

OFFICE OF THE SUB COLLECTOR , BHUBANESWAR:
SHORT TENDER CALL NOTICE

No-1353 / Dt 02.03.2019

Sealed Tender in Two Bid System (Part-I: Technical Bid and Part-II: Financial Bid) in prescribed form are invited from the intending reputed Tent house/Decorators/Firms having a adequate experience in election management work to execute different items of tentage work in accordance with specification laid down in the tender documents for the ensuing General election 2019 in the premises of BJB (Autonomous) College, Bhubaneswar. The intending bidder may visit the site in any working day during Office hours before the submission the bid. The Bids can be submitted through tender box/Speed Post/ Registered/Courier Post to the Sub-collector Bhubaneswar on or before 4.00 PM of dt.16.03.2019. The authority will not be held responsible for the postal delay, if any, in the delivery of the documents or non-receipt of the same and the document schedule will be sold from **06.03.2019 to 15.03.2019** up to 1.00 P.M on payment of cash and the same shall be **opened on 18.03.2019 at 3.30 P.M.** at the office of the undersign in presence of bidder or their authorized agents. The document can allso be downloaded from the official website of Khordha District (www.Khordha.nic.in) up to 5.00PM of 15.03.2019 for which the documents cost should be submitted in separate envelop with cost of bid document down loaded from the internet along with the bid documents. The intending bidder are to submit copies of valid Registration certificate, GST Certificate, PAN Card along with Experience Certificate with their bid failing which their bid shall not be taken in to consideration.

The authority reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-

RO & Sub-Collector,
Bhubaneswar.

Memo No. 1354 ()2.03.2019

Copy forwarded to the Collector, Khurdha/ Superintend Engineer, P.H. Bhubaneswar /Executive Engineer (Road & Building) Division, Khurdha /Executive Engineer, P.H. Division Khurda / Executive Engineer (Rural Works) Division khurdha /Block Development officer for information with a request to display the Tender Notice in their respective Notice boards for wide publication.

Sd/-

RO & Sub-Collector,
Bhubaneswar

Memo No -1355 / 02.03.2019

Copy submitted to the District Information Officer, NIC Khordha for favour of kind information and necessary action. He is requested to kindly publish in www.khordha.nic.in for wide publication.

Sd/-
RO & Sub-Collector,
Bhubaneswar

Memo No.1356 Dt. 02.03.2019

Copy to the News Paper, The _____ , Oriya, Daily for information. He is requested to kindly publish the same for one day in one edition i.e. on or before 07.03.2019 and submit bill in duplicate for payment.

Sd/-
RO & Sub-Collector,
Bhubaneswar

**OFFICE OF THE SUB COLLECTOR
BHUBANESWAR**

TENDER DOCUMENT

Name of work ; Tentage work for the Ensuing Loksabha and state Assembly election -
2019 in the premises of B.J.B. (Autonomous) college, Bhubaneswar

Issued to ; -----

Cost of Quotation Paper; Rs-

(Rupees.....) only

Deposited vide M.R...No.....dt...

TENDER PAPER

Name of Work- Tentage work for the Ensuing Loksabha and state Assembly election -2019 in the premises of B.J.B. (Autonomous) college, Bhubaneswar

Cost of Tender paper--Rs-4000.00

E.M.D Rs- 50000.00

| sl no | Description of item | Unit per day | Rate |
|-------|--|--------------|------|
| 1 | Erecting of temporary Tarpaulin structure with cloth ceiling for Vehicle Stand, material counter, Joining counters and Facilitation centre EVM counter per approved design and specification etc with cost complete | sqft | |
| 2 | Erecting of temporary Tarpaulin Shed without cloth ceiling for driver shed, water supply portion as per approved design and specification etc with cost complete | sqft | |
| 3 | Providing of temporary Carpeting for driver rest shed ,metrical counter, as per specification etc with cost complete | sqft | |
| 4 | Providing of temporary Barricading structure for Material Counter ,Joining counter, Candidate camp, as per specification etc with cost complete | rmt | |
| 5 | Providing of fabric/wire mesh with all necessary fitting and fixtures and all cost of labour to receipt and counting hall | sqft | |
| 6 | Construction of counter as per the direction of officer in charge | sqft | |
| 7 | Construction of temporary racks inside the strong room as per the direction of officer in charge | rmt | |
| 8 | Erecting of temporary Tarpaulin walling as per standard height etc with cost complete | rmt | |
| 9 | Cloth walling as per standard height as per the direction of officer in charge | rmt | |
| 10 | Providing fitting fixing LED tube on hair basis | no | |
| 11 | Providing fitting fixing LED bulb 40/60/80 wt on hair basis | no | |

