

**REQUEST FOR PROPOSAL FOR SELECTION OF  
FIRMS/SUPPLIERS/MANUFACTURERS/AGENCIES FOR SUPPLY OF  
STATIONARIES ARTICLES/ERECTION OF TENT BARRICADE &  
LIGHT, MIKE FOR DISTRICT ELECTION OFFICE, BALASORE  
IN CONNECTION WITH UPCOMING  
SIMULTANEOUS GENERAL ELECTION,2024.**

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RFP No. 461 /Elec

Dated 12/02/2024

<b><u>SCHEDULE OF EVENTS</u></b>	
1. Publication of Tender :	12.02.2024 (MONDAY)
2. Last date of submission of Bids	28.02.2024 (WEDNESDAY) 1:00P.M.
3. Opening of General Bid:	29.02.2024 (THURSDAY) 4:30P.M.
4. Notification of qualified bidders based on General bid evaluation	29.02.2024 (THURSDAY) 5:30P.M.
5. Opening of Financial Bid	29.02.2024 (THURSDAY) 6:00P.M.



## REQUEST FOR PROPOSAL (RFP)

Ref. No: 461/Elec.

Date: 12/02/2024

Sealed Tender in plain papers are invited from bonafide Suppliers/ Manufacturers/ Agencies/ Firms executed, the work/ supply of articles specified for use in the upcoming Simultaneous General Election, 2024. The detailed list of stationary articles/ works to be done and terms conditions is available in the website of office of the DIO, NIC, Balasore which can be downloaded from the website [www.baleswar.nic.in](http://www.baleswar.nic.in).

Interested firms are required to submit each of their General Proposals, Financial proposals in separate sealed covers as per the detailed instruction given below. All the pages of the tender papers signed with seal of the firm.

The sealed cover containing the proposals must be delivered to the office of the District Election Officer & Collector, Balasore by Registered Post/ Speed Post of Indian Postal Deptt. or drop in the Drop Box at District Election Office, Balasore.

1). Each Tender is required to deposit cost of tender paper of ₹500/- (Rupees Five Hundred) only and earnest money (EMD) ₹10,000/- (Rupees ten thousand) only in shape of Bank Draft/ Demand Draft in favour of the **Deputy Collector, Election, Balasore payable at State Bank of India, Main Branch, Balasore**. Tender paper without cost of Tender papers and EMD will be summarily rejected. The EMD of unsuccessful bidders will be returned within one month from the finalization of the tender. The Proposal will be opened on **29.02.2024** at 4:30 P.M. in the Office Chamber of Additional District Magistrate (General), Balasore. The quotationers or their authorized person (with authorization) may remain present at the time of opening of Tender.

2). Detailed profile of the Firm as per Annexure-I

3). Letter of Authorized Representative as per Annexure-II

4). Declaration of ineligibility for corrupt or fraudulent practice as per Annexure-III

5). Income Tax clearance Certificate for the current financial year,

6.) Photocopy of Valid PAN Card

7.) Photocopy of Valid GSTIN

8). Proposals submission letter on the letter head of the firm as per Annexure-IV.

9) Valid Labour Contractor Certificate (Only for Tent Barricading & Light Mike).

### FINANCIAL PROPOSAL

The financial proposal should consist of the following documents:

- Financial proposal as per Annexure-V

The prices quoted should be excluding of taxes. **The quoted price will be valid till 31st March 2025.**

## **GENERAL INFORMATION**

### **Amendment of Invitation**

At any time prior to the deadline for submission of Proposals, the DEO& Collector, Balasore reserves the right to add / amend / delete any portion of this document by issuance of a corrigendum/addendum, which would be published on the web site/ office notice board. The corrigendum/ addendum shall be binding on all firms.

### **Amendment of Proposals**

- Proposals once submitted can not be amended. However, in case of administrative exigencies, the DEO & Collector, Balasore may decide to obtain fresh proposals from all the firms before actually opening of the proposals.
- In order to offer prospective firms, reasonable time to make amendment in their proposals, the DEO& Collector may, at his/her discretion, extend the deadline for submission of proposals. However, no such request in this regard shall be binding on the DEO& Collector.

### **Currency.**

Prices shall be quoted in **Indian Rupees** (both in figures & words).

### **Period of Validity of Proposals**

- For the purpose of placing the order, the proposals shall remain valid till 31<sup>st</sup> March, 2025. A proposal valid for a shorter period will be rejected by DEO& Collector as being non-responsive.
- In absence of any binding instructions, the DEO& Collector may extend the period of validity by one year with a simple Notice and shall be binding on the Firms. Which will be bound on the firms.
- Proposals cannot be withdrawn after opening of the bid document.
- Fresh proposals may be called for from the qualified bidder in the general bid for any item (s)/ additional item (s) of articles/erection of Tenet Barricading & arrangement of light Mike, if so required.
- Any dispute in this regard can be challenged within the jurisdiction of the district court only.

