



## OFFICE OF THE E.R.O.-CUM-SUB COLLECTOR, CUTTACK

0671-2507626  
0671-2997626

subcollectorctc@nic.in  
subcollectorctc@gmail.com

No 1983 /Elec.

Date- 22.2.24

### TENDER CALL NOTICE

Sealed tenders in the prescribed format are invited from the intending Suppliers/Dealers/Manufacturers/ Sellers/ Firms/Company/ Authorised agencies for supply of goods and services as per "Annexure-I" as required for forthcoming Simultaneous General Election-2024 in Cuttack Sub-Division.

The Sealed tenders should reach to the Sub-Collector Office, Cuttack by **Registered Post/ Speed Post** only on or before 29.02.2024 by 5.00 P.M. and it will be opened on 01/03/2024 in the Conference Hall of Sub-Collector, Cuttack in presence of members of Purchase Committee and Bidders or their authorized agents. The tender should be submitted in two Bids i.e. (General Bid in Cover No.- 'A' & Financial Bid in Cover No.-'B') both kept in Cover No.-'C' super scribed as '**Tender for Hiring of Tents, Furniture & Fixture etc.**' as per the Terms and Conditions attached with the Tender Call Notice.

The Tender Papers along with the details of specification of the articles will be available in the Website [www.cuttack.nic.in](http://www.cuttack.nic.in) from date 23.02.2024 to 29.02.2024 and can be downloaded from the website.

- (i) Last Date of submission of Tender: 29/02/2024 at 5.00 P.M.
- (ii) Date of Opening of General Bid : 01/03/2024 at 11.00 A.M.
- (iii) Date of Opening of Financial Bid : 01/03/2024 at 4.00 P.M.

The Earnest Money (EMD Cost) of Rs.1,00,000/-(Rupees One Lakh) only is to be deposited in shape of Bank Draft drawn in favour of the Sub-Collector, Cuttack payable at Cuttack from any nationalized bank along with tender documents. Transfer or adjustment of E.M.D. will not be entertained. Shortfall of any required document, EMD will not be entertained and the tender paper will be liable for rejection. **NO TENDERS WILL BE RECEIVED BY HAND.** The undersigned will not be held responsible for any delay in postal service.

*Mh-22/2/24*  
E.R.O.-CUM-Sub Collector,  
Cuttack

Memo No. 1984 /Elec.Dtd. 22.2.24

Copy along with soft copy of the tender call notice forwarded to the DIO, NIC, Cuttack for information with a request to upload the advertisement in the district website for wide publication.

*Mh-22/2/24*  
E.R.O.-CUM-Sub Collector,  
Cuttack

Memo No. 1985 /Elec.Dtd. 22.2.24

Copy to all Tahasildars/BDOs under Cuttack Sub-division for information with a request to publish the tender call notice in their office notice board for wide circulation.

*Mh-22/2/24*  
E.R.O.-CUM-Sub Collector,  
Cuttack

**OFFICE OF THE E.R.O.-CUM-SUB-COLLECTOR,**  
**CUTTACK**

**TENDER DOCUMENT**

**Important dates of the Tender for supply of articles as per**  
**“Annexure-I” required for the forthcoming**  
**Simultaneous General Election-2024 in Cuttack Sub-Division**

(a)	Date of Publication of Tender	23/02/2024
(b)	Last date and time for submission of Tender Document	29/02/2024 at 5.00 P.M.
(c)	Date and time for Opening of	
	(i) General Bid	01/03/2024 at 11.00 A.M.
	(ii) Financial Bid of eligible Bidders	01/03/2024 at 04.00 P.M.

  
E.R.O.-cum-Sub Collector,  
Cuttack

## TERMS & CONDITIONS

### 1. **General BID : (Documents to be furnished along with General Bid)**

In support of eligibility, a bidder must submit the EMD & the following documents in shape of hard original copies or attested copies, as the case may be along with the General Bid.

