

Government of Punjab

Department of Elections

(SCO No.29-32, Sector: 17-E, Chandigarh)
☎ 0172-2704779, 2704701, 27248749 ☎ 0172-2707970

Tender Document

No. R-7887 of 2018-2019

For

**Supply of Stationary items
for the LOK SABHA Elections 2019**

Name of the Bidder	
Address	
Contact numbers of Bidder	
Last Date of submission of tender	11.01.2019 at 12.00 Noon
Date of opening of Tender	11.01.2019 at 03.00 PM
Venue for submission/Opening of Tender	<u>Office of the Chief Electoral Officer, Punjab</u> SCO No. 29-30, Sector: 17-E, Chandigarh

Cost of Tender Document

Rs. 2000/- by cash/Demand Draft in favour of Deputy Chief Electoral Officer, Punjab, payable at Chandigarh.
(No cheque will be entertained)

**OFFICE OF THE CHIEF ELECTORAL OFFICER, PUNJAB,
SCO NO.29-30, SECTOR 17-E, CHANDIGARH.**

**TENDER NOTICE
For the supply of Stationary items
for the LOK SABHA Elections 2019**

Sealed Tenders are invited from the Manufactures/Authorized Dealers for supply of 19 types of Stationary items for the use in LOK SABHA Elections 2019 to the Election Tehsildar, Incharge Election Store Punjab, Baradari Gargen, Patiala **on or before 20.02.2019**. The **TENDER DOCUMENT** comprises of detailed terms and conditions of the tender can be purchased from the office of the Chief Electoral Officer by depositing a sum of Rs 2000/- in cash or demand draft in favour of Deputy Chief Electoral Officer, Punjab payable at Chandigarh. These documents can also be downloaded from the official web site of this department at www.ceopunjab.nic.in. In that case, a demand draft of Rs. 2000/- in favour of Deputy Chief Electoral Officer, Punjab along with earnest money amounting to Rs. 4.00 lakh (Rupees four lakh) in the shape of Demand Draft in favour Chief Electoral Officer, Punjab is to be deposited along with the tender.

Tenders should reach in the office of the Chief Electoral Officer, Punjab (CEO), SCO No. 29-30, Sector: 17-E, Chandigarh by 11.01.2019 up to 12.00 Noon and will be opened in the office of CEO on the same day at 3.00 PM in the presence of bidders, who wish to be present. The CEO reserves the right to reject all or any of the tender(s) received, and to annul the tendering process without assigning any reason. The CEO also reserves the right of negotiations with L-1, if considered necessary.

**Additional Chief Electoral Officer,
Punjab**

**OFFICE OF THE CHIEF ELECTORAL OFFICER, PUNJAB,
CHANDIGARH**

TENDER DOCUMENT

No.: R-7887 of 2018-2019

**DETAILED TERMS AND CONDITIONS FOR THE SUPPLY OF
STATIONARY ITEMS FOR LOK SABHA ELECTIONS 2019**

(Refer: TENDER NOTICE published in newspapers dated 21st Dec., 2018)

Sealed Tenders are invited from the Manufactures/Authorized Dealers for supply of following Stationary items for the purpose of LOK SABHA Elections 2019 through a tender notice published in the national and regional newspapers.:-

1-Black Led Middling Pencil (HB); 2-Ball Point Pen (Blue); 3-Ball Point Pen (Red); 4-Blank Paper (17x27)/4; 5-Sealing Wax (Red Colour); 6-Cloth Pieces; 7-Twin Thread (Green Colour); 8-Packing Paper; 9-Match Boxes (Homelite); 10-Rubber Bands; 11-Self-adhesive Tape (Transparent); 12-Blade (Topaz/Lazer/ Wilkinson); 13-Drawing Pins; 14-Gum Bottles; 15-Cardboard Pieces; 16-Permanent Marker Pen (Black); 17-Self-Inking Stamp Pad; 18-Candles & 19- Small Plastic Box for Black Paper Envelope Sealing as per Annexure-“A”

The bidder will quote rates in the prescribed form attached as Annexure 'B' (Financial Bid) to this document.

The bidder should have an average annual turnover of Rs. 5.00 Crores in the last three financial years. A certificate from a Chartered Accountant firm should be attached with the tender clearly stating the year-wise turnover.

