

**Office of the Chief Electoral Officer,
Jammu & Kashmir,
Nirvachan Bhawan Rail Head Complex Jammu**

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"Greater Participation for a Stronger Democracy"


e-NIT No.CEO/Accts/2020-21/437

Dated : 20-10-2020

For and on behalf of the Lt.Governor of Jammu & Kashmir UT, e-tenders are invited from registered manufacturers/dealers/suppliers for the supply of Ballot Boxes for the forthcoming District Development Council Election, 2020 and Panchayat Bye-Election, 2020, as per detail mentioned in the BOQ of the e-tender.

1.	Date of publishing of tender Notice	20-10-2020
2.	Period of downloading of documents	20-10-2020 to 27-10-2020
3.	Date of submission of online documents	20-10-2020 to 27-10-2020 upto 1:00 p.m.
4.	Date of opening of e-tender	27-10-2020 at 3:00 p.m.

The tender documents along with 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. The bidders shall have to upload scanned copies of all necessary documents like CDR/Treasury Receipt (Earnest Money/Tender Fee)/Registration Certificate duly renewed/GST Registration Certificate/SSI Certificate/Turnover Certificate of last three years. The cost of tender documents shall be deposited in the Treasury under receipt Head 0070-OAS (Other Administrative Service) and Earnest Money deposit in the shape of CDR only shall be pledged to Accounts Officer O/O Chief Electoral Officer, J&K, which is refundable.


Chief Electoral Officer,
Jammu & Kashmir

No.: 6100/CEO/Accts/PYT/2020/4133-39

Dated: 20-10-2020

Copy to:

1. Director, Information & Publicity Department, J&K, Srinagar for information and with the request to publish the above tender in two leading newspapers one each from Kashmir and Jammu Division and also publish the same in the leading National newspaper.
2. Deputy Chief Electoral officer Jammu/Kashmir for information.
3. Assistant Chief Electoral officer Jammu/Kashmir for information and n/a.
4. Incharge Website IT Section O/O Chief Electoral Officer, J&K for information and with the request to upload the e-tender in the website of jktenders.gov.in and ceojk.nic.in.

TERMS AND CONDITIONS OF e-NIT No.CEO/ACCTS/2020-2021/453 DATED 20-10-2020

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

a. Qualifying/Technical Bid

b. Financial/Price Bid

First qualifying bid contain the following documents to be uploaded online only.

i) Earnest money in the shape of Call Deposit Receipt (CDR) only for an amount of Rs.5.00 Lacs (Rupees Five Lacs 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.

ii) Tender Document cost in the shape of Treasury Receipt for Rs.1000/- (Rupees One Thousand Only) under Receipt Head 0070-OAS (Other Administrative Services).

iii) GST Registration Certificate shall be enclosed with the tender document.

iv) Registration Certificate of SSI/MSME Unit, if any. The SSI/MSME 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 bid shall contain the price/financial bid to be uploaded online only as per the Bill of Quantities (BOQ) of e-NIT.

2. The tender (Technical Bid) shall be opened on 27-10-2020 (Tuesday) at 3:00 p.m. in presence of intending Bidders or their representatives, if they wish to attend on the scheduled date and time, in the office of Chief Electoral Officer, J&K, Nirvachan Bhawan, Rail Head Complex, Jammu.

3. The price bid of only those bidders shall be considered whose Technical bid is declared successful and shall also be opened on 27-10-2020 in presence of intending Bidders or their representatives, if they wish to attend on the scheduled date and time, in the office of Chief Electoral Officer, J&K, Nirvachan Bhawan, Rail Head Complex, Jammu.

4. 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 ten (10) days from the date of issuance of supply order.

5. The bidder shall have to quote the rate for one unit/item. The requirement shown in the BOQ is tentative and shall be increased/decreased as per actual requirement of the department during one year from the date of issuance of supply order.

