

NOTICE INVITING TENDER

For and on behalf of the Governor of Jammu & Kashmir State, sealed tenders affixed with Rs.5/- (Rupees Five only) revenue stamps are invited from registered manufactures/dealers/suppliers for the supply of printed envelopes in different colours as per detail given in the enclosed annexure required in connection with conduct of elections.

Eligibility Criteria:

1. The intending tenderer shall have to deposit **earnest money(EMD) of Rs. 20,000/- (Rupees Twenty thousand only) in the shape of CDR pledge to Accounts Officer to Chief Electoral Officer, J&K.**
2. The Firm/Agency shall be a registered firm in the field and having past experience of supplying stationery material (envelops, covers etc.).
3. The tenderer shall be income tax payee and shall enclose the income tax returns of last three years with the tender document and in case of absence of last three years returns with the tender, the offer shall be rejected without assigning any reason.
4. The Tenderer shall have a valid TIN registration holder and TIN Certificates should be enclosed with the tender.
5. In case of SSI Unit, the tender shall be supported by authenticated copy of registration and latest production capacity certificate issued by the concerned General Manager, District Industries Centre(DIC).

Terms and Conditions:-

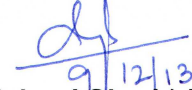
Tenderer is advised to go through the following terms and conditions carefully before filling up the tender form. Any Tender which is not in conformity with instructions or which is incomplete is liable to be rejected.

1. The tender should be properly sealed in the envelopes and duly marked as **“SUPPLY OF PRINTED ENVELOPES”**, addressed to **Chief Electoral Officer, J&K, 2nd Floor Vikas Bhawan, Rail Head Complex, Jammu** and should reach to this office by or before **30th December, 2013 upto 3:00 p.m.** Any tender received after due date and time shall not be accepted. The tenders shall be opened on next working day at **11:30 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.**
2. The tenderers shall be bound to submit their tenders in two separate sealed envelopes as indicated below:-

- I. Envelope **number one**, must contain **technical bid**, which shall include, earnest money of the prescribed amount, all the relevant/supporting documents, dealership certificate, registration/TIN number, income tax return of last three years, latest production capacity certificate from Industries department for SSI Unit holders, specifications of the items quoted in response to NIT.
 - II. Envelope **number two** must contain the **price bid** in detail.
3. The tender shall be opened by the central purchase committee as per above mentioned sequence. The second envelope (**price bid**) as mentioned above shall be opened only if first envelope is found in order by the central purchase committee.
 4. The supplier shall supply the above items strictly in accordance with the approved quality and specifications as shown against each item, to the Assistant Chief Electoral Officer, Jammu/Kashmir within 20 days from the date of issuance of supply order, as per sample available in the office of the Assistant Chief Electoral Officer's office near Savoy Hotel Shaheedi Chowk, Jammu, for quality comparison.
 5. The material (envelopes) supplied shall be in different colours as per details given in the annexure to this NIT and matter printed over them as per the samples available in the office of Assistant Chief Electoral Officer's office near Savoy Hotel Shaheedi Chowk, Jammu.
 6. The rates should be written both in words and figures neatly. In case of any mismatch, the rates noted in words shall hold precedence.
 7. The rates approved by the purchase committee shall be valid for one year from the date of approval.
 8. All the rates quoted should be inclusive all taxes and must be **FOR destination i.e. Office of Assistant Chief Electoral Officer Shaheedi Chowk Jammu/Old Secretariat Srinagar**. No carriage charges for transportation of goods shall be entertained by the Department.
 9. The purchase committee reserves the right to negotiate the quoted rates, terms and conditions with the lowest tenderer or any of the other tenderers on quality basis to ascertain the suitability of the acceptable offer.
 10. The tenderer has to furnish the sample(s) along with the tender without which the tender/offer shall not be considered.
 11. The material supplied shall be checked/inspected by the survey committee constituted by this department and if found of inferior quality/defective, the same shall be rejected. The rejected material shall have to be lifted by the supplier at his own risk and cost within a weeks time failing which storage charges per day as may be deemed fit to the authority shall be levied.
 12. The purchase committee if felt necessary may not approve all items of this NIT and may reject any or all tenders or any part thereof without assigning any reason thereto. Further the requirement being tentative the department shall not be bound to place orders for all approved items.

