority. The DEO & 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 DEO & Collector, Puri.
8. It shall be 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 that 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 tenders 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 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/- (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 DEO & 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.
 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.70,00,000/- (Rupees Seventy Lakhs) only** with any Government Authority of the Country in a single work order and its certificates etc. within the last **3 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.5,000/- (Rupees Five Thousand) only** (Non refundable) in shape DD drawn on any Nationalized Bank / Scheduled Bank favour of DEO & 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 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.
 - (vii) Audited statement of accounts (Balance Sheet & Profit Loss Account) showing turn over not less than **Rs.50,00,000/- (Rupees Fifty Lakh) 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 DEO & 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.
 16. The successful tenderer shall immediately and not later than the next day of intimation of acceptance of tender, furnish his / her willingness / undertaking to take up the work. Failure to do so shall give the DEO & 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 whichever is later.

20. All the items of work shall be executed as per the direction of the Engineer / Officer authorized by the DEO & 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. Any other requirements as desired by the DEO & Collector, Puri, should be executed immediately as per local market price.
22. The DEO & Collector, Puri / Authority will read and include the DEO & Collector, Puri-cum-Returning Officer who is overall in-charge of the Election Process.

Accepted

Decorator


DEO & Collector, Puri

OFFICE OF THE DEO & COLLECTOR, PURI
ITEMS OF WORK

1. Barricading:-

- a. With wooden Ballaha and Bamboo of standard height of 4ft to 5 ft 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 respect for dispersal, receipt and counting halls.

Rate per Sqr. Ft for per Day:-

2. Erecting of Temporary structure per Sq. Ft for per day with

- a. Tarpaulin top and cloth ceiling
b. Cloth ceiling
c. Tarpaulin shed

3. Construction of Counters per Sq. Ft for per day

4. Barricading of Counters per running meter for per day

5. Tarpaulin walling as per standard height per running meter for per day

6. Cloth walling as per standard height per running meter for per day

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. LED TV 55 Inch (each per day)

13. LED TV 32 Inch (each per day)

14. LED wall (Display Screen) (each per day)

15. Dish TV (each per day)

16. Projector (each per day)

17. Metal Halide 400 watt (each per day)

18. Halogen 500 watt (each per day)
19. Halogen 1000 watt (each per day)
20. Generator of 125 KVA capacity per day & Fuel charges per hour
21. Generator of 45 KVA capacity per day & Fuel charges per hour
22. Generator of 7.5 KVA capacity per day & Fuel charges per hour
23. Generator of 65 KVA capacity per day & Fuel charges per hour
24. Ceiling Fan (each per day)
25. Mike Set (each per day)
26. Moulded Chair (Plastic) (each per day)
27. Durry (each per day)
28. Tarpaulin (each per day)
29. VIP Chair (each per day)
30. Synthetic Carpet per Sq. ft per day
31. Padalstple fan (each per day)
32. Net Carpeting per Sq. ft per day
33. Bucket (each per day)
34. Jug (each per day)
35. Mug (each per day)
36. Glass (each per day)
37. Table (each per day)
38. Long Table (each per day)
39. Plastic Table (each per day)
40. Tower Air Conditioner 4 Ton (each per day)
41. Split Air Conditioner 2 Ton (each per day)
42. (a) Mike Charges with 6 nos. of Micro phone (each per day)
 - b) Cordless microphone charge (each per day)
 - c) Microphone charge (each per day)

Accepted

Decorator


DEO & Collector, Puri

TENDER PAPERS FOR TENTAGE WORK FOR THE ENSUING SIMULTANEOUS GENERAL ELECTIONS TO LOK SABHA & STATE LEGISLATIVE ASSEMBLY-2024

TENDER CALL NOTICE :
GENERAL CONDITIONS :
SCHEDULE OF ITEMS :
COST OF TENDER PAPER : Rs.5,000/- (Rupees Five Thousand) only per each set
ISSUED TO : M/s
against Money Receipt No..... dtd.....

CASHIER / NAZIR

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

PLEASE DELIVER AT:

OFFICE OF THE DEO & COLLECTOR, PURI