



**ADMINISTRATION OF U.T. OF DAMAN & DIU  
OFFICE OF THE COLLECTOR, D I U.**

No.20-2-2018-19/ACCTS/ELEC/LS/२६३६

Date :- ०५/०३/२०१९.

**LIMITED TENDER NOTICE**

On behalf of the President of India, the Mamlatdar, H.O., Collectorate, Diu is hereby invites limited tender on <https://diu.gov.in> from the registered Suppliers/dealer/Printing pres etc., for the procurement of Election Printing Materials for the upcoming 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 Printing Materials for General Election to Lok Sabha 2019 for 1 - Daman & Diu Parliamentary constituency	12,500	1000

**Date of publishing tender notice : 05/03/2019 Hrs.**


**Bid document downloading End Date : 13/03/2019, 12:00 Hrs**

**Bid Submitted Date : 13/03/2019, 12:00 Hrs**

**Technical Bid Opening Date : 14/03/2019, 15.00 Hrs.**

**Date of Opening of Financial Bid : 14/03/2019, 15.00 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 Diu in favor of Mamlatdar, H.O., Collectorate, Diu

  
(C.D. Vaja)  
Mamlatdar, H.O.,  
Collectorate, Diu

Copy to :-

- 1 NIC, Diu for upload in official website of UT Administration in <https://diu.gov.in> for wide publicity

## **:TERMS AND CONDITIONS:**


- (1) Tenderers should quote their rates for the free delivery at the office of the District Election Officer/Collector, Diu
- (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, Diu.
- (5) Article of inferior quality of specification other than in the order specified and/or incomplete 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 he 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 Mamlatdar, H.O., Collectorate, Diu 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 Mamlatdar, H.O., Collectorate, Diu. The tender received without EMD deposit other than prescribed above will be summarily rejected.
- (10) 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 .

- (11)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 will other bidders are acceptable.
- (12)Certificate of previous experience if any, be enclosed.
- (13) Preference will be given to those having work experience in **similar nature of work**.
- (14) In support of financial capacity, Bank certificate or Bank Passbook is to be produced.
- (15) Tenure of the approved quotation will be valid for General Election to the Lok Sabha.
- (16)The successful tenderer/suppliers shall have to supply the materials/goods/articles/items ordered within two days from the receipt of the supply order.
- (17)Bills should be in DUPLICATE and should invariably mention the number and date of supply order.
- (18)The rates tendered should be FOR destination i.e. District Election Officer/Collector, Diu and should include all taxes and levies. No carriage charges for transportation of goods shall be entertained by the Department.
- (19)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.
- (20)Payment will be made after material is received in concerned stores and after properly brought on stock. No advance payment will be made.
- (21)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.
- (22)Rates offered once in the tender shall be treated as final and irrevocable and any later addition and intimation will not be entertained.
- (23)All the dispute subject to the jurisdiction of court in the Diu District only.
- (24)The District Election Officer/Collector, Diu reserves all rights to accept or reject all or any tender, in part or whole, without assigning any reasons.

- (25) 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.
- (26) 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.
- (27) The rate offered will be valid for a period of one year from the date of opening of the tenders.
- (28) 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.
- (29) 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 District Election Officer/Collector, Diu, the security deposited by the firms shall be forfeited.
- (30) 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.
- (31) The security deposit will be forfeited in case of violation of any condition.
- (32) Financial bids of those bidders who qualify in technical bid will only be opened. Dates, if changed, due to unavoidable circumstances, will be published in the said websites and the office notice board only without any individual intimation.
- (33) The willing bidders may remain present at the time of opening the Bid / quotation.
- (34) The authority reserves the right to cancel the bid/Quotation due to unavoidable circumstances and no claim in this respect will be entertained.
- (35) A bidder's bid will be out-rightly rejected with a forfeiture of his earnest money if it comes to the notice of the quotation inviting authority during scrutiny that the credential or any other papers of a bidder are not genuine.
- (36) There shall be no provision of Arbitration.

