

e-NIT (SHORT TERM) No.CEO/ACCTTS/ELC/2018-2019/ 250

Dated : 27-04-2018

For and on behalf of the Governor of Jammu & Kashmir State, short term e-tenders are invited from registered manufacturers/dealers/suppliers for the supply of Training material required in connection with Establishment/setting-up of Electoral Literacy Clubs (ELCs), as per quantity mentioned in the BOQ of the e-tender.

1.	Date of issue of tender Notice	27-04-2018
2.	Period of downloading of documents	27-04-2018 to 11-05-2018
3.	Date of submission of online documents	27-04-2018 to 11-05-2018 upto 1:00 p.m.
4.	Date of submission of Hardcopy	11-05-2018 upto 3:00 p.m.
5.	Date of opening of e-tender	14-05-2018 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/GST Registration 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 TRAINING MATERIAL** upto 11-05-2018 upto 3:00 p.m. through Registered post/speed post/courier or by hand only in the office of Chief Electoral Officer, J&K, Block-A Old Secretariat, Srinagar. 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.**


Joint Chief Electoral Officer,
J&K, Jammu

No.CEO/PUB/ELCs/2018/ 4443-45
Dated: 27-04-2018

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 one each from Kashmir and Jammu Division.
2. State Nodal Officer (SVEEP) O/O Chief Electoral Officer, J&K, Jammu for information with the direction to have the samples with him.
3. I/C 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/ACCTTS/ELC/2018-2019/250 DATED 27-04-2018

1. The tenders shall comprise of two bid system:-
 - a. Envelope – 1 = Technical Bid
 - b. Envelope – 2 = Financial/Price Bid

Technical bid will contain the following documents:-

 - i) Earnest money in the shape of Call Deposit Receipt (CDR) only for an amount of Rs.20,000/- (Rupees Twenty Thousand 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 Demand Draft for Rs.500/- (Rupees Two Hundred only) in favour of Accounts Officer O/O Chief Electoral Officer, J&K.
 - iii) GST Registration Certificate shall be enclosed with the tender document.
 - 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.**

Price Bid will contain 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 (Technical Bid) should be properly sealed in the envelope and duly marked as **"TENDER FOR SUPPLY OF TRAINING MATERIAL"**, addressed to **Chief Electoral Officer, J&K, Block-A Old Secretariat, Srinagar.**
3. The hardcopy of tender (Technical Bid) shall reach this office **by or before 11th May, 2018 upto 3:00 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 (Technical Bid) shall be **opened on 14th May, 2018 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, Block-A Old Secretariat, Srinagar.**
5. The price bid of only those tenderers shall be considered whose Technical bid is declared successful and shall be **opened on 14th May, 2018** also, 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, Block-A Old Secretariat, Srinagar.**
6. The samples of items mentioned in the BOQ shall be available on any working days from 27-04-2018 to 11-05-2018 upto 1:00 p.m. from the office of **Chief Electoral Officer, J&K, Block-A Old Secretariat, Srinagar/2nd Floor Vikas Bhawan Rail Head Complex, Jammu.**
7. The content and the page design of the material to be printed shall be provided in soft copy form in English, Urdu and Hindi languages.
8. 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 within seven (7) 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.**

9. The rates tendered should be FOR destination i.e., **Assistant Chief Electoral Officer, Shaheedi Chowk, Jammu** and should include all taxes and levies. **No carriage charges for transportation of goods shall be entertained by the Department.**
10. 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.
11. Payment shall be made after material is received in concerned stores and after properly brought on stock. No advance payment shall be made.
12. The material not conforming to the specifications and requirements of the department shall be rejected and no payment shall be made for the supplies.
13. 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.
14. 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.
15. The rates approved and accepted by the Purchase Committee will remain in force for one year from the date of issue of supply order.
16. 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.
17. Rates offered once in the tender shall be treated as final and irrevocable and any later addition and intimation will not be entertained.
18. 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.


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

ANNEXURE-A TO e-NIT NO.CEO/ACCTS/ELC/2018-2019/15 DATED 27-04-2018

S.No	Name of the Booklet	Size in inches	No of Pages	Specifications	Quantity
01.	Class IX (Electoral Literacy Club Booklet)	9.5 x 7.5	41 pages + Cover	110 GSM Inner Pages 300 GSM Cover Art Card Glossy Finish Binding- Center Pin Staple, Four Colour Printing	500 Nos
02.	Class X (Electoral Literacy Club Booklet)	9.5 x 7.5	43 pages + Cover	110 GSM Inner Pages 300 GSM Cover Art Card Glossy Finish Binding-Centre Pin Staple, Four Colour Printing	500 Nos
03.	Class XI (Resource Guide)	9.0 x 7.0	60 pages + Cover	110 GSM Inner Pages 300 GSM Cover Art Card Glossy Finish Binding- Center Pin Staple, Four Colour Printing	500 Nos
04.	Resource Guide for Colleges	8.5 x 5.5	36 Pages + Cover	110 GSM Inner Pages 300 GSM Cover Art Card Glossy Finish Binding- Center Pin Staple, Four Colour Printing	250 Nos
05.	Common Handbook for ECLs	8.5 x 5.5	87 pages + Cover	110 GSM Inner Pages 300 GSM Cover Art Card Glossy Finish Binding-Center Pin Staple, Four Colour Printing	500 Nos
06.	Class XII (Resource Guide)	9.0 x 7.0	40 pages + Cover	110 GSM Inner Pages 300 GSM Cover Art Card Glossy Finish Binding-Center Pin Staple, Four Colour Printing	500 Nos
07.	Community Chunarv Pathshala)	8.5 x 11	76 pages Cover	110 GSM Inner Pages 300 GSM Cover Art Card Glossy Finish Binding-Center Pin Staple, Four Colour Printing	500 Nos
08.	Belief in the Ballot	9.5 x 6.5	238 pages + Cover	110 GSM Inner Pages 300 GSM Cover Art Card Glossy Finish Binding-Perfect Binding with lamination on cover , Four Colour Printing	100 Nos
09.	CARTOON BOOKS				
(a)	Wah election wah (Cartoon series)	6 x 6	52 Pages + Cover	170 GSM Inner Pages & Cover Binding –Centre Pin, Four Colour Printing	500 Nos
(b)	Abhay Abha Picture book	8.5 x 6.5	56 Pages + Cover	170 GSM Inner Pages & Cover Binding –Centre Pin, Four Colour Printing	500 Nos
(c)	Sentinels of Democracy	8.5 x 5.5	80 pages + Cover	100 GSM Inner Pages 220 GSM Cover Sunshine Bond Binding – Perfect Binding, Four Colour Printing	500 Nos
10.	SPECIFIC RESOURCES FOR GAMES				
(a)	NOTA Flash Cards (Coloured print , Card Paper)	5 inches x 4inches	Set of 4	300 GSM Card Die Cut, Four Colour Printing	500 Nos
(b)	Step up Character Cards (Coloured print, Card paper)	3.5 inch x 8 inch	Set of 6	300 GSM Card Die Cut, Four Colour Printing	500 Nos

Joint Chief Electoral Officer,
J&K, Jammu

ANNEXURE-B TO e-NIT No.CEO/ACCTTS/ELC/2018-2019/50 DATED 27-04-2018

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/ACCTS/ELC/2018-2019/350 DATED 27-04-2018

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/ brochures 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/ brochures?	
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.	GST Registration Certificate	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