

## **SHORT TERM TENDER NOTICE**

Short term tender notice affixed with Rs.5/- (Rupees Five only) revenue stamps are invited from registered dealers/suppliers for the supply of below mentioned election material required in connection with conduct of Panchayat Elections, 2018.

S.No.	Name of the article/item with specification	Quantity required per polling station	Requirement		Total requirement
			Kashmir Division	Jammu Division	
1.	<b>Hand Numbering Machine</b> Max Japan Make of 6 digit	10 per District	120	100	220

### **Terms and Conditions:-**

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

- Envelop – 1 = Technical/Qualifying Bid
- Envelop – 2 = Price Bid

**First qualifying bid contain the following documents:-**

- Earnest money in the shape of CDR for Rs.15,000/- only pledged to Accounts Officer O/O Chief Electoral Officer, J&K. Cheques and Fixed Deposit Receipt(FDR) /Term Deposit Receipt (TDR) shall not be entertained and shall be liable for rejection.**
- GST Registration Certificate and PAN number.
- 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.**
- Cost of Tender document Rs.500/- only in the shape of Demand Draft pledged to Accounts Officer O/O Chief Electoral Officer, J&K.
- Undertaking/Letter of acceptance.

**Second Price Bid contains the following documents:-**

- Rates offered both in words as well as figures

- The tender should be properly sealed in the envelopes and duly marked as **“SUPPLY OF ELECTION MATERIAL”**, addressed to **Chief Electoral Officer, J&K, 2<sup>nd</sup> Floor Vikas Bhawan, Rail Head Complex, Jammu** and should reach to this office **by or before 18<sup>th</sup> January, 2017 upto 2:00 p.m.** Any tender received after due date and time shall not be accepted. The tenders shall be **opened on the same day at 3:30 p.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, 2<sup>nd</sup> Floor Vikas Bhawan, Rail Head Complex, Jammu.**
- The intending tenderer shall have to deposit **earnest money of Rs.15,000/- (Rupees Fifteen Thousand only) and cost of Tender Document for Rs.500/- (Rupees Five Hundred only) in the shape of CDR/Demand Draft respectively pledged to the Accounts Officer to Chief Electoral Officer, J&K.** The Tenders without earnest money/cost of tender document, shall not be entertained even in the rates quoted therein are found lowest.
- 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 10 days from the date of issuance of supply order. The rates offered shall be valid for one year and must be specified against each item.
- The rates shall be written both in words and figures. In case of any confusion between rates in words and figures, the rates written in words shall be taken as final. All the rates must be FOR destination

and should include all taxes and levies. No carriage charges for transportation of goods shall be entertained by the Department.

6. 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.
7. 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 part of security deposit and will be released only after successful completion of the contract.
8. Payment shall be made after material is received in concerned stores and after properly brought on stock. No advance payment shall be made.
9. The material not confirming to the specification and requirements of the department shall be rejected and no payment shall be made for the supplies.
10. 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.
11. The rates approved and accepted by Central Purchase Committee will remain in force for one year from the date of issue of supply order.
12. The 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.
13. Rates offered once in the tender shall be treated as final and irrevocable and any later addition and intimation will not be entertained.
14. 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.

  
**Joint Chief Electoral Officer,  
J&K, Jammu**

Dated: 09-01-2018

No.CEO/Acctts/PE/2017/ 3097-3100

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 viz., two from Jammu Division and two from Kashmir Division.
2. Deputy Chief Electoral Officer, Kashmir for information.
3. Assistant Chief Electoral Officer, Jammu/Kashmir for information.