

**Office of the Chief Electoral Officer,
Jammu & Kashmir,**

Block-A Old Secretariat, Srinagar – 190 001

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"Greater Participation for a Stronger Democracy"

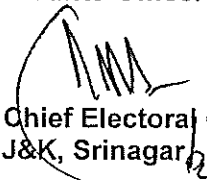
Short Term e-NIT No.CEO/Acctts/2018-2019/ 426 .

Dated : 01-09-2018

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 Election material required in connection with conduct of Municipal Election, 2018, as per detail mentioned in the BOQ of the e-tender.

1.	Date of publishing of tender Notice	01-09-2018
2.	Period of downloading of documents	01-09-2018 to 10-09-2018
3.	Date of submission of online documents	01-09-2018 to 10-09-2018 upto 1:00 p.m.
4.	Date of opening of e-tender	11-09-2018 at 11:00 a.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 & ceojk.nic.in. The tender shall be uploaded in electronic format on the departmental website jktenders.gov.in. The tenderers 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. The cost of tender documents shall be deposited in the Treasury under receipt Head 0070-OAS Other Administrative Services, 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.


Joint Chief Electoral Officer,
J&K, Srinagar

No.3211/CEO/Acctts/ME/2018/ 1009-11
Dated: 01-09-2018

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.
2. Deputy Chief Electoral Officer, Kashmir/Jammu J&K, Srinagar for information and n/a.
3. Incharge Website IT Section O/O Chief Electoral Officer, J&K for information and with the direction to upload the e-tender in the website of jktenders.gov.in and ceojk.nic.in.

TERMS AND CONDITIONS OF Short Term e-NIT No.3211/CEO/ACCTS/ME/2018/426

DATED 01-09-2018

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.

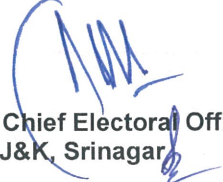
- i) **Earnest money in the shape of Call Deposit Receipt (CDR) only for an amount of Rs.25,000/- (Rupees Twenty Five Thousand Only) pledged to Accounts Officer O/O Chief Electoral Officer, J&K. Cheques and Fixed Deposit Receipt (FDR)/Term Deposit Receipt (TDR) shall not be entertained and shall be liable for rejection.**
- ii) **Tender Document cost in the shape of Treasury Receipt for Rs.500/- (Rupees Five Hundred 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 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 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 11th September, 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.**
 3. **The price bid of only those tenderers shall be considered whose Technical bid is declared successful and shall also be opened on 11th September, 2018, 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.**
 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 seven (7) days from the date of issuance of supply order.**
 5. **The tenderer shall have to quote the rate for one unit/item and shall have to supply the material as per the actual requirement of the department for conduct of Municipal Election. The quantity shown in the BOQ is tentative and can be increased/decreased as per actual requirement.**
 6. **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.***
 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**

tenderers, 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 tenderer/tenderers 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 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.
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 tenderers 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.


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

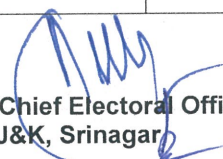
ANNEXURE-A (BOQ) TO Short Term e-NIT No.3211/CEO/ACCTTS/ME/2018/426

DATED 01-09-2018

S.No.	Name of the article/item with specification	Quantity required per polling station	Requirement as per polling stations		Total requirement
			Kashmir	Jammu	
1.	Self Inking Pad (Purple) (70 mm x 110 mm) (Supreme/Deluxe/Kores)	02 Nos.	3860	2540	6400
2.	Steel pins (Pack of 25 pins) (Nickel Plated)	01 Packet	1930	1270	3200
3.	Sutli (Jute) 250 gms (Ball/ Latchi form).	1 No.	1930	1270	3200
4.	Sealing Wax sticks (Length 6") (containing 10 pieces in card board box of 400 gms weight)	6 sticks	11580	7620	19200
5.	Voting Compartment with six folds each folds of length 10" and height 2 feet with 3" bottom fold (card board) (as per sample)	1 No.	1930	1270	3200
6.	Pins for voting compartment (Steel drawing pins containing 50 pins in each packet)	10 pins	19300	12700	32000
7.	Gum paste synthetic in transparent tube 20 ml (as per sample)	1 bottle	1930	1270	3200
8.	Match Box (Hathi Mark/Aim/Nur/Bandhan)	1 No.	1930	1270	3200
9.	Blade	1 No.	1930	1270	3200
10.	Scale (plastic) 12"	1 No.	1930	1270	3200
11.	Armbands for Presiding Officers Length 10" x 4.6" with 5" lace (both sides) printed in BLUE colour on Khadder cloth (As per sample)	1 No.	1930	1270	3200
12.	Armbands for Polling Officers Length 10" x 4.6" with 5" lace (both sides) printed in RED colour on Khadder cloth (As per sample)	2 Nos.	3860	2540	6400
13.	Plastic container for setting indelible ink (Medium size with hard surface) as per sample	1 No.	1930	1270	3200
14.	Cello Tape small (as per sample)	1 No.	5790	3810	9600
15.	Candle sticks (weight 50 gms with wick)	2 Nos.	3860	2540	6400
16.	High Density Bio-degradable (HDBD) bags size 20" x 15" without handle (25" x 15" with handle) (as per sample)	1 Nos.	1930	1270	3200
17.	Pencil HB (Natraj/Dark/Kores/Camelin)	1 ball	1930	1270	3200
18.	Eraser (Natraj/Dark/Kores/Camelin)	1 ball	1930	1270	3200
19.	Ball Point Pen (Red) (Reynold/Montex/Cello)	1 No.	1930	1270	3200