6. The rates tendered should be FOR destination i.e., Assistant Chief Electoral Officer, Nirvachan Bhawan Railhead Complex Jammu and Assistant Chief Electoral Officer, Darul Intikhab, M.A.Road, Srinagar and should include all taxes and levies. *No carriage charges for transportation of goods shall be entertained by the Department.*

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 after its receipt of them. Whereas in case of successful bidders, it shall be treated as the 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 specifications and requirements of the department shall be rejected and no payment shall be made for the supplies.
10. The successful bidders shall have to submit the Call Deposit Receipt (CDR) in original and execute an agreement before the receipt of supply order and is/are bound to fulfil the terms and conditions of the agreement. 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.
11. The bidder shall sign the tender on each page and at the end in token of acceptance of all the terms and conditions of the tender.
12. 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.
13. Rates offered by the successful bidders and acceptance of which is communicated to them, will under no circumstances be enhanced at any stage during the period of contract.
14. Rates offered once in the tender shall be treated as final and irrevocable and any later addition and intimation will not be entertained.
15. 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.


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ANNEXURE-A (BOQ) TO e-NIT No.CEO/ACCTS/2020-21/437 DATED 20 -10-2020

S.No.	Name of the article/item with specification	Specification	Quantity
1.	Ballot Box Metal	<p>Specifications :</p> <ol style="list-style-type: none">1. Size : Height = 470 mm Length = 335mm Width = 280 mmSlit Size : Length = 95mm Width = 7.9mm2. Sheet : SAIL/TATA Manufacture CR Sheet / Coil3. Bottom and side walls of the ballot box : 1.00 mm4. Upper Lid/Covering Lever/Handle/ Bracket of size : 1.60 mm5. Locking plate/Locking lever : 2.0 mm6. Ballot Paper inserting slot (in upper lid) of size : 95 x 10 mm7. Slit for paper seal : 0.63 mm8. Thickness of frame : 0.63 mm9. Tolerance Admissible : + 5% As per IS Standard10. Primer : Single Coat11. Painting Double Coat : Olive Green12. Primer/Paint make : Nerolac/ Berger/ Asian/ Shallmar13. The serial number of ballot box will have to be embossed on the outside of the Ballot box. Like JK20, _____ 1	20000 Nos. or as per actual

Sdf
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J&K, Srinagar

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ANNEXURE-B TO e-NIT No.CEO/ACCTTS/2020-21/437 DATED 20-10-2020

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 UT.

In acceptance
(Signature and Seal of the Tenderer)

ANNEXURE APPENDIX-1 TO e-NIT No.CEO/ACCTS/2020-21/ 437 DATED 20-10-2020

GENERAL INSTRUCTIONS/CHECKLIST FOR TENDERERS

Before submission of the tender documents, the bidder 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 bidders for their own ease shall fill in relevant details of NIT and upload the same after ensuring accuracy.	
2.	If an SSI/MSME Unit of J&K UT, the same is indicated in the tender and scan copy of the valid registration and functional certificate is uploaded or not?	
3.	Whether list of the quoted items with name make model and catalogue/brouchers of the quoted items are uploaded with the technical bid?	
4.	Whether scanned copy of the undertaking/letter of acceptance is uploaded in the technical bid dully signed having official seal on all pages or not? However, the quoted item may also be tagged?	
5.	Whether tender documents are submitted in two bid system i.e., Technical and Financial Bids separately as per tender enquiry or not?	
6.	Whether offer validity as required in tender enquiry is accepted and indicated in your tender document or not?	
7.	Whether terms of delivery and period as required in tender enquiry is accepted and indicated in your tender document or not?	
8.	Whether payment terms as required in the tender enquiry is accepted and indicated in your tender document or not?	
9.	Whether compliance statement in the format as required in tender enquiry is enclosed with the supporting catalogue/ brouchers?	
10.	Whether indicated in the tender document, if your firm business dealing is banned by any Govt./Private agency or recommended for blacklisting or not?	
11.	The complete commercial quote should be in Indian Rupees only. Currency of price should be clearly mentioned (wherever applicable).	
12.	Entry Tax/Octroi/Toll Tax and other statutory taxes will be applicable at actual supported by documents, if admissible.	
13.	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 to be uploaded only	Non Sensitive documents
1.	GST Registration Certificate	Performance statement of two years
2.	SSI/MSME Unit – Registration Certificate (Local SSI Units of J&K UT only)	Government supply orders for same, if any
3.	SSI/MSME Unit – Functional Certificate (Local SSI Units of J&K UT only)	
4.	Copies of EMD and Tender Fee/Treasury Receipt.	
5.	copy of NIT duly signed and sealed	
6.	Latest GST Return	
7.	Turnover certificate for past three years	
8.	Income Tax Clearance certificate	

Signature and Seal of the Tenderer