



ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଗଜପତି , ପାରଳାଖେମୁଣ୍ଡି
COLLECTORATE,GAJAPATI,PARALAKHEMUNDI
(ନିର୍ବାଚନ ଉପବିଭାଗ)



Email ID- electiongajapati@gmail.com Phone No: 06815-

Letter No. 1091 /Elec. (XVII-1)/2023)

Date: 17/12/2023

Quotation Call Notice

Sealed Quotations in enclosed format are invited from the intending Registered Suppliers/Co-Operative Stores/Manufactures/Agencies for purchase of IT Infrastructure for ensuing Simultaneous General Election 2024 under Gajapati District. The details of information and documents to be furnished are given in the following manner.

Publication of Tender	:	17-12-2023
Last date for receipt of bids	:	26-12-2023 (5 PM)
Notification of qualified Bidders Based on general bid evaluation	:	27-12-2023 (10.30 AM)
Opening of Financial Bid	:	27-12-2023 (10.30 AM)

TERMS & CONDITION

1. The bidders are advised to visit frequently or contact District Election Office, Collectorate, Gajapati to track any Modification /Corrigendum etc. or to know the samples of articles in this connection.
2. Canvassing in any form shall be liable for disqualification.
3. The application form of quotation/tender containing General Bid information and terms and condition for purchase of IT infrastructure will be available with the District Website gajapati.nic.in
4. Last date of submission of Bid is 22.12.2023 by 5.00 PM. No bids will be received after due time.
5. DEO & Collector, Gajapati reserves the right to accept or reject any or all the tenders without assigning any reason thereof
6. The bidders are to submit sealed tender papers for General Bid & Financial Bid (both in one Cover) by the due date time by Speed Post/Registered Post/ shall be dropped in the assigned drop box kept at the District Election Office, Gajapati in the address of District Election Officer & Collector, Gajapati, Paralakhemundi.

Yours faithfully,

 17-12-2023

DISTRICT ELECTION OFFICER & COLLECTOR

Memo No.

1092

Copy to Notice Board of District Election Office, Collectorate, Gajapati.

date- 17/12/2023

Copy to Notice Board of all District Level Office, Gajapati for wide circulation of the Quotation call notice.

Copy submitted to the Dist. Information Officer, NIC, Gajapati (Both in hard copy and soft copy) for kind information with a request to upload the same in the Dist. Website for wide publicity of the Tender Notice.



17-12-2023

DISTRICT ELECTION OFFICER & COLLECTOR

Dated: 17/12/2023

Memo No. 1093 Election

Copy along with copy of Quotation/Tender Call Notice submitted to the Deputy. CEO-cum-Dy. Secretary to Government, Home (Elections) Department, Odisha, Bhubaneswar for information and necessary action.



17-12-2023

DISTRICT ELECTION OFFICER & COLLECTOR

TENDER FORM

From

M/s.....
.....
.....

To

The District Election Officer & Collector, Gajapati.

Sub.:

Tender for supply of IT Infrastructure to District Election Office,
Collectorate, Gajapati for Simultaneous General Election 2024

Ref.:

Tender Notice No...../dt.....

Dear Sir,

In response to your advertisement in the..... Dated.....
I/we hereby submitting required documents for supply of IT Infrastructure as specified
to District Election Office, Collectorate, Gajapati for Simultaneous General Election
2024.

This is for kind information and necessary action.

Yours faithfully,

Signature of the Bidder(s)

TERMS AND CONDITIONS:

1. Photocopy of valid PAN Card, GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder along with their proposal. All the pages of the tender papers should be signed with seal of the firms/agencies.
2. Relevant self addressed copies of documents in support of the above criteria must be enclosed along with General Bid documents failing which the bid will be liable to be rejected.
3. The bidder should have not been blacklisted by any Govt. organization. If found later on, action shall be initiated against the firm as per the law.
4. The successful bidder shall not assign or sublet the contract to any other firm.
5. Time is the essence of the contract and delivery must not be later than the date specified in the order. If the supplier fails to deliver the items of any consignment thereof within the stipulated period the DEO & Collector Gajapati will take action as deemed fit.
6. The transportation cost materials will be borne by the supplier.
7. The price quoted should be excluding of taxes and also quoted including of taxes. The Bidders shall clearly mention all applicable taxes in the appropriate column of the format.
8. The DEO & Collector, Gajapati 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 if L1 bidder fails to deliver items within the stipulated period.
9. In case of breach of any terms and condition and failure to supply the required materials by the successful bidder, the DEO & Collector Gajapati will have the right to cancel the order /contact without assigning any reason thereof and nothing will be paid by this office.


