

**Office of the District Election Officer/  
Collector, Daman Tel No.(0260) 2230607  
e-mail Id : [dycolg-dmn-dd@nic.in](mailto:dycolg-dmn-dd@nic.in)**

No. Col-DMN/Election-Stationery/2018-19/31

Date: 12/02/2019

**Tenders ID No. 103 for Election Stationery Materials for upcoming General Election of the Lok Sabha-2019 ( Daman & Diu Parliamentary Constituency – 1)**

**Limited Tender Notice**

On behalf of the President of India, the District Election Officer/Collector, Daman is hereby invites limited tender on <https://daman.nic.in> from the registered Suppliers/dealer/Printing pres ect., for the procurement of “Election Stationery Materials for the forthcoming General Election-Lok Sabha-2019, 1-Daman & Diu Parliamentary constituency as per the Annexure – 1”.

Sr. No.	Detail of outsources	EMD value	Tender fee (non Refundable)
01	Procurement of Election Stationery Materials for General Election-Lok Sabha 2019 for Daman & Diu Parliamentary constituency-1	12,500	1000

**Date of publishing tender notice : /02/2019**  
**Bid document downloading End Date : 19/02/2019, 13:00 Hrs**  
**Bid Clarification Date : 14/02/2019, 10:00 Hrs**  
**Preliminary Stage Bid Opening Date : 21/02/2019, 15.00 Hrs.**  
**Date of Opening of Financial Bid : 21/02/2019, 16.30 Hrs.**

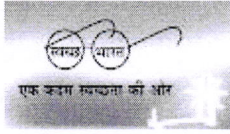
1. Bidders have to submit price bid in separate sealed cover upto the last date and time for submission. Only tender fees and EMD should be submitted in original to be sent to the above mentioned address by R.P.A.D./Speed Post. Tender received only in hard copy will not be accepted.
2. The EMD will be accepted in form of FDR or Bank Guarantee of ₹.12,500/- from any Nationalized banks payable at Daman in favor of **Collector, Daman.**

3.

Sd/-  
**AERO/Mamlatdar, Daman**

Copy to :-

1. All Heads of Office, Daman for information & n.a.
2. Field Publicity Officer, Daman for wide publicity (8cm x 6 cm size) in (2 (two) Hindi and one in Gujarati Newspaper.
3. NIC, Daman for upload in official website of UT Administration in <https://daman.nic.in> for wide publicity
4. PA to DEO/Collector, Daman for information.



**Office of the District Election Officer,  
Daman Tel No.(0260) 2230607, 2231770  
e-mail Id : [dycolg-dmn-dd@nic.in](mailto:dycolg-dmn-dd@nic.in)**

Limited Tenders ID No.103 for Election Stationery Materials for upcoming  
General Election of the Lok Sabha-2019, 1- Daman & Diu Parliamentary  
Constituency

**:Terms and Conditions:**

- (1) Tenderers should quote their rates for the free delivery at the office of the District Election Officer/Collector, Daman.
- (2) The rates should be quoted inclusive of all taxes, installation & commissioning charge etc.,
- (3) No Extra charge for packing, forwarding and insurance etc will be paid on the rates quoted.
- (4) The decision and right to acceptance or rejection without assigning any reasons any or all tenders in part or whole is reserved with the Collector, Daman.
- (5) Article ales of inferior quality of specification other than in the order specified and/or in complete broken will not be accepted. The supplier will have to replace the same at his own cost and risk. Intimation, of non acceptance of any materials/goods will be sent to the supplier within three days from the date of receipt in the stores and the will have to be taken back by the suppliers at this own cost and risk.
- (6) Supplier may ensure the goods at his own cost to safeguard the delivery of such goods dispatched by him to the consignee; the department will not be responsible for the damage or pilferage of goods during transit.
- (7) The rate should be quoted only per item specified in the list of requirement. In case rate quoted for items other then required specification will not be considered.
- (8) **The tenderer have to be submit towards cost of tender fees (Non Refundable) of ₹.1000/- (Rupees One Thousand only) in the form of DD of any Nationalized or any scheduled Bank in favour of Collector, Daman. The tender received without DD will be summarily rejected.**
- (9) **The tenderer have to be submit a EMD of ₹.12,500/- (Rupees Twelve Thousand Five Hundred only) in the form of FDR of any Nationalized or any scheduled Bank in favour of Collector, Daman. The tender received without EMD deposit other than prescribed above will be summarily rejected.**
- (10) The successful tenderer/suppliers shall have to supply the materials/goods/articles/items ordered within two days from the receipt of the supply order.
- (11) Bids must be accompanied with a self certified photocopy of GSTIN/PAN/Aadhaar No. and last two year Income Tax return and clearance certificate copy for last two years .
- (12) **The financial evaluation will be done on the basis of overall lowest rate. On declaring L-1 on the basis of overall lowest rate, if the rates quoted by the L-1 in different categories/sub-categories found higher than the overall lowest rate, it shall be binding upon L-1 to provide the printing material at this overall lowest rate in different categories/sub-categories, work order will be issued to L-1 after finalization and settlement of rates. No negotiation of rates wills other bidders are acceptable.**
- (13) Certificate of previous experience if any, be enclosed.