S.No.	Name of the article/item with specification	Quantity required per polling station	Requirement as per polling stations		Total requirement
			Kashmir	Jammu	
20.	Ball Point Pen (Blue) (Reynold/Montex/Cello)	3 No.	5790	3810	9600
21.	White Paper sheet plain (full scape)(Kores/Bilt/Power)	2 sheets	3860	2540	6400
22.	Thin Twine Thread ball (white) 10 gms each.	1 ball	1930	1270	3200
23.	Rubber bands (packet of 20 Nos.)	1 Packet	1930	1270	3200
ENVELOPES (AS PER SAMPLE)					
1.	30 x 40 cms (laminated) Bottom fold of 2.5cms & mouth flap of 3.5cms, which shall be over and above the size of envelope (Yellow)	1 No.	1930	1270	3200
2.	30 x 40 cms (laminated) Bottom fold of 2.5cms & mouth flap of 3.5cms, which shall be over and above the size of envelope (Brown)	1 No.	1930	1270	3200
3.	30 x 40 cms (laminated) Bottom fold of 2.5cms & mouth flap of 3.5cms, which shall be over and above the size of envelope (White)	1 No.	1930	1270	3200
4.	30 x 40 cms (laminated) Bottom fold of 2.5cms & mouth flap of 3.5cms, which shall be over and above the size of envelope (Green)	1 No.	1930	1270	3200
5.	30 x 40 cms (laminated) Bottom fold of 2.5cms & mouth flap of 3.5cms, which shall be over and above the size of envelope (Blue)	1 No.	1930	1270	3200
6.	30 x 24 cms Bottom fold of 2.5 cms & mouth flap of 3.5 cms, which shall be over and above the size of envelope (Green)	3 Nos.	5790	3810	9600
7.	30 x 24 cms Bottom fold of 2.5 cms & mouth flap of 3.5 cms, which shall be over and above the size of envelope (Yellow)	1 No.	1930	1270	3200
8.	30 x 24 cms Bottom fold of 2.5 cms & mouth flap of 3.5 cms, which shall be over and above the size of envelope (Brown)	2 Nos.	3860	2540	6400
9.	12 x 26 cms Bottom fold of 1.5 cms & mouth flap of 2.5 cms, which shall be over and above the size of envelope (Green)	2 Nos.	3860	2540	6400
10.	12 x 26 cms Bottom fold of 1.5 cms & mouth flap of 2.5 cms, which shall be over and above the size of envelope (Yellow)	10 Nos.	19300	12700	32000
11.	12 x 26 cms Bottom fold of 1.5 cms & mouth flap of 2.5 cms, which shall be over and above the size of envelope (Brown)	5 Nos.	9650	6350	16000

S.No.	Name of the article/item with specification	Quantity required per polling station	Requirement as per polling stations		Total requirement
			Kashmir	Jammu	
12.	12 x 26 cms Bottom fold of 1.5 cms & mouth flap of 2.5 cms, which shall be over and above the size of envelope (White)	6 Nos.	11580	7620	19200
13.	Cloth lined envelope (big) 31cm x 47cms fabricated from craft paper of 80 to 100 GSM rectangle mouth with flap 4cms x 2.5cm printed "ON INDIA GOVERNMENT SERVICE" on top, with full gage cloth posted inside (as per sample)	3 Nos.	5790	3810	9600
SEALS (AS PER SAMPLE)					
1.	Brass Seals 1.5cms Dia Brass seal with a text engraved in the seal (as per sample)	1 No.	1930	1270	3200
2.	Rubber seals 1.5cms Dia Round Rubber Stamps distinguished mark of different text in stamps in a circle (as per sample)	1 No.	1930	1270	3200


 Joint Chief Electoral Officer,
 J&K, Srinagar

ANNEXURE-B TO Short Term e-NIT No.3211/CEO/ACCTTS/ME/2018/426

DATED 01-09-2018

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 Short Term e-NIT No.3211/CEO/ACCTTS/ME/2018/426

DATED 01-09-2018

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 and upload the same after ensuring accuracy.	
2.	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 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 are 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 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.	Copies of EMD and Tender Fee/Treasury Receipt.	
5.	copy of NIT duly signed and sealed	

Signature and Seal of the Tenderer