1. Tender document can be purchased from the office of the Chief Electoral Officer, Punjab, SCO 29-32, Sector 17-E, Chandigarh on payment of Rs. 2000/- in cash or demand draft in the name of Deputy Chief Electoral Officer, Punjab payable at Chandigarh which will be non-refundable. These documents can also be downloaded from the official website of this department at www.ceopunjab.nic.in in which case a demand draft of Rs. 2000/- has to be deposited along with the tender while submitting the tender.

2. The Tender is non transferable and it will be valid only for the year 2018-2019.

3. All the bidders for the items mentioned in Annexure “A” will submit samples of each stationery items in sufficient quantity as mentioned against each item in original packing, otherwise quoted rates/tender would not be considered for.

4. The tenderer will be liable to supply the items, as per supply order issued, within 30 days to Election Tehsildar, Incharge Election Store Punjab, Baradari Garden, Patiala as mentioned in Annexure 'A'.
5. All the supplies as per supply order(s) should reach in the office of Election Tehsildar, Incharge Election Store Punjab, Baradari Garden, Patiala on or before 20.02.2019. In the event of failure of supply of stationary items, the difference of excess of cost thus incurred on alternative arrangements will be recovered from the bidder in a suitable manner, and may be deducted from his pending bills, earnest money or security whichever is available.
6. The defected/rejected/sub-standard supplies will be replaced by the bidder within 7 days at his cost and risk, in case of failure, Department will be entitled to make risk purchases without any further reference to bidder.
7. No advance payment will be made to bidder/supplier.
8. No conditional tender will be considered.
9. The Tender will be automatically rejected if submitted incomplete or informally.
10. The financial bid of only those Tenderer(s) will be opened who qualify technically and comply with the main terms and conditions.
11. The supply order will be given to the L-1 bidder subject to eligibility after samples evaluation.
12. The tender of the bidder who have been black listed a State Government due to any reason will not be entertained. A self declaration on the non-judicial paper of required value will be given by the bidder that he or his company/firm has not been blacklisted by any of the State Government/Central Government. The tender of such bidder will be rejected and when it comes into the notice of the Department.
13. No tender will be accepted without earnest money. The earnest money of Rs.4.00 Lakh. (Rupees four Lakh only) for each Section of tender will be submitted by the bidder in the form of demand draft/FDR in favour of the Chief Electoral Officer, Punjab payable at Chandigarh.
14. The selected Tenderer will have to deposit 10% of the total amount as security deposit in the shape of Fixed Deposit Receipt (FDR) with validity date 30.06.2019 in favour of Chief Electoral Officer, Punjab, Chandigarh within 5 working days of date of issue of Letter of Intent (LOI). The validity date of security deposit can also be extended if required.
15. No interest will be payable on the earnest money and security deposit or amount payable to the Tenderer(s) under this contract.

16. The Tenderer must provide photo copy of company/firm's PAN/TAN no. and Bank Account Number including IFSC code along with its branch address.

17. The rates are to be quoted in figures as well as in words in financial bid form (Annexure-B). In the case of an ambiguity in figures, the amount written in words will be treated as final. All the cuttings/over writings should be attested by the bidder. The rates quoted should be FOR destination.

18. The rates quoted shall be valid for 12 months.

19. The tenders will be addressed to the Additional Chief Electoral Officer, Punjab, Chandigarh.

20. Last date for receiving the filled/complete tenders will be 11.01.2019 at 12 noon, which will be opened on the same day at 3.00 PM in the office of the Chief Electoral Officer, Punjab, SCO No. 29-30, Sector:17-E, Chandigarh, in the presence of Tenderer (s) or their authorized representative, who wish to be present. The sealed cover tender must be super scribed with the following words:-

“TENDER FOR SUPPLY OF STATIONARY ITEMS FROM ITEM NO. 01 TO 19 OF ANNEXURE “A” FOR LOK SABHA ELECTIONS 2019” and under this having two envelopes. Envelope 'A' (Technical Bid for Annexure “A”) will contain all the documents except Annexure 'B' (Financial Bid). The Annexure 'B' containing financial bid form only will be placed in Envelope 'B' and these two envelopes will further be placed in another sealed cover as elucidated above. Only those bidders' Envelope “B” (Financial Bid) will be opened who as per Envelope 'A' (Technical Bid) are otherwise found eligible."

21. The 90% payment will be made after getting 100% supplies and inspection report of the Committee constituted for verifying the supplies as per order & specification and 10% payment will be made within 30 days in case no defected/rejected/sub-standard supplies is reported by the Committee.

22. All the payments will be made online, bidder has to submit the full details of Company's bank account with Bank name, address, IFS Code, supported by cancelled cheque.