### **Right to Cancel or Withdraw the Invitation of RFP**

Notwithstanding anything else contained to the contrary in this RFP document, the District Election Officer & Collector, Balasore reserves the right to cancel/withdraw / modify fully or partially the "Invitation of Proposals" or to reject one or more of the Proposals without

assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

### **Cost of Proposal Submission**

The firm shall bear all costs associated with the preparation and submission of its Proposal and the DEO & Collector, Balasore shall in no case be responsible or liable for these costs, whether or not the Proposal is finally accepted or whether invitation of RFP is cancelled /withdrawn /modified fully or partially.

### **Disqualification or Rejection of Proposals**

The proposal is liable to be rejected or the firm is disqualified at any stage on account of the following reasons:

- If the Proposal or its submission is not in conformity with the instructions contained in this document.
- If the Proposal is not accompanied by the requisite EMD, as applicable.
- If it is not signed with seal, on all the pages of the Proposal document.
- If it is not packed in the manner described earlier.
- If it is received after the expiry of due date and time.
- If it is incomplete and required documents are not furnished.
- If misleading or false statements/ representations are made as part of pre-qualification requirements.
- If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced financial failures etc.

### **Forfeiture of EMD**

EMD made by the firm may be forfeited under the following conditions:

- If the firm withdraws the proposal before the expiry of the validity period.
- During the evaluation process, if a firm indulges in any such activity as would jeopardize the process, the decision of the DEO & Collector, Balasore regarding forfeiture of EMD Money shall be final and shall not be called upon to question under any circumstances.
- If the Firm violates any of the provisions of the terms and conditions of the proposal.
- In the case of a successful firm, if the firm fails to
  - (a) Accept the work order along with the term & condition.
  - (b) Violates any of the conditions of this proposal or indulges in any such activities as would jeopardize the work.

The decision of the DEO& Collector, Balasore regarding forfeiture of EMD money shall be final and shall not be called upon to question under any circumstances. Besides,

forfeiture of EMD money, the firm is liable to be blacklisted by DEO& Collector in such cases.

- The tenderer should have accompanied by samples of Election Materials to be supplied which should be furnished in separate sealed packets superscribed " Sample of the articles" and name of firm and to be produced before the Committee on or before **29.02.2024**.
- The intending tenderers may ascertain the quantity probable requirement, specification of the articles/area not specified in this notice. The actual requirement may be intimated at the time of Supply Order/ Work Order.
- The tenderers will be required to supply the articles/execute the work as per specification of work order/ supply order.
- The EMD of the selected Firm will be released only after satisfactory of the execution of the work order/ supply order performance of work as well as supply of specification of the articles.
- In case of failure to supply/execute the work the required no of articles and quantity in full as per specification within stipulated period the EMD of the tenderer will be forfeited and criminal liability as per Election rule will be fixed.
- The price quoted in the tender firm will exclude the GSTIN.
- The transportation and delivery of all the materials in the District Election Office, Balasore and the cost of transportation will be borne by the supplier and submit Bill to this Office for necessary payment.
- The District Election Officer & Collector, Balasore reserves the right to accept or reject any or all the tenders without assigning any reason thereof. He also reserves the right to increase or decrease the quantity of materials/ articles/ execution of works. The decision of DEO & Collector, Balasore shall be final.
- The firm/ individual whose tender will be accepted shall have to execute an agreement with District Election Officer & Collector, Balasore in non-judicial stamp paper with of ₹10/- (Rupees ten) only in the prescribed form on the next day of acceptance of the tender and supply of order will be issued after receipt of the written order from the CEO, Odisha. The rates quoted by the bidders are valid for a period of two years from the date of signing of agreement / finalization of tender.
- Payment will be made only after receipt of necessary allotment / funds from the Govt. in Home (Elections) Department, Odisha, Bhubaneswar.
- Firms for items at Para-I will be separately decided whereas the authority may decide separate tenders for separate sub items as per convenience.