- (37) Successful bidder will have to execute an agreement bond with the District Authority.
- (38) No diversion of delivery order is allowed without prior permission from the District authority.
- (39) Time will be an essence of the contract.
- (40) The work is to be done on emergency basis and is to be completed within the stipulated time as will be mentioned in the work order.
- (41) Bill will be deducted upto 20% in case of deviation from paper quality or late supply.
- (42) No separate charge for transportation of printed copies of electoral rolls should be claimed.
- (43) The successful tenderer will be given work order only after an agreement in respect of the modalities of the work to be done is signed by him indicating his acceptance of the conditions that would be laid down in the agreement.
- (44) Quotation Committee reserves the right to accept or reject any or all the rates without assigning any reason thereof. It is to be noted that the quotations dropped by any person who is reported to have criminal backgrounds will be summarily rejected.
- (45) Offline Scrutiny of Technical Bid and Financial Bid will be held at the office of the District Election Officer/Collector.

Signature & Designation  
of Tender:- Inviting  
Officer

  
MAMLATDAR,  
H. O., Collectorate, Diu.  
Mamlatdar, H.O., Collectorate, Diu

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**

**TYPE OF WORK - SUPPLY OF ELECTION PRINTING MATERIALS**

**List of printing materials along with printing thereon (as per the sample only and available for verification at office of the Collectorate, Diu) as per detail below:**

<b>Sr. No.</b>	<b>Item of printing of Election Material as per the sample Only</b>	<b>Approximately Requirement</b>	<b>Rate (inclusive of all)</b>
1.	Control Unit Address Tags (Blue)	500 nos	Nos
2.	Ballot Unit Address Tags (Red)	450 nos	Nos
3.	VVPAT Address Tags (white)	600 nos.	Nos
4.	List of challenged voters (Form 14) (COLOUR - YELLOW)	150 nos	Nos
5.	Form for Declaration by Companion of blind and infirm voters (Annexure - XII) (COLOUR = YELLOW)	150 nos	Nos
6.	Form for list of voters from whom declaration is obtain as to their age/refused to give declaration to their age (Annexure X & XI) Part I & II (COLOUR = YELLOW)	150 nos	Nos
7.	List of Illiterate, blind and infirm voters (Form-14 A) (Yellow)	150 nos	Nos
8.	Appointment letter for Polling Agents (Form 10) (COLOUR = YELLOW)	350 nos	Nos
9.	Revocation of Appoint of Polling Agents (Form 11)	350 nos	
10.	Receipt Book for challenged fee & cash forfeited (Colour - Yellow)	150 nos	Nos
11.	Form for list of tendered votes (Form 17B) (Colour-GREEN)	150 nos	Nos
12.	Forms for Account of votes recorded (17-C)	150 nos	Nos
13.	Forms for declaration by Presiding Officer before commencement of the poll and at the end of the poll (Annexure - VII) (Part I to IV)	150 nos	Nos
14.	E.V.M. Check Memo	150 nos	Nos
15.	Presiding Officers Diary (duly numbered) 1 + 1 numbered	350 nos	Nos
16.	Voter's Slip (1 book per 100 slips 11 Bundles for each P.S	725 nos	Nos
17.	Entry passes for Polling Agent	250 nos	Nos
18.	Visit Sheet	150 nos	Nos
19.	ECI Form - PSO - 5	150 nos	Nos
20.	Letter for S.H.O for Police	350 nos	Nos
21.	Format for Presiding Officer Additional 16-Points report to	350 nos	Nos
22.	Drawing Sheet for Photo Identity Card (All Colour)	Each 20	Nos
23.	WAY IN (COLOUR - RED) Sign Board	100 nos	Nos
24.	WAY OUT (COLOUR - RED) Sign Board	100 nos.	Nos
25.	PRESIDING OFFICER (COLOUR - BLUE) Sign Board	75 nos.	Nos
26.	POLLING OFFICER (COLOUR - BLUE) Sign Board	150 nos.	Nos
27.	POLLING AGENT (COLOUR - YELLOW) Sign Board	250 nos.	Nos
28.	Mock Poll Certificate	150 nos	Nos
29.	Performa of check list for Presiding/Polling Officers Register of Votes (Form- 17 A)	150 nos	Nos
30.	Form of Declaration by elector about Age (Annexure 10)	150 nos	Nos
31.	Receipts of return of election records and material after poll Form M21	150 nos	Nos
32.	Register of Voters (17A) As per Sample	60 nos	Nos.
33.	Form of Account for Entry Pass issue to Polling Agent	150 nos.	Nos
34.	Addl. Input to be given by the Presiding Officer (Annesure	150 nos.	Nos
35.	Form of Static of Voter polled	150 nos.	Nos.
36.	Warning Notice (Colour – Pink)	150 nos.	Nos.
37.	Attendance Certificate of Poll Duty	650 nos.	Nos.
38.	List of Polling Materials (Check List-Annexure 19)	350 nos	Nos
39.	Report of Returning Officer on performance of Electronic Voting Machines (Annexure - A)	350 nos	Nos
40.	Performa for information on replaced EVM on poll date	350 nos	Nos
41.	Check Memo (Mark Copy)	350 nos	Nos
42.	Title Page (Mark Copy)	350 nos	Nos
43.	Certificate (Mark Copy)	350 nos	Nos
44.	Report on the Voting by the Visually Impaired voters (Green)	350 nos	Nos