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13. The local units which are registered as Small Scale Units can also quote the rates for their material, provided the quality etc. Of their product is at par with the standards/specifications of the NIT. The small scale units while submitting their tender(s) shall be bound to submit latest authenticated copy of registration/production capacity certificate from the concerned General Manager, District Industries Center to the effect that the Unit is presently in operation in particular line of activity.
14. Registered SSI Units of J&K state shall be given due concession as per J&K state Industrial Policy 2004.
15. The successful tenderer shall not be allowed to assign or sublet the contract or any part thereof to any other agency.
16. 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.
17. The Chief Electoral Officer, J&K reserves the right to accept or reject any or all bid/tender or any part of it without assigning any reason thereof.
18. If any dispute, doubt, question of difference concerning the construction, effect or meaning of any clause of the tender notice of the respective rights or liabilities of parties here under shall any time here after arise, then every such dispute, doubt, question or difference shall be referred to the Chief Electoral Officer, J&K whose decision shall be binding on both the parties.
19. All legal proceeding if unavoidable to arise and to institute by either of the parties to the contract, the same shall be subject to jurisdiction of court of law at Jammu/Srinagar.


9/12/13
(Rishpal Singh) KAS
Deputy Chief Electoral Officer,
J&K, Jammu

No.1445/CEO/Accts/2013-14/715-18

Dated: 09-11-2013

Copy to:

1. Director, Information & Publicity Department, J&K, Jammu for information with the request to publish the above tender in the two leading newspapers viz., two from Jammu Division and two from Kashmir division.
2. Joint Director, Information Department, Jammu for information and n/a.
3. Assistant Chief Electoral Officer, Kashmir/Jammu for information and n/a.


Annexure to the Notice Inviting Tender No: 1445/ CEO /Acctts /2013-14/715-18
Dated:09-10-2013 (For supply of printed envelopes)

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S. No	Specification	Colour	Requirement as per polling stations for Lok Sabha and Assembly Election after adding 20% extra		Total requirement
			ACEO Office Kashmir	ACEO Office Jammu	
1.	30 X 40 cms (laminated) Bottom fold of 2.5 cms & mouth flap of 3.5 cms, which shall be over & above the size of envelope	Green	12747	10373	23120
2.	30 x 24 cms Bottom fold of 2.5 cms & mouth flap of 3.5 cms, which shall be over & above the size of envelope	Green	38241	31119	69360
3.	12 x 26 cms Bottom fold of 1.5 cms & mouth flap of 2.5 cms, which shall be over & above the size of envelope	Green	25494	20746	46240
1.	30 X 40 cms (laminated) Bottom fold of 2.5 cms & mouth flap of 3.5 cms, which shall be over & above the size of envelope	Yellow	12747	10373	23120
2	30 X 24 cms. Bottom fold of 2.5 cms & mouth flap of 3.5 cms, which shall be over & above the size of envelope	Yellow	12747	10373	23120
3.	12 x 26 cms Bottom fold of 1.5 cms & mouth flap of 2.5 cms, which shall be over & above the size of envelope	Yellow	127470	103730	231200
1.	30 X 40 cms (laminated) Bottom fold of 2.5 cms & mouth flap of 3.5 cms, which shall be over & above the size of envelope	Brown	12747	10373	23120

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2.	30 x 24 cms Bottom fold of 2.5 cms & mouth flap of 3.5 cms, which shall be over & above the size of envelope	Brown	25494	20746	46240
3.	12 x 26 cms Bottom fold of 1.5 cms & mouth flap of 2.5 cms, which shall be over & above the size of envelope	Brown	63735	51865	115600
1.	30 X 40 cms (laminated) Bottom fold of 2.5 cms & mouth flap of 3.5 cms, which shall be over & above the size of envelope	Blue	12747	10373	23120
1.	30 X 40 cms (laminated) Bottom fold of 2.5 cms & mouth flap of 3.5 cms, which shall be over & above the size of envelope	White	12747	10373	23120
2.	12 x 26 cms Bottom fold of 1.5 cms & mouth flap of 2.5 cms, which shall be over & above the size of envelope	White	76482	62238	138720
GRAND TOTAL			433398	352682	786080


(Rishpal Singh) KAS
Deputy Chief Electoral Officer,
J&K, Jammu