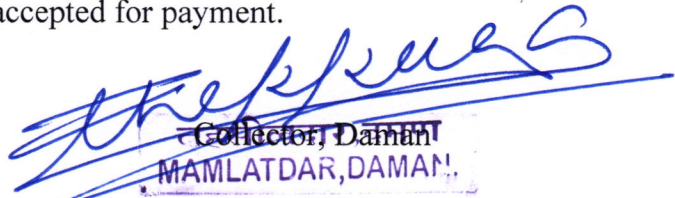
- (14) All bills should be in DUPLICATE and should invariably mention the number and date of supply order.
- (15) The rates tendered should be FOR destination i.e., District Election Officer, Collectorate, Daman and should include all taxes and levies. No carriage charges for transportation of goods shall be entertained by the Department
- (16) 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.
- (17) Payment shall be made after material is received in concerned stores and after properly brought on stock. No advance payment shall be made
- (18) The material not confirming to the specifications and requirements of the department shall be rejected and no payment shall be made for the supplies.
- (19) 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.
- (20) Rates offered once in the tender shall be treated as final and irrevocable and any later addition and intimation will not be entertained.
- (21) All the dispute subject to the jurisdiction of court in the Daman District only.
- (22) The District Election Officer/Collector, Daman reserves all rights to accept or reject all or any tender, in part or whole, without assigning any reasons.
- (23) The Tenders will be opened by the Tender Opening Committee in presence of Tenderers or their representatives, if any present in the Office of the Tender Inviting Officer.
- (24) The tender should furnish declaration regarding Blacklisting/Debaring to participate in the Government tender on the letter head. If the information provided found false the tender will be rejected and EMD shall be forfeited.
- (25) The rate offered will be valid for a period of one year from the date of opening of the tenders.
- (26) The Income Tax Clearance certificate's Xerox for copy last two year and PAN card should be attached along with the tender.
- (27) The successful tenderer will have to pay within 10 days from the date of demand, an amount equal to 10% of the total value of articles, which may be ordered, as the amount of security deposit.
- (28) In case of failure of the tenderer/supplier to execute the contract as per the terms and conditions and to the full satisfaction of the Collector, Daman, the security deposited by the firms shall be forfeited.
- (29) In case of failure to supply the store, materials etc. ordered for, as per conditions and within the stipulated time, the name articles will be obtained from the tenderer who offered next higher rates or from any other sources, as may be decided by the tender inviting Officer and the loss to the Government on account of such purchases(s) shall be recovered from the former contractor Security Deposit/Earnest Money or bills payable. The contractor shall have no right to dispute with such procedure.



(30)The security deposit will be forfeited in case of violation of any condition.

(31)All bills for amount above ₹.5,000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding ₹.5,000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.

Signature &  
Designation of Tender  
Inviting Officer

  
Collector, Damam  
MAMLATDAR, DAMAM.

The above terms and conditions are accepted and are binding to me/us.

Signature of tenderer

Place : \_\_\_\_\_

Dated: \_\_\_\_\_

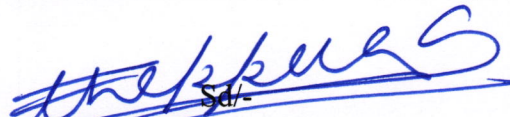
Name of Tenderer  
with seal of the firm

NOTE:- Please return one copy of these terms & conditions dully sign with seal of firm along with the tender.

**ANNEXURE-A**

**Detail requirement of "Election Stationery Materials for upcoming General Election of the Lok Sabha-2019 (Daman & Diu Parliamentary Constituency – 1)"**