45.	Report on Micro Observer for Poll Day	350 nos	Nos
46.	Record of paper seals used	350 nos	Nos
<b>Sr. No.</b>	<b>List of Cover of with print thereon as per the sample only</b>	<b>Approximately Requirement</b>	<b>Rate (inclusive of all)</b>
1.	First Cover to contain seven sealed covers (Cloth line) SIZE : 20X18 (GREEN)	150 nos	Nos
2.	Second Cover to contain eleven covers (Cloth line) SIZE : 20X18 (YELLOW)	150 nos	Nos
3.	Cover for unused and damaged paper seal SIZE : 12X6	150 nos	Nos
4.	Cover for unused and damaged special tags (Color - YELLOW) SIZE : 12 X 6	150 nos	Nos
5.	Cover for list of Challenged votes (Form - 14) (Color-YELLOW) SIZE : 12x 6	150 nos	Nos
6.	Cover for letters of appointment of polling agent (Form-10)Yellow Size 12x 6	150 nos	Nos
7.	Cover for receipt book & cash forfeited (Color - YELLOW) (SIZE : 12x 6)	150 nos	Nos
8.	Cover for list of blind and infirm voters 14-A (Color - YELLOW) (SIZE : 12 x 6)	150 nos	Nos
9.	Cover for spoiled and damaged outer paper strip seal (Color - YELLOW) SIZE: 12X6)	150 nos	Nos
10.	Cover for unused voter slip (COLOUR = YELLOW) (SIZE : 16X12) (CLOTH LINING)	150 nos	Nos
11.	Cover for other copy of electoral rolls (COLOUR = YELLOW) SIZE : 16X12 (CLOTH LINEN)	150 nos	Nos
12.	Cover for EDC in Form 12 B (Color Yellow)	150 nos	Nos
13.	Cover for Revocation of Appointing the Polling Agent (Color - YELLOW) SIZE: 12X6)	150 nos	Nos
14.	Cover Containing Account of Entry Pass used to Poling Agent (Color - YELLOW) SIZE: 12X6)	150 nos	Nos
15.	Third cover to contain seven sealed covers (Cloth line) SIZE : 20X18 (BROWN)	150 nos	Nos
16.	Cover for Hand Book of Presiding Officer (Colour Brown) SIZE : 16X10 (CLOTH LINEN)	150 nos	Nos
17.	Cover for Stamp Pad (Colour Brown) SIZE : 12X6 (CLOTH	150 nos	Nos
18.	Cover for Brass Seal (Colour Brown) SIZE : 12X6 (CLOTH	150 nos	Nos
19.	Cover for Arrow Cross Mark Rubber Stamp (Colour Brown) SIZE : 12X6 (CLOTH LINEN)	150 nos	Nos
20.	Fourth cover to contain rest of the materials SIZE : 20X18 (BLUE)	150 nos	Nos
21.	Cover for declaration by elector about age/list of voters from whom declaration as to their age is obtained refused to give declaration about age.	150 nos	Nos
22.	Cover for Voters Slip (COLOUR = GREEN) (SIZE : 16X12) (CLOTH LINING)	150 nos	Nos
23.	Cover for Account of votes recorded and paper seal account (17-C) (COLOUR = WHITE) SIZE : 12X6	150 nos	Nos
24.	Cover for marked copies of electoral rolls (COLOUR = GREEN) (SIZE : 16X12) (CLOTH LINING)	150 nos	Nos
25.	Cover for unused tender ballot papers and tendered voters list (COLOUR = GREEN) SIZE : 12X6 (CLOTH LINING)	150 nos	Nos
26.	Cover for Voters Register (COLOUR - GREEN) SIZE : 16X12 (CLOTH LINING)	150 nos	Nos