  
**District Election Officer &  
Collector, Balasore**

***PROFILE OF THE FIRM***

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Firm	
2	Year of Establishment	
3	Address of Office	
4	WhatsApp No.	
5	Email Address	
6	Website Address	
7	PAN No.	
8	GST registration certificate	
9	Income tax clearance Certificate for the current financial year,	

Signature of Witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Firm Seal

***REPRESENTATIVE AUTHORIZATION LETTER***

To  
The District Election Officer & Collector, Balasore

Ms./Mr. \_\_\_\_\_ is hereby authorised to sign relevant documents on behalf of the firm in dealing with RFP reference No. \_\_\_\_\_, Dt: \_\_\_\_\_ . She /He is also authorised to attend meetings & submit required information as may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Signature attested

Firm Seal

***SELF DECLARATION***

To  
The District Election Officer & Collector, Balasore

In response to the RFP No. \_\_\_\_\_, Dt: \_\_\_\_\_ of Ref.  
Ms./Mr. \_\_\_\_\_, as a \_\_\_\_\_, I / We hereby  
declare that our firm \_\_\_\_\_ is having unblemished past  
record and not declared ineligible for corrupt & fraudulent practices either indefinitely  
or for a particular period of time.

Signature of Witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Firm Seal

**PROPOSAL SUBMISSION LETTER**

(On the letterhead of the firm)

[Location, Date]

To

The District Election Officer & Collector, Balasore

Dear Sir/Madam,

We, the undersigned, offer to provide the necessary articles in accordance with your Request for Proposal dated \_\_\_\_\_ and our Proposal. We are hereby submitting our Proposal, which includes General Proposal and sealed under separate envelopes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

If we are assigned any work during the period of validity of the Proposal, we undertake to carry out the same as per the terms and conditions of this RFP document. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations you may subsequently carry out with us to accept our proposal.

I hereby declare that my firm has not been debarred / black listed by any Government / Semi Government organizations. I also certify that my firm is not under declaration of ineligibility for corrupt or fraudulent practice. I further certify that I am the competent authority in my firm authorized to make this declaration. I confirm that all the information given in our proposals are correct and can be verified any time.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Firm Seal

**FINANCIAL BID**  
**TENTS & BARRICADES FOR DISPERSAL CENTER**

<b>Sl. No</b>	<b>Items</b>	<b>Rate per sqr. Ft/ per running meter/per pc</b>	<b>Per Day</b>	<b>Rate Quoted</b>
1	2	3	4	5
1	Bamboo frame with tarpaulin sheet with cloth ceiling & side	Per Sqr.ft	Per Day	
2	Bamboo barricading with bamboo & runners 6ft. height	Per running meter	Per Day	
3	Grill barricading	Per Sqr.ft	Per Day	
4	Floor Covering (Carpet)	Per Sqr.ft	Per Day	
5	Bamboo with G.I. sheet Barricade	Per running meter	Per Day	
6	Plastic Table	Per piece	Per day	
7	Plastic Chair	Per piece	Per day	
8	Foldable Iron Table	Per piece	Per day	
9	Net Covering at Counting Hall	Per Sqr.ft	Per Day	
10	Sofa Set (Wooden)	Per Set	Per Day	
11	Sofa Set (Godrej)	Per Set	Per Day	
Total Price				

**FINANCIAL BID**  
**LIGHT & MIKE ARRANGEMENT**

Sl. No	Items	Rate per sqr. Ft/ per running meter/per pc	Per Day	Rate Quoted
1	2	3	4	5
1	Tube light-40wt.	Per piece	Per Day	
2	Tube light-20wt	Per piece	Per Day	
3	Halogen Lighi-500wt.	Per piece	Per Day	
4	Halogen Lighi-1000wt.	Per piece	Per Day	
5	Halogen Lighi-2000wt.	Per piece	Per Day	
6	Metal Halogen	Per piece	Per Day	
7	Ceiling Fan	Per piece	Per day	
8	Stand Fan (Small)	Per piece	Per day	
9	Stand Fan (Big)	Per piece	Per day	
10	CFL Bulb-9wt.	Per piece	Per day	
11	CFL Bulb-11wt.	Per piece	Per day	
12	CFL Bulb-15wt.	Per piece	Per day	
13	CFL Bulb-20wt.	Per piece	Per day	
14	CFL Bulb-30wt.	Per piece	Per day	
15	LED Bulb-9wt.	Per piece	Per day	
16	LED Bulb-11wt.	Per piece	Per day	
17	LED Bulb-15wt.	Per piece	Per day	
18	LED Bulb-20wt.	Per piece	Per day	
19	LED Bulb-25wt.	Per piece	Per day	
20	LED Bulb-30wt.	Per piece	Per day	
21	Cooler (Big size)	Per Cooler	Per day	
22	Generator with Diesel (5KW)	Per Generator	Per day	
23	Generator with Diesel (10KW)	Per Generator	Per day	
24	Generator with Diesel	Per Generator	Per day	

	(50KW)			
25	Air Conditioner (1.5ton)	Per AC	Per day	
26	Air Conditioner (2.00 ton)	Per AC	Per day	
27	LED TV (32 inch)	Per TV	Per day	
28	LED TV (43 inch)	Per TV	Per day	
29	Service connection per tent house (including electric dues)	Per Tent House	Entire service period	
30	Sound-Horn 4/box-4/Micro phone-3	Per set	Per day	
Total.				