17-12-2023

DISTRICT ELECTION OFFICER & COLLECTOR

GENERAL PROPOSAL

The General Proposal should include the following documents.

1. Photocopy of valid PAN Card, Photocopy of GSTIN registration certificate, IT Return documents of last three years must be enclosed by the bidder alongwith their proposals. All the pages of the tender paper should be signed with seal of the firms/agencies.
2. Relevant self-attested copies of documents in support of the above criteria must be enclosed along with General Bid document failing which the bid will be liable to be rejected.
3. Detailed profile of the company as per Annexure-I
4. Letter of authorization representative as per Annexure-II
5. Declaration of ineligibility for corrupt on fraudulent practices as per Annexure-III

FINANCIAL PROPOSAL

The Financial Proposal should consist of the following Documents

1. Financial proposal as per Annexure-IV
(The price quoted should be excluding of taxes and including of taxes)


17-12-2023
DISTRICT ELECTION OFFICER & COLLECTOR

PROFILE OF THE FIRM

Sl. No.	Particulars	Details
1.	Name of the firm / company	:-
2.	Year of Establishment	:-
3.	Full Address of office	:-
4.	Telephone/Mobile No.	:-
5.	E-Mail Address	:-
6.	PAN No.	:-
7.	GST Registration certificate	:-

Signature of the Witness

Date

Place

Signature of the Tenderer

Date

Place

Company Seal

SELF DECLARATION

To

The District Election Officer & Collector, Ganjam

Sir,

In response to the Office Notice No. _____/Elec. Dated _____,

I Sri _____ as a _____, I / We hereby
declare that our company / firm namely _____

is having unblemished past record and was not declare ineligible for corrupt and fraudulent
practices either indefinitely or for a particular period of time.

Signature of the Witness

Date

Place

Signature of the Tenderer

Date

Place

Company Seal

REPRESENTATIVE AUTHORISATION LETTER

To

The District Election Officer & Collector, Ganjam

Sir,

I Sri _____ is hereby authorized to sign relevant documents on behalf of the company in dealing with reference No. _____ / Elec. dated _____. She / He is also authorized to attend meeting and submit required information as may be required by you in the course of processing above said application.

Thanking You,

Authorized Signatory

Representative Signature

Signature Attested

Company Seal

FINANCIAL BID

Annexure - IV

Quotation call notice No. :-
Name of the Supplier / Firm / Agency :-
Address of Supplier / Firm / Agency :-
PAN No. :-
GISTIN No. of Supplier / Firm / Agency :-

Rate quoted for required Items

Item	Specification	Rate (In Rs) (Exclusive GST)	Rate (In Rs) (Inclusive taxes)
Multi-Function Machine	<ul style="list-style-type: none">❖ Type – Mono, Multifunction machine❖ Print Technology – Laser❖ Cartridge Technology – Separate drum and toner (dual component)❖ Flatbed Size-A3❖ Paper – A3, A4❖ RAM – 5120 MB or more❖ HDD-256 GB or more❖ Minimum speed per minute (A4) – 55 or more❖ Minimum speed per minute (A4) – 28 or more❖ Scanning facility – Yes❖ Printing & Scanning(Duplex)-Yes❖ Networking feature – Yes, Ethernet 10/100/1000❖ Wifi- Yes, Wi fi 802.11 b/g/n❖ Document feeder type – SPDF❖ Feeder capacity – 200❖ No. of main paper tray – 2❖ Each main paper tray capacity – 500 or more❖ Bypass facility – Yes❖ Bypass tray capacity – 100❖ Duty Cycle (No. of prints/months) 250000❖ Operating Temperature- 10-30 degree C❖ Operating Humidity – 20% RH- 80% RH❖ Certification – RoHS❖ Warranty-5 years onsite warranty		

SIGNATURE AND SEAL