| | | | |
|----|---|------|--|
| 12 | Providing fitting fixing Halogen 500w on hair basis | no | |
| 13 | Providing fitting fixing Halogen 1000w on hair basis | no | |
| 14 | Providing of 100KVA Generator set with fuel on hair basis with all cost complete | hour | |
| 15 | Providing fitting fixing Ceiling fan on hair basis | no | |
| 16 | Providing fitting fixing Pedestal Fan on hair basis | no | |
| 17 | Providing of Sound System on hair basis for Vehicle stand, material counter ,Joining Counter, Facilitation centre EVM counter, Reception counter Police reception counter etc with cost complete in all respect | set | |
| 18 | Providing of Cordless Sound System on hair basis for Reserve Police counter ,Counting hall etc complete | set | |
| 19 | Providing of Computer with complete set on hair basis complete in all respect | set | |
| 20 | Providing of Laptop with complete set on hair basis complete | set | |
| 21 | Providing of LED TV with DTH connection on hair basis with complete | set | |
| 22 | Supplying Providing Folding Chair on hair basis with complete | no | |
| 23 | Supplying Providing Garden Chair on hair basis with complete | no | |
| 24 | Supplying Providing Durry on hair basis with complete | no | |
| 25 | Supplying Providing VIP Chair on hair basis with complete | no | |
| 26 | Supplying Providing Bucket on hair basis with complete | no | |
| 27 | Supplying Providing Jug on hair basis with complete | no | |
| 28 | Supplying Providing Mug on hair basis with complete | no | |
| 29 | Supplying Providing Glass on hair basis with complete | no | |

| | | | |
|----|--|-----|--|
| 30 | Supplying Providing Cup and Plate on hair basis with complete | no | |
| 31 | Supplying Providing Dinner Plate on hair basis with complete | no | |
| 32 | Supplying Providing Display Board on hair basis with complete | no | |
| 33 | Supplying Providing Door screen on hair basis with complete | no | |
| 34 | Supplying Providing Window screen on hair basis with complete | no | |
| 35 | Supplying Providing Sofa set with centre table on hair basis with complete | set | |

Sold to sri------(Bidder/ Contractor) who has deposited Rs-----

(Rupees-----)only vid M.R. No-----
---date-----
towards cost of tender paper.

**Sd/-
RO & Sub-Collector,
Bhubaneswar**

Signature of Bidder

E.M.D deposited Rs-----vide M.R. No-----/dt-----

Copy of GST-----Furnished/not .

Copy of VAT CC--Furnished/not

No. of Correction----

No. of Over writing--

No. of Addition--

Signature of Bidder

**Sd/-
RO & Sub-Collector,
Bhubanedwar**

INSTRUCTION TO BIDDER

Detail of documents to be furnished.

- a. Demand Draft towards Paper cost
 - b. Duly pledged EMD of Rs 50000.00 (Fifty Thousand)
 - c. Valid GST clearance certificate
 - d. PAN Card
 - e. Valid Registration Certificate
 - f. Affidavit regarding no relation certificate
2. The documents of valid successful bidders will be verified with the original
Before signing the agreement.
3. . The bidder has to only agree/disagree on the conditions in the bid. The bidders who
disagree on the conditions of bid cannot participate in the bidding.
4. The bidders have to produce the original document before the Tender Opening Authority
i.e. **RO & Sub-Collector**, Bhubaneswar on or before the date and time of opening,
failing which the bidder will be disqualified.

Signature of Bidder / Authorize Dealer

Sd/-

RO & Sub-Collector
Bhubaneswar

GENERAL CONDITION OF CONTRACT

1. The written agreement will be entered between the successful bidder here-in-after called the tender and the RO & Sub-Collector shall be the foundation of the rights of both the parties and the bidder. The contract shall be deemed to be incomplete until the agreement has been first signed by the bidder and then by the proper officer authorized to enter into the contract on behalf of sub-Collector.
2. The tender has been invited under **two bid system i.e. Technical Bid and Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing “**Technical Bid & “Financial Bid to Sub-Collector Bhubaneswar”**. Both sealed envelopes should be kept in a third sealed envelope superscripting “Tentage work for the Ensuing Loksabha and state Assembly election -2019 in the premises of B.J.B. (Autonomous) college, Bhubaneswar
3. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**
4. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
5. The Technical Bids shall be opened on the scheduled date and time at 03.30 P.M. on 18.03.2019, in the Office Room of Sub-Collector Bhubaneswar, in the presence of the representatives of the bidder, if any, who wish to be present on the spot at that time.
6. The Financial Bid of only those tenderers will be opened whose Technical bids are found in order. The Financial Bids shall be opened at 4.30 P.M. on 18.03.2019, in the Office Room of Sub-Collector Bhubaneswar, in the presence of the representatives of the bidder, if any, who wish to be present on the spot at that time
7. All the rates and prices in the tender shall cover all taxes viz GST, any other local taxes, ferry, tollages charges and royalties and any other charges.
8. The work is to be completed in all respects within the period 10days from the date of written order to commence the work.
9. The Earnest Money Deposit of the unsuccessful bidder who are not awarded with the work will be refunded on application after the bid is finalized
10. Request for transfer/adjustment of earnest money deposit from other works will not be entertained.