**FINANCIAL BID****STATIONARY MATERIALS FOR USE IN CONNECTION WITH UPCOMING  
SIMULTANEOUS GENERAL ELECTION, 2024**

<b>Sl. No</b>	<b>Items</b>	<b>Per Pkt./Piece/Bottle</b>	<b>Rate Quoted</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Xerox paper (A4 Size) 70GSM	Per Pkt.	
2	Xerox paper (A4 Size) 75GSM	Per Pkt.	
3	Xerox paper (A3 Size)	Per Pkt.	
4	Gum Bottle (700ml)	Per bottle	
5	Paper clip (1 1/2)	Per piece	
6	Paper clip (3)	Per piece	
7	Stapler No.10	Per piece	
8	Stapler No.24/6	Per piece	
9	Stapler pin No.10	Per Pkt.	
10	Stapler pin No.24/6	Per Pkt.	
11	Calculator (112 steps check & correct) big size	Per piece	
12	Calculator small size	Per piece	
13	Waste packet basket (Small)	Per piece	
14	Dustbin (Small)	Per piece	
15	Scissors (Big size)	Per piece	
16	Scissors (Small size)	Per piece	
17	Naphthalene	Per kg.	
18	Bodkin	Per piece	
19	Stamp Pad (Red) (M)	Per piece	
20	Stamp Pad (Blue) (M)	Per piece	
21	Stamp Pad (Black) (M)	Per piece	
22	Re-Stick Prompts in Three Color (Small)	Per piece	
23	Re-Stick Prompts in Three Color (Big)	Per piece	

24	Cash Book	Per Number	
25	Fly leaf	Per 100 piece	
26	Alpin	Per Pkt.	
27	Tag	Per bundle	
28	Phenyl (1Lit.)	Per bottle	
29	Gammexane	Per Kg.	
30	Saloo Cloth	Per meter	
31	Led Bulb (9Watt)	Per piece	
32	Led Bulb (20Watt)	Per piece	
33	Led Tube Light (20Watt)	Per piece	
34	Phula Jhadu	Per piece	
35	Room freshener	Per 100ml.	
36	Guard File (100 pages)	Per piece	
37	Cover file	Per piece	
38	Flat File	Per piece	
39	Register No.4	Per piece	
40	Register No.6	Per piece	
41	Register No.8	Per piece	
42	Register No.10	Per piece	
43	Register No.12	Per piece	
44	Register No.14	Per piece	
45	Register No.16	Per piece	
46	Register No.18	Per piece	
47	Register No.20	Per piece	
48	Lock & Keys (Big Size)	Per piece	
49	Lock & Keys (Small Size)	Per piece	
50	Folder File	Per piece	
51	Cello Tape (1")	Per piece	
52	Cello Tape (1.5")	Per piece	
53	Cello Tape (2")	Per piece	
54	Cello Tape (3")	Per piece	

55	Sketch Pen	Per Pkt.	
56	Gel Pen	Per Pkt.	
57	High Tech Pen	Per Pkt.	
58	Marker	Per Pkt.	
59	Marker (CD) write	Per Pkt.	
60	Highlighter Marker	(5 Pcs) Per Pkt.	
61	Sutuli	Per Kg.	
62	Big Cover (16x12)	Per 100 (One hundred)	
63	Envelope (9x4.5)	Per 100 (One hundred)	
64	Turkish Towel (Big)	Per piece	
65	Writing Pad-40 Pages (Size-14.8Cm x 21Cm)	Per piece	
66	Rubber Stamp	Per piece	
67	Revolving Yellow Light	Per piece	
68	Folder (good quality)	Per piece	
69	Sharpener	Per piece	
70	Pencil	Per doz.	
71	Eraser	Per doz.	
72	Good Knight Liquid	Per piece	
73	Good Knight machine	Per piece	
74	Spiral Binding (100 Page)	Per piece	
75	Rubber bend	Per Kg.	
76	Pen drive (32GB)	Per piece	
77	Pen drive (64GB)	Per piece	
78	Tread	Per doz.	
79	Basket-10Lts.	Per piece	
80	Plastic Mug (1Lts)	Per piece	
Total:			

**FINANCIAL BID**

**NON CONSUMABLE IN CONNECTION WITH UPCOMING SIMULTANEOUS GENERAL  
ELECTION, 2024**

<b>Sl. No</b>	<b>Items</b>	<b>Per Piece</b>	<b>Rate Quoted</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	G.I. Trunk (Size, Length- 23" Width- 13" Height- 10"	Per Piece	