27.	Covers for used tender Ballot Paper & list of tender votes (17B) (Color - GREEN)	150 nos	Nos
28.	Cover Containing Statistics of Votes Polled (COLOUR = WHITE) SIZE : 12X6	150 nos	Nos
29.	Cover Containing Mock Polled Certificate (COLOUR = WHITE) SIZE : 12X6	150 nos	Nos
30.	Cover for Presiding Officer Diary SIZE : 12X6 (White Colour)	150 nos	Nos
31.	Cover for any other paper that Returning Officer has directed to be kept in a sealed packed SIZE : 12X6 Blue	150 nos	Nos
32.	Cover for declaration by Presiding Officer before commencement of the poll and at the end of poll (Part I to	150 nos	Nos
33.	Cover Containing for PSO-5	150 nos	Nos
34.	Cover Containing for Visit Sheet	150 nos	Nos
35.	Smaller Envelopes (12 x 6)	350 nos	Nos
36.	Big Plain Envelopes (15X10)	350 nos	Nos
37.	Envelop made of thick black paper (for sealing printed paper slips of Mock Poll)	150 nos	Nos
38.	Plastic Box for Black paper envelope sealing	150 nos	Nos
39.	Pink paper seal for sealing plastic Box	150 nos	Nos
40.	Forms for declaration by elector under rule 49MA	150 nos	Nos
41.	Operational manual of VVPAT	150 nos	Nos
42.	Mock Poll Slip Stamp	150 nos	Nos
43.	Poster on How to cast vote on use of EVM & VVPAT	150 nos	Nos
44.	Brochure for Presiding Officer on use of EVM & VVPAT	150 nos	Nos
45.	Trouble shooting on of EVM & VVPAT	Booklet	1 nos
46.	Corrugated brown (five ply) box with handle to carry- LxBxH(24"x 10" x 14") with printing of " Polling materials kit" all above materials will be kept inside this box	As per sample	1 nos
47.	50 Slips for voter in queue (printed with lid S.No. 1-50, with blank space for A.C.No. & P.S. No. to be filled by polling officer) Size 3" x 3"	150	1 booklet
48.	Material check list (1 Printed over box and 1 kept inside to tally)	As per sample	Per pcs
49.	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	As per sample	130
50.	Khakhi Paper For Packing Mapliyo Brown Paper -80Grm 36 x 46 inch	(200 Sheet per Rim (Req.10	
51.	Handbook for Presiding Officer	As per provide PDF file	75
52.	Manual on Electronic Voting Machine and VVPAT	As per provide PDF file	75
53.	CD containing ECI Video	As per provide video contain	130



## 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 to Lok Sabha 1 - Daman and Diu Parliamentary Constituency and shall abide by me/we.
2. I/We undertake that I/we have understood "Parameters and Technical Specification for conducting the Work" mentioned Annexure-A & B of the Tender No.20-2-2018-19/ACCTS/ELEC/LS/2834 dated 05/03/2019 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 aboard.
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: /03/2019

Place :

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

## Annexure-B

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

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

To,  
The District Election Officer, Diu.

1. I/We the undersigned, certify that: I/We have gone through scope of work (specification of task) and the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. All the clause of tender document and terms and conditions enumerated in this form has been read by me/us and are acceptable to me/us.
3. Our firm has not been black-listed by any agency in India or aboard.

Date:

SIGNATURE OF THE TENDERER  
WITH SEAL & ADDRESS