23. The payment of bills will be made after deducting the Tax at source and other statutory taxes as applicable under the Central and State Government Acts/Rules.

24. All the material should reach in the office of Election Tehsildar, Incharge Election Store Punjab, Bardari Garden, Patiala within

45 days in case of failure, 2% penalty per consignment per month or part of month will be charges from the supplier.

25. In case of any dispute the Tenderer will be bound by the decision of the Chief Electoral Officer Punjab, Sole Arbitrator, and further dispute if any will be settled in the Civil Court, having jurisdiction at Chandigarh.

26. The bidder must sign all the pages of this tender document and return the same with the tender to be submitted so as to confirm that he agrees to all the terms and conditions of the document.

27. In case the bidder requires any clarification; he may contact Sh. Sukhdev Lal, Deputy Chief Electoral Officer, Punjab on telephone no. 0172-2728749; 2704701 & on mobile no. 97791-15407.

28. Chief Electoral Officer, Punjab reserves the right to reject all or any of the tender(s) received, and to annul the tendering process without assigning any reason. CEO also reserves the right of negotiations with L-1, if considered necessary.

**Additional Chief Electoral Officer,
Punjab**

ANNEXURE 'A'**Punjab LOK SABHA Elections 2019**
Stationary Items

Sr. No.	Name of Item	Qty.	Sample required	Specifications
1.	2.	3.	4.	5.
1.	Black Led Middling Pencil (HB)	28550 i.e. 2855 packets	1 PKT OF 10 Pencils in original company pack	HB Pencil of Reputed Brand Length of Pencil 177 mm (To be supplied in Packets of 10 pencil each)
2.	Ball Point Pen (Blue)	85650	1 PKT OF 5/10 Pens in original company pack	Standard size of reputed brand
3.	Ball Point Pen (Red)	28550	1 PKT OF 5/10 Pens in original company pack	Standard size of reputed brand
4.	Blank Paper	228400 (457 Rims)	25 sheets In required size	Size 21.5x34.5 cms/70 gsm ream weight 2.6 kgs min.
5.	Sealing Wax (Red Colour)	171300 (Sticks) (i.e. 17130 boxes)	1 PKT OF 10 sticks in original company pack	Duly ISI MARKED (BIS specification no. 868-1990 (as amended up to date) Each Box containing 10 sticks must have 500 gms weight.
6.	Cloth Pieces	711600 Pieces	5 Pieces	Cotton cloth 12" X 12" (4 side stitched)
7.	Twin Thread (Green Colour)	28550 Reels	5 Reels	Thread must be strong enough & duly waxed. Each Reel weighing minimum 85 gms with spindle/core. (To be supplied in Cardboard boxes containing 10 Reels each)
8.	Packing Paper	57100 Sheets	5 sheets	Kraft paper of 70 GSM in size of 29" x 44" (± 5mm)
9.	Match Boxes	28550 (Match Boxes)	1 pkt in original company pack	Each Match Box to contain 40 sticks of minimum 45 mm length each. (To be supplied in water/moisture proof cardboard boxes)
10.	Rubber Bands	571000 (i.e.5710 packets)	1 packet of 100 Rubber Bands	Un-stretched size 3" minimum. Rubber Bands must be superior elasticity. (To be supplied in Single packing of 10 small packets- each packet containing 100 Rubber Bands.)

11.	Self-adhesive Tape (Transparent)	28550 Tape Rolls	5 rolls	Each Tape must be minimum 1" wide & Roll of 50 meters length. (To be supplied in packing containing 10 Rolls each)
12.	Blade (Branded)	28550 Blades	2 packet of 5/10 blades	Blades must be stainless & of minimum size 21 mm x 42 mm. (To be supplied in water proof packing containing 5 blades each.
13.	Drawing Pins	685200 i.e 6852 boxes	2 packet containing 100 pins in original company pack	11 mm Diameters Nikle Plated (Box should be contained of 100 Drawing pins)
14.	Gum Bottles	28550 i.e. 2380 boxes	5 Bottles in original company pack	(Duly ISI MARKED) AS PER bis SPEC.F.2257/1989 (TYPE:B) as amended upto date. 150 ML quick dry, odourless and non toxic, white transparent adhesive. (To be supplied in Cardboard boxes containing 12 Bottles each)
15.	Cardboard Pieces	28550	5 pieces	Size 23 CMs x 27CMs having min. weight 100 grams (+ 5%)
16.	Permanent Marker Pen (Black)	28550 Pens	One packet in original company pack	Pen must be of Reputed Brand. Tip writing to be minimum 1 mm.
17.	Self-Inking Stamp Pad	28550	5 Stamp pad	Small Size 110x70 mm violet colour
18.	Candles	114200	5 pcs	9" Length with stand min. 50 grams weight each candle made from 100% pure paraffin wax
19.	Small Plastic Box for Black Paper Envelope Sealing	28550	5 pcs	Size 10" x 8" x 4" (L x B x H)

