

Office of the Chief Electoral Officer,

Jammu & Kashmir,

2ND Floor Vikas Bhawan, Rail Head Complex, Jammu

Phone: 0191 – 2477389

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Email: ceo-jk@nic.in

"Greater Participation for a Stronger Democracy"


e-NIT No.CEO/Acctts/2016-2017/ 29

Dated : 01-02-2017

For an on behalf of the Governor of Jammu & Kashmir State, e-tenders are invited from registered manufacturers/dealers/suppliers for the supply of election material required in connection with conduct of Panchayat Elections, 2017, as per quantity mentioned in the BOQ of the e-tender.

| | | |
|----|--|---|
| 1. | Date of publishing of tender Notice | 01-02-2017 |
| 2. | Period of downloading of documents | 01-02-2017 to 18-02-2017 |
| 3. | Date of submission of online documents | 01-02-2017 to 18-02-2017 upto 1:00 p.m. |
| 4. | Date of submission of Hardcopy | 18-02-2017 upto 4:00 p.m. |
| 5. | Date of opening of e-tender | 20-02-2017 at 11:00 a.m. |

The tender documents alongwith other terms and conditions of the e-NIT and relevant documents can be downloaded from the departmental website jktenders.gov.in and ceojk.nic.in. The tender shall be uploaded in electronic format on the departmental Website jktenders.gov.in and ceojk.nic.in The tenderers shall have to upload scanned copies of all necessary documents like CDR/Demand Draft (Earnest Money/Tender Fee)/ Registration Certificate duly renewed/VAT clearance Certificate/SSI Certificate. The original documents/Technical bids shall be submitted in a single big size envelope containing super scribed as **TENDER FOR SUPPLY OF ELECTION MATERIAL** upto 18-02-2017 through Registered post/speed post/courier or by hand only in the office of Chief Electoral Officer, J&K, 2nd Floor Vikas Bhawan, Rail Head Complex, Jammu. Any postal delay shall not be responsibility of the department. **The cost of tender documents shall be in the form of Bank Draft in favour of Accounts Officer, O/O Chief Electoral Officer, J&K payable at Srinagar/Jammu and Earnest Money deposit in the shape of CDR only shall be pledged to Accounts Officer, O/O Chief Electoral Officer, J&K. Cost of tender documents is non-refundable, whileas the earnest money is refundable.**


(Shantmanu) IAS
Chief Electoral Officer,
J&K, Jammu

No.CEO/Acctts/PE/2017/ 3381-83

Dated: 01-02-2017

Copy to:

1. Director, Information & Publicity Department, J&K, Jammu for information and with the request to publish the above tender in two leading newspapers preferably Daily Greater Kashmir and Daily Aftab from Kashmir Division and Daily Excelsior and Daily Amar Ujala from Jammu Division and Times of India and Indian Express from National level.
2. Shri Saleem Khan, Additional Director, NIC, J&K, Jammu for information and with the request to upload the e-tender in the website of jktenders.gov.in and ceojk.nic.in
3. Assistant Chief Electoral Officer, Jammu/Kashmir for information and with the direction to have the samples available in your office as well as send one same from each item to this office through special messenger.

TERMS AND CONDITIONS OF e-NIT No.CEO/ACCTTS/2016-2017/29 DATED 01-02-2017

1. The tenders shall comprise of two bid system:-

- a. Envelope – 1 = Qualifying/Technical Bid
- b. Envelope – 2 = Financial/Price Bid

First qualifying bid contain the following documents:-

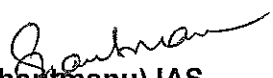
- i) **Earnest money in the shape of CDR only for an amount of Rs.75,000/- (Rupees Seventy Five Thousand Only) pledged to Accounts Officer O/O Chief Electoral Officer, J&K. Cheques and FDR/TDR shall not be entertained.**
- ii) **Tender Document cost in the shape of Demand Draft for Rs.1000/- (Rupees One Thousand only) in favour of Accounts Officer O/O Chief Electoral Officer, J&K.**
- iii) **Tax Clearance Certificate u/s 57(1) of J&K Value Added Tax Act, 2005 for the latest quarter. In case of absence, the tender shall be rejected without assigning any reason.**
- iv) **Registration Certificate of SSI unit, if any. The SSI unit holder shall furnish the cost of Tender Document and Earnest Money as required under rules.**