- (i) Detailed Profile of the Contractor/ Supplier.
  - (ii) Form of General bid application/declaration application & check list duly filled.
  - (iii) EMD amount as specified in the schedule of requirement in shape of Demand Draft in favour of Sub-Collector, Cuttack, payable at Cuttack from any nationalized bank. The EMD will be refunded to the unsuccessful bidders after finalization of tender within 15 days and to the successful bidders after completion of the Task / Job.
  - (iv) Copy of PAN Card & Aadhar Card of the Head of Business.
  - (v) Copy of the Income Tax return of last 03 years assessment.
  - (vi) Copy of the up to date GST clearance certificate valid up to 31/12/2023.
  - (vii) Copy of the firm registration certificate.
  - (viii) Xerox copy of Bank Pass Book (front page) with the name & A/C Number of Bidder/ Business concern.
2. The Tender paper is to be addressed to the Sub-Collector, Cuttack having on the top of the cover/ envelope should be superscribed "**Tender for Hiring of Tents, Furniture & Fixture etc. to be used in Cuttack Sub-Division during the General Election-2024.**"
3. There shall be 03 covers/envelops. One sealed cover will contain General Bid papers/documents (Envelope-'A') and another sealed cover will contain Financial Bid(Envelope-'B') papers/documents. On the front top of 02 sealed covers/ envelops must be addressed to the Sub-Collector, Cuttack superscribed as **Tender paper for General Bid and Tender paper for Financial Bid** as required. Both the sealed covers will be kept in another cover(Envelope-'C') addressed to the Sub-Collector, Cuttack superscribing the mark as written in the Point No.2 above.
4. All the item of articles should be supplied **within short notice as per requirement & placement of order.** The Successful Unit/Firm should submit GST Clearance up to 31/12/2023 during time of submission of Invoice Bill with Delivery Challan.
5. If the supplier fails to supply the articles within stipulated period, the order will stand automatically cancelled and the EMD amount will be forfeited to Government.
6. The Bidders must have at least 50 (Fifty) lakhs turnover of the business averaging the last 03 years and provide documents to this respect at the time of application for tender.
7. The Bidders must not have been black listed and must have Udyam Aadhar Registration Certificate. They will submit declaration and copy of certificate respectively.
8. The successful Bidder(s) should replace any damage material(s) or if arose any incorrect size/specification of the items immediately to concerned official(s).
9. During finalization of tender by the Sub-Divisional Purchase Committee, it is not mandatory to place supply order to lowest price quoted unit. If pointed out regarding low quality of the materials, the committee shall consider the next rate quoted unit after observing quality of the Materials.
10. The authority reserves the right to reject any or all Tender without assigning any reasons thereof.

  
**E.R.O.-CUM-Sub Collector,  
Cuttack**

**Tender for Hiring of Tents, Furniture & Fixture etc. to be used  
in Cuttack Sub-Division during the General Election-2024**

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TENDER CALL NOTICE NO. .... DATE:

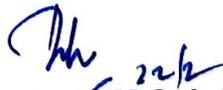
02.2024.

**GENERAL BID**

**CHECK LIST (GENERAL BID)**

Please check whether the following documents have been enclosed in the respective cover/envelope namely, General Bid: Please arrange the documents serially in the following order.

1.	E.M.D in shape of DD in favour of District Election Officer, Cuttack.	Yes / No
2.	General Bid Application	Yes / No
3.	Declaration application for General Bid	Yes / No
4.	Authorized Supplier Registration Certificate	Yes / No
5.	Copy of the GST Registration Certificate	Yes / No
6.	Copy of PAN Card	Yes / No
7.	Copy of Udyam Aadhar Certificate	Yes / No
8.	Copy of 03 years turnover document proof/ Balance sheet	Yes / No
9.	Copy of the Income Tax return filed for the last Three assessment years	Yes / No
10.	Copy of GST Return for the Financial Year 2022-23 & GST Clearance up to 31/12/2023	Yes / No
11.	Xerox copy of Bank Account details	Yes / No
14.	Copy of Authorization to the person attending the Tender opening meeting.	Yes / No

  
E.R.O.-CUM-Sub Collector,  
Cuttack

## **DECLARATION**

(To be submitted with General Bid Application)

To,  
**The Sub-Collector,  
Cuttack**

Ref : Tender Call Notice No. \_\_\_\_\_ /Elec. Dt. \_\_\_\_\_ /02/2024

**Sir,**

I/We, the undersigned offer to supply of Tents, Furniture & Fixture etc. against the Tender Call Notice of Sub-Collector, Cuttack for requirement of the articles / materials for the forthcoming Simultaneous General Election-2024. I/We are hereby submitting our bid, which includes this General Bid and Financial Bid sealed under separate envelopes and both kept in another envelope. The sample of the items shall be produced before the Purchase Committee on the date & time of opening of the Tender.

I/We hereby declare that all the information and statement made in this bid are true and accept that any of our misrepresentation/blacklisting contained in it may lead to our disqualification.

My/Our bid is valid for a period of one year & till completion of the process of General Election-2024, subject to the modification of result from contract negotiation; you may subsequently carry out with us to accept our tender. If we are assigned the work during the period of validity of the bid, we undertake to carry out the same as per the terms and conditions of the tender documents.

We have carefully gone through the Terms & Conditions contained in the tender documents and declare that all the provisions of this tender document are acceptable to my company/dealership/agency.

I, further certify that I am an authorized signatory of my company/firm/agency and am, therefore, competent to make this declaration.

**Yours faithfully,**

Authorized Signatory (in full and initials):

Name and Title of Signatory:

Name of the Firm:

(Seal)

## **GENERAL BID APPLICATION**

(To be submitted with General Bid)

General Information about Manufacturer/Authorized supplier

Sl.No.	Particulars	Details to be furnished
<b>Details of Bidder:</b>		
1	Name	:
2	Address	:
3	Telephone Number	:
4	E.Mail Id	:
<b>Details of Authorised Person:</b>		
5	Name	:
6	Address	:
7	Telephone Number	:
<b>Firm/Entity/Agency Details:</b>		
8	Name of the Firm/Agency	:
9	Details of Registration of Company/ Firm/ Entity (Enclose Registration Certificate)	:
10	Address of the Firm/Entity	:
11	GST Number	:
12	PAN	:
13	Aadhar Number of the Owner of the Business	:
14	Udyam Aadhar Number of Business Entity	:
15	Bank Account Details (Enclose copy of the Cancelled Cheque)	:
17	Income Tax Assessment Return of last 03 years. (Enclose copies)	:
18	Turnover/Balance sheet/ Audit Report of last 03 years	:

### **DECLARATION**

I \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_

Proprietor/Director/authorized signatory of the manufactures/authorized supplier/ agency mentioned above, am competent to sign this declaration and execute this tender document. I have carefully read and understood all the Terms & Conditions of the Tender & undertake to abide by them. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing any false information/fabricated documents would lead to rejection of my Tender at any stage besides liabilities towards prosecution under appropriate provisions of law.