TECHNICAL BID

(To be submitted in Envelope-A)

Sr. No	Particulars	Particulars to be filled by the Bidder
1.	Name of the firm and Registration No:	
2.	Correspondence Address	
3.	Telephone/Mobile No. with STD code/Email ID wherever applicable	
4.	Registered office location (Please enclose of municipal certificate/electricity bill/telephone bill in the name of company)	
5.	PAN/TAN details	
6.	Bank Account No. and name of the Bank Branch	
7.	Number and date of receipt vide which tender form was purchased. (Attach copy of receipt)	
8.	Bank Draft No. and Date for Rs. 2000/- towards tender fee in case downloaded from official website	
9.	Proof of annual turnover duly certified by chartered Accountant firm for 2015-16, 2016-17 and 2017-18	
10.	EMD details (DD No., dated and name of the issuing bank)	
12	Attach self declaration on Rs. 5/- stamp paper by the bidder that he or his firm has not been black listed by any Central/ State Government.	
13	Experience (attached proof), as well as Documentary evidence if	

	any, in support of handling single contract worth Rs. 50 lakhs & above during the last 3 years.	
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**Signature of the Tenderer/
Bidder with Stamp**

ANNEXURE “B”

FINANCIAL BID

(To be submitted in Envelop “B”)

Sr. No.	Name of Item	Qty.	Sample required (approx.)	Unit (of item) per)	Make/Brand offered by bidder	Rate per unit in Rupees (In figures & Words)
1.	2.	3.	4.			5.
1.	Black Led Middling Pencil (HB) HB Pencil of Reputed Brand Length of Pencil 177 mm (To be supplied in Packets of 10 pencil each)	28550 i.e. 2855 packets	1 PKT OF 10 Pencils in original company pack	Packet of 10 Pencils		
2.	Ball Point Pen (Blue)	85650	1 PKT OF 5/10 Pens in original company pack	Per Pen		
3.	Ball Point Pen (Red)	28550	1 PKT OF 5/10 Pens in original company pack	Per Pen		
4.	Blank Paper (17x27)/4	228400 (456.8 Rims)	25 sheets In required size	Per Sheet		
5.	Sealing Wax (Red Colour) Quality according to ISI	171300 (Sticks) (i.e. 17130 boxes)	1 PKT OF 10 sticks in original company pack	Per Box		

	specification no. 868-1990 (as amended up to date) Each Box containing 500 gms of Sealing Wax. (TO be supplied in Cardboard boxes containing 10 sticks each)					
6.	Cloth Pieces	711600 Pieces	5 Pieces	Per Piece		
7.	Twin Thread (Green Colour) Thread must be strong enough & duly waxed. Each Reel weighing minimum 85 gms with spindle/core. (To be supplied in Cardboard boxes containing 10 Reels each)	28550 Reels	5 Reels	Per Reel		
8.	Packing Paper Kraft paper of 70 GSM in size of 29" x 44" (\pm 5mm)	57100 Sheets	5 sheets	Per Sheet		
9.	Match Boxes Each Match Box to contain 40 sticks of minimum 45 mm length each. (To be supplied in water/moisture proof cardboard boxes)	28550 (Match Boxes)	1 Pkt in original company pack	Match Box		
10.	Rubber Bands Un-stretched size 3" minimum. Rubber Bands	571000 (i.e.5710 packets)	1 packet of 100 Rubber Bands	1 packet of 100 Rubber Bands		

	must be superior elasticity. (To be supplied in Single packing of 10 small packets- each packet containing 100 Rubber Bands.)					
11.	Self-adhesive Tape (Transparent) Each Tape must be minimum 1" wide & Roll of 50 meters length. (To be supplied in packing containing 10 Rolls each)	28550 Tape Rolls	5 Rolls	Per Tape Roll		
12.	Blade (Branded) Blades must be stainless & of minimum size 21 mm x 42 mm. (To be supplied in water proof packing containing 5 blades each.	28550 Blades	2 packet of 5/10 blades	5 Blades		
13.	Drawing Pins 11 mm Diameters Nickel Plated (Box should be contained of 100 Drawing pins)	685200 i.e 6852 boxes	2 packet containing 100 pins in original company pack	Per Box of 100 Drawing Pins		
14.	Gum Bottles 150 ML quick dry, colourless and non toxic, white transparent adhesive. (To be supplied in Cardboard boxes containing 12 Bottles each)	28550 i.e. 2380 boxes	5 Bottles in original company pack	Per Bottle		