Second Price Bid contains the following documents:-

- i) **The second cover shall contain the price/financial bid to be uploaded online only as per the Bill of Quantities (BOQ) of e-NIT.**

- 2. **The hardcopy of tender (Qualifying/Technical Bid) should be properly sealed in the envelope and duly marked as "TENDER FOR SUPPLY OF ELECTION MATERIAL", addressed to Chief Electoral Officer, J&K, 2nd Floor Vikas Bhawan, Rail Head Complex, Jammu.**
- 3. **The hardcopy of tender (Qualifying/Technical Bid) shall reach this office by or before 18th February, 2017 upto 4:00 p.m. through Registered post/Speed Post/Courier or by hand. Any tender received after due date and time shall not be accepted or any postal delay shall be not be responsibility of the department.**
- 4. **The tender (Qualifying/Technical Bid) shall be opened on 20th February, 2017 at 11:00 a.m. in presence of intending Tenderers/Bidders or their representatives, if they wish to attend on the scheduled date and time, in the office of Chief Electoral Officer, J&K, 2nd Floor Vikas Bhawan, Rail Head Complex, Jammu.**
- 5. **The samples of items mentioned in the BOQ shall be available in the following offices on any working days from 01-02-2017 to 18-02-2017 upto 1:00 p.m.**
 - (i) **Chief Electoral Officer, J&K, 2nd Floor Vikas Bhawan, Rail Head Complex, Jammu,**
 - (ii) **Assistant Chief Electoral Officer, Shaheedi Chowk, Jammu**
 - (iii) **Assistant Chief Electoral Officer, Old Secretariat, Srinagar.**
- 6. **The supplier shall supply the items strictly in accordance with the approved quality and specifications as shown against each item in BOQ, to the Assistant Chief Electoral Officer, Jammu/Kashmir within 15 days from the date of issuance of supply order. The requirement shown in the BOQ is tentative and shall be increased/decreased as per actual requirement.**

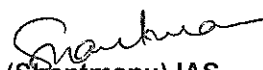
7. The rates tendered should be FOR destination i.e., **Assistant Chief Electoral Officer, Shaheedi Chowk, Jammu and Assistant Chief Electoral Officer, Old Secretariat, Srinagar** and should include all taxes and levies. ***No carriage charges for transportation of goods shall be entertained by the Department.***
8. The earnest money in case of unsuccessful tenderer shall be refunded after final decision/acceptance of the contract within a period of one month, whereas in case of successful tenderers, it shall be treated as the part of security deposit and will be released only after successful completion of the contract.
9. Payment shall be made after material is received in concerned stores and after properly brought on stock. No advance payment shall be made.
10. The material not confirming to the specifications and requirements of the department shall be rejected and no payment shall be made for the supplies.
11. The successful tenderer/tenderers shall have to execute an agreement before the receipt of supply order and are bound to fulfil the terms and conditions of the agreement and in case of default the security deposit shall be forfeited and penalty of 5% of the total cost of material shall be imposed on the defaulters.
12. The tenderer shall sign the tender on each page and at the end in token of acceptance of all the terms and conditions of the tender.
13. The rates approved and accepted by the Central Purchase Committee will remain in force for one year from the date of issue of supply order.
14. Rates offered by the successful tenderers and acceptance of which is communicated to them, will under no circumstances be enhanced at any stage during the period of contract.
15. Rates offered once in the tender shall be treated as final and irrevocable and any later addition and intimation will not be entertained.
16. The Chief Electoral Officer, J&K (Chairman) reserves the right to accept or reject any or all bid/tender or any part of it without assigning any reason thereof.