**Signature & Seal of  
Authorised Signatory**

**Tender for Hiring of Tents, Furniture & Fixture etc. to be used in  
Cuttack Sub-Division during the General Election-2024**

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TENDER CALL NOTICE NO. .... DATE: ..... 02.2024

**FINANCIAL BID**  
**CHECK LIST (FINANCIAL BID)**

Please check whether the following papers have been enclosed in the respective cover, namely, Financial Bid: Please arrange the documents serially in the following order.)

1. Financial Bid Form : Yes/No
2. Declaration of Financial Bid Application. : Yes/No

**DECLARATION FINANCIAL BID APPLICATION**

To,

**The Sub-Collector,  
Cuttack**

Ref: Tender Call Notice No. \_\_\_\_\_ Dated. \_\_\_\_\_

Sir,

I/We, the undersigned offer to supply of Tents, Furniture & Fixture etc. on Hire basis to be used in Cuttack Sub-Division during the General Election-2024 as per the list in accordance with tender referred above clubbed with General Bid proposal.

Our proposal is valid for a period of one year & till the Election Process is over after date of Financial Bid opening, subject to the modification of result from contract negotiation; you may subsequently carry out with us to accept our tender. If we are assigned the work during the period of validity of the proposal, we undertake to carry out the same as per the terms and conditions of this tender document.

I have carefully gone through the Terms & Conditions contained in the tender documents and I hereby declare that all the provisions of this tender document are acceptable to my company/dealership/ agency/entity.

**Yours faithfully,**

Authorized Signatory (in full and initials)

Name and Title of Signatory:

Name of the Firm:

(Seal)

**LIST OF ARTICLES/ MATERIALS FOR FINANCIAL BID TO BE HIRED FOR THE  
FORTHCOMING GENERAL ELECTION,2024 OF CUTTACK SUB-DIVISION**

Sl. No.	Name of the Item	Unit	Rate to be quoted including Tax (in Rs)
<b>Tents &amp; Barricade for Receiving &amp; Dispersal Centre and Counting Centre</b>			
1.	Bamboo covering with clothes, Roof shall be covered with tarpaulins & ceiling with clothes.	Per Sq. Ft.	
2.	Bamboo barricading with bamboo post & runners 6' height	Per running Mtr.	
3.	Floor Covering	Per Sq. Ft.	
4.	Bamboo with G.I. Sheet Barricade	Per running Mtr.	
5.	Plastic Table	Per Piece	
6.	Plastic Chair with hands	Per Piece	
7.	Plastic Chair without hands	Per Piece	
8.	Wooden (ply) Table 4'X2'	Per Piece	
9.	Steel Chair	Per Piece	
10.	Foldable Iron Table	Per Piece	
11.	Sofa set with centre table	Per Piece	
<b>Light, Fan &amp; Sound arrangements</b>			
1.	LED Baton (tube light)	Per Piece	
2.	LED Bulb (9 wt / 12 wt / 15 wt / 20 wt) with individual rate	Per Piece	
3.	Emergency Light	Per Piece	
4.	Wall Cell-phone Charger		
5.	Ceiling Fan	Per Piece	
6.	Pedestal Fan (Small)	Per Piece	
7.	Pedestal Fan (Big)	Per Piece	
8.	Cooler (Desert)	Per Piece	
9.	Tower AC (2 Ton)	Per Unit	
10.	DG Set (5 KVA / 10 KVA / 20 KVA / 25 KVA) with individual rate	Per Unit	
11.	Mike Set with 2 funnels, 4 Sound Box, 3 Micro Phones (1 fixed & cordless)	Per Unit	
<b>Drinking Water</b>			
1.	Water Bottle (Food Grade-500 ml.)	Per Unit	
2.	Water Jar (Food Grade-20 ltr.)	Per Unit	
3.	Cooled Water Jar (Food Grade-20 ltr.)	Per Unit	
4.	Disposable Paper Glass	Per 100 Unit	

N.B. (1) The prices quoted shall be in Indian rupees only. The unit prices quoted in the tender shall be inclusive of all taxes and transportation cost up to the Dispersal-cum-Receiving & Counting Centre at Ravenshaw University, Mahanadi Campus, Naraj, Cuttack.

(2) The actual quantity of materials may vary accordingly to the requirements.

Authorized Signatory (in full and initials):

Name and Title of Signatory:

Name of the Firm:

(Seal)