15.	Cardboard Pieces Size 23 CMs x 27CMs	28550	5 pieces	Per Piece		
16.	Permanent Marker Pen (Black) Pen must be of Reputed Brand. Tip writing to be minimum 1 mm.	28550 Pens	One packet in original company pack	Per Pen		
17.	Self-Inking Stamp Pad Small Size	28550	5 Stamp pad	Per Stamp Pad		
18.	Candles 9" Length with stand min. 50 grams weight each candle made from 100% pure paraffin wax	114200	5 pcs	Per Candle		
19.	Small Plastic Box for Black Paper Envelope Sealing (Size 10" x 8" x 4" (L x B x H))	28550	5 pcs	Per Piece		

**Signature of the Tenderer/
Bidder along with Stamp**

Speed Post/e-mail/FAX

ਦਫਤਰ ਮੁੱਖ ਚੋਣ ਅਫਸਰ, ਪੰਜਾਬ

**OFFICE OF THE
CHIEF ELECTORAL OFFICER, PUNJAB**

SCO No.29-32, Sector: 17-E, Chandigarh

☎ 0172-2704779, 2704701, 2724037 ☎ 0172-2707970

Email:- ceo_punjab@eci.gov.in, jtceo_punjab@eci.gov.in

No.Elec-2019/R-

Dated

2019

To

M/s _____,

Contact No.

E-mail id:

Subject: Purchase order for supply of Stationary Items no.(s) under Annexure "A" from _____ to _____ for the use in Lok Sabha Elections 2019.

Please refer to your Bid Ref. no.: _____ dated _____ and _____ on the subject cited above.

This office has received your security amounting to Rs. _____ in the shape of Fixed Deposit Receipt (FDR) no. _____ dated _____ issued by (Name of Bank & Address) in favour of Chief Electoral Officer, Punjab, Chandigarh vide your letter dated _____.

We are pleased to inform that you are the lowest bidder for the supply of stationary items mentioned in Annexure "A" of Tender Document at Sr. no.(s) _____ have been approved as L1. Accordingly, the supply order is hereby placed on you with following terms & conditions:-

1. You are requested to supply following Stationary items in following quantity as per the specification of the tender document:-
 - a) _____
 - b) _____
 - c) _____
 - d) _____
2. All the material should reach in the office of Election Tehsildar, Incharge Election Store Punjab, Bardari Garden, Patiala on or before _____, in case of failure, 2% penalty per consignment per month or part of month will be charges from the supplier.
3. **Mode of Payment :-** The Bill/Invoice will be raised in the name of Chief Electoral Officer, Punjab, SCO No. 29-32, Sector 17-E,

Chandigarh. As agreed, 90% payment will be made after getting 100% supplies and inspection report of the Committee constituted for verifying the supplies as per order and specification and 10% payment will be made with 30 days in case no defected/rejected/sub-standard supplies is reported by the Committee.

4. The defected/rejected supplies will be replaced by you within 7 days at his cost and risk.
5. The payment of bills will be made after deducting the Tax at source and other statutory taxes as applicable under the Central and State Government Acts/Rules.
6. In case of any dispute you will be bound by the decision of the Chief Electoral Officer, Punjab, Chandigarh and further dispute if any will be settled in the Civil Court, having jurisdiction at Chandigarh;
7. The Fixed Deposit Receipt (FDR) maturity date can be extended, if required;
8. No interest on earnest money and security deposit will be paid.
9. The conditions mentioned in Tender Document will be applicable mutatis mutandis.

**Addl. Chief Electoral Officer,
Punjab**

Endst No. Elec-2019/R-

Dated Chd.,

2019

A copy of the letter is forwarded for information and immediate necessary action to:-

1. The District Election Officer-cum-Deputy Commissioner, Patiala
2. The Election Tehsildar, Incharge Election Store Punjab, Bardari Garden, Patiala.
3. The Superintendent Budget.

**Addl. Chief Electoral Officer,
Punjab**