



**OFFICE OF THE DISTRICT ELECTION OFFICER &  
COLLECTOR, NUAPADA**



(e-mail :[electionnuapada@gmail.com](mailto:electionnuapada@gmail.com))

Notice No. 807 /Election

Date: 02/04/2024

**SHORT TENDER CALL NOTICE**

In connection with ensuing Simultaneous General Election-2024, sealed tenders in plain paper are invited from the intending local bonafide Agencies/Firms/Industries/Individuals for **Metal Trunk** for use of the same by the polling personnel in respect of Nuapada District.

Specification of Trunk:

Sl.No.	Indicative items of Work
1	Size of Trunk: 30" x 18" (in Inch))

The Tender Papers along with the details of specification of the articles are available in the District Website [www.nuapada.odisha.gov.in](http://www.nuapada.odisha.gov.in) . Interested bidders can download the tender documents from the district Website and the sealed tender papers duly filled in along with supporting documents must reach to the District Election Office, Nuapada only through Speed Post or in the assigned drop box kept in District Election Office, Nuapada latest by **08.04.2024 at 1.00 PM**. The undersigned will not be held responsible for any delay in postal service. The sealed tenders will be opened on **08.04.2024 at 4.00 PM** in the Conference Hall of Collectorate, Nuapada in presence of members of Purchase Committee and Bidders or their authorized agents.

The District Election Officer & Collector, Nuapada reserves the right to accept or reject any or all the tenders without assigning any reason thereof and also issue Corrigendum/addendum to the Tender Call Notice if felt necessary. Hence the bidders are advised to visit frequently the District Website to track any modifications/corrigendum etc.

  
District Election Officer & Collector,  
Nuapada

## Terms and Conditions


1. The interested suppliers/ firms should submit quotations in a sealed envelope super scribed with ".TENDER FOR SUPPLY OF METAL TRUNK FOR SGE, 2024, DISTRICT-NUAPADA". The sealed envelope containing the proposals must be delivered to the District Election Officer & Collector, Nuapada by speed post or in the drop box kept in District Election Office, Nuapada latest by **08.04.2024 (01.00 PM)**. Bids received after due date & Time will not be entertained and shall be liable for rejection.
2. The Security Money (EMD Cost) of Rs.10,000/- (Rupees Ten Thousand) only (refundable) and Tender application fee of Rs.500/- (Rupees Five hundred) only (non-refundable) are to be deposited in shape of Bank Draft drawn in favour of the OIC, Election, Collectorate, Nuapada payable at SBI Main Branch, Nuapada from any Nationalized Bank along with tender documents. Transfer or adjustment of E.M.D. will not be entertained. Shortfall of any required document, EMD and tender application fee will not be entertained and the tender paper will be liable for rejection.
3. The Bidder must have valid GST Registration and PAN.
4. The Bidder should have past experience in supply of Metal Trunk in last General Elections to Lok Sabha/OLA/Panchayat elections or any other similar service to any Govt. or Autonomous Body. Bidder must furnish proof in the form of purchase order.
5. Evaluation will be done on the basis of rate quoted for Metal Trunk . L1 Bidder will be decided based on unit price of all items to be procured inclusive of GST & other taxes if any.
6. No transportation charges will be claimed by the L1 bidder.
7. Self attested Photocopy of valid PAN Card, GSTIN Registration Certificate must be enclosed by the bidder. The bidder must submit self attested copies of GSTIN Return/Income Tax Clearance (preceding 1 years) etc without which the Bid will not be taken into consideration.
8. The bidder must provide quality service and timely performance in full as per the specification within the stipulated period at the places to be decided by the District Election Office, Nuapada.
9. Any legal dispute arises out of this is subject to jurisdiction of Nuapada District only.
10. The bidder should not have been blacklisted by any Govt organization. If found later on, action shall be taken against the firm as per the law. Affidavit must be submitted by the bidder in this regard.
11. The District Election Officer & Collector, Nuapada reserves the right to accept or reject any or all the quotations without assigning any reason thereof and also has the right to allot/distribute the work to L2 supplier/firm at the lowest (L1) rate in case of L1 bidder fails to render service within the prescribed timeline.
12. The DEO & Collector, Nuapada reserves the right to reject any/ all quotations without giving any reason thereof. The decision of DEO & Collector, Nuapada will be final. No correspondence in this regard will be entertained.
13. The Earnest Money/Security Money will be released only after satisfactory performance of Service.