(Shantmanu) IAS
Chief Electoral Officer,
J&K, Jammu

ANNEXURE-A TO e-NIT No.CEO/ACCTS/2016-2017/ 29 DATED 01-02-2017

| S.No. | Name of the article/item with specification | Quantity required per polling station | Requirement as per polling stations | | Total requirement (35000) |
|-------|--|---------------------------------------|---|---------------------------------------|------------------------------|
| | | | Kashmir 16546 + 15% extra = 19100 | Jammu 13734 + 15% extra = 15900 | |
| ✓ 1. | Self Inking Pad (Purple) (70 mm x 110 mm) (Supreme/Deluxe/Kores) | 02 Nos. | 38200 | 31800 | 70000 |
| ✓ 2. | Steel pins (Pack of 25 pins) (Nickel Plated) | 01 Packet | 19100 | 15900 | 35000 |
| ✓ 3. | Sutli (Jute) one ball of 250 gms. | 1 ball | 19100 | 15900 | 35000 |
| 4. | Sealing Wax sticks (Length 6") (containing 10 pieces in card board box of 400 gms weight) (Elephant/Rainbow) | 6 sticks | 114600 | 190800 | 305400 |
| 5. | Voting Compartment Length = 180cms (with six folds) Height = 60 cms (including one fold of 10 cms) as per sample | 1 No. | 19100 | 15900 | 35000 |
| - 6. | Pins for voting compartment (Steel drawing pins containing 10 pins in each packet) | 1 Packet | 19100 | 15900 | 35000 |
| 7. | Gum paste synthetic 15 gms in transparent tube | 1 bottle | 19100 | 15900 | 35000 |
| ✓ 8. | Thin Metal Pusher Steel length (1'.6") as per sample | 1 No. | 19100 | 15900 | 35000 |
| 9. | Match Box (Hathi Mark/Aim/Nur) | 1 No. | 19100 | 15900 | 35000 |
| 10. | Blade | 1 No. | 19100 | 15900 | 35000 |
| 11. | Scale (Steel) 12" | 1 No. | 19100 | 15900 | 35000 |
| 12. | Armbands for Presiding Officers Length 10" x 4.6" with 5" lace (both sides) printed in RED colour on Khadder cloth (As per sample) | 1 No. | 19100 | 15900 | 35000 |
| 13. | Armbands for Polling Officers Length 10" x 4.6" with 5" lace (both sides) printed in BLUE colour on Khadder cloth (As per sample) | 2 Nos. | 38200 | 31800 | 70000 |
| 14. | Card board pieces 5cm x 3.4cm and thickness 2mm for ballot boxes (as per sample) | 4 pieces | 76400 | 63600 | 140000 |
| 15. | Flexible wire 12" length (Steel) as per sample | 2 Nos. | 38200 | 31800 | 70000 |
| 16. | Plastic container for setting indelible ink (Medium size with hard surface) as per sample | 1 No. | 19100 | 15900 | 35000 |

| S.No. | Name of the article/item with specification | Quantity required per polling station | Requirement as per polling stations | | Total requirement (35000) |
|-------|---|---------------------------------------|---|---------------------------------------|------------------------------|
| | | | Kashmir 16546 + 15% extra = 19100 | Jammu 13734 + 15% extra = 15900 | |
| 17. | High Density Bio-degradable (HDBD) bags size 20" x 15" without handle (25" x 15" with handle) (as per sample) | 1 Nos. | 19100 | 15900 | 35000 |
| 18. | Ribbon Tape of 3 metres (as per sample) | 1 No. | 19100 | 15900 | 35000 |
| 19. | Candle sticks (weight 70gms with wick) | 2 Nos. | 38200 | 31800 | 70000 |
| 20. | Sewing needle 9cms length (Steel) | 1 No. | 19100 | 15900 | 35000 |
| 21. | Thin Twine Thread ball (white) of 100gms each | 1 ball | 19100 | 15900 | 35000 |
| 22. | Rubber bands (packet of 20 Nos.) | 1 Packet | 19100 | 15900 | 35000 |
| 23. | Envelopes No. 1 to 12 (Set) (Statutory) (11" x 5") (as per sample) | 1 Set (12 Nos) | 19100 | 15900 | 35000 |
| 24. | Envelopes (Box Type) 16" x 6" (as per sample) | 1 No. | 19100 | 15900 | 35000 |
| 25. | Envelopes No. 13 & 14 (Big) (13" x 5") (as per sample) | 1 set (2 Nos.) | 19100 | 15900 | 35000 |
| 26. | Envelopes box type for valid votes Length = 15.5cms Breadth = 12 cms Height = 38cms | 1 No. | 19100 | 15900 | 35000 |
| 27. | Envelopes box type for rejected votes Length = 15.5cms Breadth = 12 cms Height = 38cms | 1 No. | 19100 | 15900 | 35000 |
| 28. | Ball Point Pen (Red) (Reynold/Montex/Cello) | 1 No. | 19100 | 15900 | 35000 |
| 29. | Ball Point Pen (Blue) (Reynold/Montex/Cello) | 3 No. | 57300 | 47700 | 105000 |
| 30. | Pencil HB (Natraj/Dark/Kores/Camelin) | 1 No. | 19100 | 15900 | 35000 |
| 31. | White Paper sheet plain (full scape)(Kores/Bilt/Power) | 2 sheets | 38200 | 31800 | 70000 |
| 32. | Brass Seals Oval Shape Dia 3cms x 3.5cms weight 25gms with Handle length 3cms with a text engraved in the seal (as per sample) | 1 No. | 19100 | 15900 | 35000 |
| 33. | Rubber seals 1.5cms Dia Round Rubber Stamps distinguished mark of different text in stamps in a circle (as per sample) | 1 No. | 19100 | 15900 | 35000 |