<b>Sr. No.</b>	<b>Particular of Items</b>	<b>Item Specification – Size – Brand Name</b>	<b>Approximately Requirement as per polling station</b>	<b>Rate Per Pcs/Nos/Ltr</b>
1	Ordinary Pencil (Length 6" wooden with graphite lead "B") dark	Good quality	150 box	Per box
2	Ball pen 3 blue + 1 red (pen with cap each with refill size 5.5")	Butter flow pen	600	Per nos
3	Eraser dust free-medium size	Good quality	150 nos	Per nos
4	All pins with metal head (30 mm in length) box of 100 clip	Good quality	150 box	Per box
5	Sealing wax red color (each 8 stick weight 50 gram, Length 7")	Good quality	130 box	Per box
6	Adhesive one bottle 50 g	Fevicol or equivalent	200 nos	Nos
7	Glue stick 10g	Fevi stik or equivalent	200 nos	Nos
8	Paper Cutter Auto Locking System Cutter (With Plastic Handed) medium size	Good quality	200 nos	Nos
9	Candles stick 4 (8" long x 7/8") packet of 4	Branded	200 pkt	Pckt
10	Thin Twine Thread 20 mtrs	As per sample	150 nos	Nos
11	Metallic ruler scale 1 ( size 12" )	Good quality	200 nos	Nos
12	Carbon paper of A-4 size ( Blue Color )	1 box	175 box	Box
13	Cotton cloth for removing oil and stains etc... 5 sq. ft.	As per sample	150 pcs	Pcs
14	Brown color packaging paper sheet (48"x36" each)	As per sample	450 sheet	Sheet
15	Plastic cup with handle for holding inedible ink bottle (volume 100ml)	As per sample	150 nos	Nos
16	Thumb Tacks (Drawing pins) box of 100 classis Brass finish	Good quality	150 box	Box
17	Rubber band loops ( Size 4") packet of 25 nos	Good quality	150 pkt	Pckt
18	Transparent Cello tape (1"x 65m)	Good quality	200 nos	nos
19	Stamp pad (purples) (11 x 7 cm)	Good quality	150 nos	Nos
20	Transparent plastic box with lid and lockable for VVPAT slips ( Size 7.5" x 5" x 3")	As per sample	150 nos	Nos
21	Match Box (Stick Length 40 mm )	Good quality	150 nos	Nos
22	Drawstring cloth bag for carrying material size 2' wide x 2' long	As per sample	150 nos	Nos
23	Voting Compartment length = 24" x 24" x 30" ( length x width x height) of corrugated plastic sheet (flex board) of steal grey color ( which is opaque and reusable – as per sample	As per sample	150 nos	Nos
24	Rubber stamp with arrow cross mark	As per sample	150 nos	Nos
25	Metal seal for Presiding officer	As per sample	150 nos	Nos
26	Distinguishing mark rubber stamp	As per sample	150 nos	Nos
27	REGISTER 2 Quire	1 nos	175 nos	nos
28	Stapler HD 45	1 nos	175 nos	Nos
29	Stapler Pin	1 pkt	175 pkt	Pckt

  
 Sd/-  
 AERO/Mamlatdar, Daman

Signature of Tenderer:-

Name of Tenderer:-

With Seal of the Firm:-

- Note :- The tendered should specify the brand name of the stationery articles quoted by him along with sample and catalogue at the time of opening of technical bid.
- All the items available for verification by "Purchase Committee" of the Collectorate, Daman.

**Annexure-B**

**(Technical bid for the Election Stationery Materials for upcoming General Election of the Lok Sabha-2019 (Daman & Diu Parliamentary Constituency – 1) under office of the District Election Officer/Collector, Daman)**

Sr. No.	Detail information of the bidder:	
01	Address:	
02	Mobile No. of Bidder:	
03	PAN No. (enclose self-attested copy of proof)	
04	GST Registration no.(enclose self-attested copy of proof):	
05	Details of the Earnest Money:-	
06	Name of the Bank: B.D. No. & Date Amount In case of Exemption(supporting documents enclosed):	
07	Whether blacklisted by any Central/State Government of Central/State Government under takings? If blacklisted, indicate details.(submit the affidavit about non-blacklisting in prescribed format)	
08	Whether convicted any court of law? If convicted, indicate details and enclosed a self-attested copy of the court's order.	

Signature of Tenderer:-

Name of Tenderer:-

With Seal of the Firm:-

## UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the general Election Lok Sabha – Daman and Diu Parliamentary Constituency and shall abide by them.
2. I/We undertake that I/we have understood "Parameters and Technical Specification for conducting the Work" mentioned in Annexure-II of the Tender No.Col-DMN/Election-Stationery/2018-19/ dated /02/2019 and shall conduct the work strictly as per these "Parameters and Technical Specification for conducting the work".
3. I/We hereby certify that none of my relative(s) are employed in the Government or Semi Govt. Department.
4. Our firm has not been black-listed by any agency in India or abroad.
5. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Dated: /02/2019

Place :

**(Signature of Tenderer with stamps of the firm)**

No.Col./ DMN/Election-Stationery/2018-19/  
Administration of Daman & Diu,  
Office of the District Election Officer,  
Collectorate, Dholar, Daman.

Date : /02/2019

To,  
The National Informatics Centre,  
Secretariat, Moti Daman.

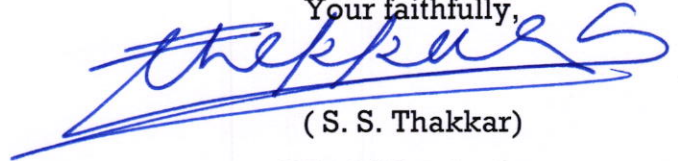
Sub : regarding upload in official website of Daman & Diu

Sir,

With reference to above cited subject, please find enclosed herewith the tender notice for inviting "Election Stationery Materials for upcoming General Election of the Lok Sabha-2019, 1-Daman & Diu Parliamentary Constituency" same may please be upload on official website of U.T. Administration Daman & Diu.

Kindly do the needful and oblige.

Your faithfully,



( S. S. Thakkar )

AERO/Mamlatdar,

Daman.

Encl : As above.