  
District Election Officer & Collector,  
Nuapada

Memo No. 808 /Date: 02/04/2024

Copy to Sub-Collector/ all BDOs / All Tahasildars/ all EOs of ULBs/ DIPRO, Nuapada for information with a request to publish the Notice in their Office Notice Board for wide publicity among the General Public.

Copy to the Notice Board of Collectorate, Nuapada

  
District Election Officer &  
Collector, Nuapada


Memo No. 809 /Date: 02/04/2024

Copy to all members of District Level Purchase Committee for information and necessary action.

  
District Election Officer &  
Collector, Nuapada

Memo No. 810 /Date: 02/04/2024

Copy to the DeGM, Collectorate, Nuapada for information and necessary action. He is requested to upload the tender call notice in the District Portal i.e. [www.nuapada.odisha.gov.in](http://www.nuapada.odisha.gov.in)

  
District Election Officer &  
Collector, Nuapada

**BID APPLICATION**

(General Information about Manufacturer/Authorized supplier)

Sl. No.	Particulars	Details to be furnished
<b>Details of Bidder:</b>		
1	Name	
2	Address	
3	Telephone/Mobile Number	
4	Email Id	
5	GST Regn Number	
6	PAN	
7	Aadhar Number of the Owner of the Business	
8	Bank Account Details (Enclose copy of the Cancelled Cheque)	
9	Valid Dealership Certificate	
10	Income Tax Assessment Return of last 01 years. (Enclose copies)	
11	GST Return for the year 2022-23 (Enclose copies)	

**DECLARATION**

I Shri \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_

Proprietor/Director/authorized signatory of the manufactures/authorized supplier/ agency mentioned above, am competent to sign this declaration and execute this tender document. I have carefully read and understood all the Terms & Conditions of the Tender & undertake to abide by them. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing any false information/fabricated documents would lead to rejection of my Tender at any stage besides liabilities towards prosecution under appropriate provisions of law.

Signature & Seal of  
Authorized Signatory

**Annexure-II****TENDER FOR SUPPLY OF METAL TRUNK IN CONNECTION WITH FORTHCOMING  
SIMULTANEOUS GENERAL ELECTION-2024****TENDER CALL NOTICE NO. \_\_\_\_\_ /ELEC. DATE: \_\_\_\_\_****CHECK LIST**

I/We have enclosed the following documents with the Tender Application and arrange the documents serially in the following order.

1	Tender Application Fee of Rs.500/- in shape of DD in favour of OIC, Election, Collectorate, Nuapada.	Yes / No
2	E.M.D of Rs.10,000/-in shape of DD in favour of OIC, Election, Collectorate, Nuapada	Yes / No
3	Bid Application in Annexure-I, II & III	Yes / No
4	Copy of the GST Registration Certificate	Yes / No
5	Copy of PAN Card	Yes / No
6	Copy of Authorization to the person attending the Tender opening meeting if any.	Yes / No

Name of the Firm:

**Annexure-III**

<b>Price quoted for per Unit of Metal Trunk in Connection with Simultaneous General Election-2024 for Nuapada District</b>			
<b>Sl. No</b>	<b>Name of the item</b>	<b>Make</b>	<b>Price per unit including GST &amp; Other Tax (in Rs.)</b>
01.	Metal Trunk (30" x 18') Inch		

Signature and seal of the Bidder