 (Shantmanu) IAS
 Chief Electoral Officer,
 J&K, Jammu

ANNEXURE-B TO e-NIT No.CEO/ACCTS/2016-2017/29 DATED 01-02-2017

UNDERTAKING/LETTER OF ACCEPTANCE

Sir,

1. I/We do agree for all clauses, terms and conditions of the tender documents.
2. I/We agree to abide the contract to supply the items from the date of issuance of the supply order, which may be extended by the Department till new contract is finalized.
3. I/We do declare that no legal/financial irregularities involving the proprietor/partner of the applicant(s) firm are pending.
4. I/We declare that our financial position is sound and we are competent to execute the contract.
5. I/We declare that we will not ask/expect any financial assistance from the Government of Jammu & Kashmir State.

In acceptance
(Signature and Seal of the Tenderer)

APPENDIX-1 TO e-NIT NO.CEO/ACCTTS/2016-2017/29 DATED 01-02-2017

GENERAL INSTRUCTIONS/CHECKLIST FOR TENDERERS

Before submission of the tender documents, the tenderers should check, whether they have complied with the following requirements or otherwise:-

| S.No. | Requirement to be checked before submission of the Tender | Complied (Please indicate Yes or No) after complying with the requirement |
|-------|--|---|
| 1. | The tenderers for their own ease shall fill in relevant details of NIT offline and upload the same after ensuring accuracy. | |
| 2. | Whether tender fee scan copy is enclosed with the technical bid? | |
| 3. | Whether Earnest Money Deposit (EMD) scan copy is enclosed with the Technical Bid | |
| 4. | If an SSI Unit of J&K State, the same is indicated in the tender and scan copy of the valid registration/functional certificate is enclosed or not? | |
| 5. | Whether list of the quoted items with name make model and catalogue/brouchers of the quoted items are uploaded with the technical bid? | |
| 6. | Whether scanned copy of the undertaking/letter of acceptance are uploaded in the technical bid dully signed having official seal on all pages or not? However, the quoted item may also be tagged? | |
| 7. | Whether tender documents are submitted in two bid system i.e., Technical and Financial Bids separately as per tender enquiry or not? | |
| 8. | Whether offer validity as required in tender enquiry is accepted and indicated in your tender document or not? | |
| 9. | Whether terms of delivery and period as required in tender enquiry is accepted and indicated in your tender document or not? | |
| 10. | Whether payment terms as required in the tender enquiry is accepted and indicated in your tender document or not? | |
| 11. | Whether compliance statement in the format as required in tender enquiry is enclosed with the supporting catalogue/ brouchers? | |
| 12. | Whether indicated in the tender document, if your firm business dealing is banned by any Govt./Private agency or recommended for blacklisting or not? | |
| 13. | The complete commercial quote should be in Indian Rupees only. Currency of price should be clearly mentioned (wherever applicable). | |
| 14. | Entry Tax/Octroi/Toll Tax and other statutory taxes will be applicable at actual supported by documents, if admissible. | |
| 15. | No column should be left blank. Wherever amount is not quoted, the column should be clearly marked as NIL. | |

| S.No. | Sensitive documents part of Technical Bid | Non Sensitive documents |
|-------|--|---|
| 1. | VAT Clearance | Performance statement of two years |
| 2. | SSI Unit – Registration Certificate (Local SSI Units of J&K State only) | Government supply orders for same, if any |
| 3. | SSI Unit – Functional Certificate (Local SSI Units of J&K State only) | Income Tax clearance certificate |
| 4. | Scanned copies of EMD and Tender Fee | |
| 5. | Scanned copy of NIT duly signed and sealed | |

Signature and Seal of the Tenderer