- 11 Any request from the bidder in respect of addition, alternations, modifications, corrections, etc. or either terms or conditions of rates of his bid after opening of the bid will not be considered.
- 12 The successful bidder shall make his own arrangement for all materials T&P machineries required for satisfactory completion of work in time .Unless otherwise specified in the conditions or contract.
- 13 By submitting a bid for the work, a bidder will be deemed to have satisfied himself by actual inspection of the site and locality of the work about the quality and availability of the required quantity of materials, medical and labour and food stuffs etc.
- 14 The detailed list of successful bidder against each work will be displayed in the Office Notice Board. Acceptance letter of the bid will be intimated to the successful bidder in writing. The successful bidder can collect the letter of acceptance from the office 7(seven) days from the date of declaration of successful bidder on the notice board to avoid postal delay
- 15.. No escalation of cost in respect of labour, POL, materials & other item. If any will be entertained during the course of execution of work .On no account the contract work should be assigned or subject to sublet without prior approval of **Sub-Collector, Bhubaneswar** and in such event the contract may be rescinded by **Sub-Collector**, by giving a notice in writing..
- 15 No claim for compensation for any damage caused by rain or any other natural calamities during the execution of work will be entertained. All safety measures are to be taken by the contractor during the execution and till final completion of work by the bidder at his own cost..
16. Under no circumstances interest is chargeable to the contractor for the due or additional dues if any payable to him for the work.
17. The bidder should submit along with the bid a note regarding his experience on similar type of works worth of Rs10 lakh (Rupees Ten lakh) from any Govt Authority within the last 2 financial year inclusive of current financial year. Preference shall be given to bidder having past experience particularly in election work.
18. Self-attested list of work of similar nature executed , given details of their magnitude, cost, and time within which works were completed during 2 years.
19. Audited balance sheet of the bidder for the last 2 financial years will be submitted by the bidder which should be certified by the registered Chartered Accountant/ Chartered Accountant Firm
20. Audited statement of accounts (Balance Sheet and Profit loss account) showing turn over not less than 50 lakh for last 2 financial years and IT Return acknowledgement. And bidder not accompanied by requisite document mentioned herein above is liable to be invalid.
21. The premises shall be formally made available to the bidder by Authority on , as is where is basis on date _____ 2019. The work must be start immediately on the

same day and be completed and handed over to Authorities formally by 10am on date _____ positively. The progress of work shall be checked by Officer in charge duly nominated by the Authority and the work will be done as per specification and time schedule.

22. The duration of Election process in above venue shall be 08 days ie from date- _____ 2019 to _____ 2019. On completion of election process in venue, the bidder shall have to take away the all materials within two days and shall have to vacate the site. He shall have to pay 25000/=(Rupees Twenty Five Thousand)only par day he occupies for vacating the site beyond the period allowed therefore.

23. Penalty equals to 25% of the work order value will be deducted, in case bidder fail to deliver the site before 10 AM on dt- _____ 2019 with forfeiture of deposited EMD. In that case the Authority can execute the work through other agency or departmentally and the cost will be deducted from the dues of bidder. In addition for each hour of delay beyond 10AM of date ____ 2019 Rs 25000.00 shall be charge as penalty.

24. The volume and number of works may vary at discretion of Authority and final payment to the bidder shall be regulated on the basis of actual work executed and on the rates initially approved. For extra items bidder shall have to execute the work without fail and for all such extra items, the Authority reserves the right to pay the lowest prevailing market rates.

25. The bidder will be responsible for keep and maintenance of the entire work done by him till the closing of election process, for which no extra payment shall be made .Any breakages and damages in any work shall immediately be settled and no extra payments will be made .

26. Lay out plans etc of the site shall be provided the Authority.

24. It shall be the responsibility of successful bidder to obtain requisite permission for electricity power if felt necessary. However rental charges if required shall be made by the Authority.

27. In regard to electrical fittings etc the bidder shall have to engage qualified licensed electrician

28. Payment will be made only after receipt of necessary allotment from Govt.

29. The bidder shall have to quote their rates for hiring charge only inclusive of all erection, transportation and dismantling. The bidder shall have to specify clearly the GST cost and other tax if any

30. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located

30. All the items of work shall be executed as per direction of officer in charge as regards to all the items of work is final and binding on the bidder.

31 .The authority reserves the right to reject or cancel any or all the quotation without Assigning any reason thereof

Signature of Bidder / Authorize Dealer

Sd/-
RO & Sub-Collector
Bhubaneswar