

**SECRETARIAT OF  
ELECTION COMMISSION OF INDIA  
ELECTION COMMISSION OF INDIA  
Nirvachan Sadan, Ashoka Road, New Delhi-110001**

---

No.203/Observe/ECI/FUNC/ADMN/S&P/2016

Dated: 02.12.2016

Tender Notice

**Subject: Purchase of Office bags.**

Sealed quotations are invited for supply of office bags (**As per approved sample**) to the Election Commission of India, Ashoka Road, Nirvachan Sadan, New Delhi from bonafide, reputed, experienced and eligible firms who have executed similar nature of work in Government Ministries/Departments, Semi Government organizations and satisfying all other terms and conditions in this tender document.

**All rates shall be quoted strictly in the prescribed format (i.e. Annexure ‘A’, Commercial bid) enclosed with the tender notice.**

**1. Important Instructions to the Tenderers**

(i) The tender has been invited under **two bid system i.e. Technical Bid and Commercial Bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing **“Technical Bid for supply of office bags to Election Commission of India”** and **“Commercial bid for supply of office bags to Election Commission of India”**. Both sealed envelopes should be kept in a third sealed envelope super scribing **“Tender bid for supply of office bags to Election Commission of India”**.

(ii) The interested dealers/firm may submit the tender document complete in all respects along with other requisite documents by 19.12.2016 at 3.00 PM to the Secretary (General Administration), Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001. The sealed tenders can also be submitted in the R & I Section located at the ground floor of the Nirvachan Sadan building. Late/delayed tender shall not be accepted after due date and time of submission of tender. The Election Commission of India will not be responsible for the postal loss/delay.

(iii) ***The interested parties are requested to compulsorily visit Election Commission of India on any working day between 10 AM to 5 PM to inspect the approved sample.***

(iv) **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**

(v) All the pages of tender documents should be signed and properly numbered and total number of pages must be indicated on the forwarding letter. The forwarding letter should be the the firm's official letter head.

(vi) The Technical bids shall be opened on the scheduled date and time on 19.12.2016 at 4 pm in Room No. 303, Nirvachan Sadan, Ashoka Road, New Delhi, by the Committee appointed for the purpose by the Commission in the presence of the representatives of the tenderers, if any, who wish to be present on the spot at that time.

(vii) The Commercial Bid of only those tenderers will be opened whose Technical bids are found in order. The date for opening of Commercial bids shall be intimated separately. The Committee appointed for the purpose by the Commission in the presence of those tenderers who may choose to be present shall open the Commercial bids.

(viii) The rates quoted must be in whole rupees inclusive of transportation charges etc. It may specifically be noted that the quotations having unrealistic, impractical and non-serious prices i.e "Free or complementary" just for the sake of vitiating the whole tender process and for grabbing the contract are liable to be rejected out rightly.

(ix) The whole supply should be completed in all respect within 4 days of the receipt of the Purchase order. If the firm fails to complete the work within the prescribed time as per approved sample and rate, it would be liable to face the penalty as imposed by the competent authority. If an extension of time of completion of the work on the grounds of having unavoidable hindrances in its execution or any other ground, the firm shall apply in writing to the officer-in-charge with full details of the circumstances/exigencies, which warranted such an extension.

(x) Election Commission of India reserves the right to accept or reject in part or in full any or all the tenders at any stage without assigning any reason thereof. In case, the tender is submitted by the authorized representative of the tenderer, then the tender shall be signed and submitted by authorized representative under legal power of attorney from the tenderer.

(xi) The cost of tender is NIL. The tender documents are not transferable.

(xii) The undersigned shall be the accepting officer and herein after referred to as such for the purpose of this contract.

**2. Eligibility Conditions:**

The firms shall furnish the following documents with the Technical Bid failing which the bid will be summarily rejected:

- (i) Proof of Sales Tax Numbers/ TIN Numbers (copy of latest challans should be enclosed.)
- (ii) Copy of PAN card number.
- (iii) Copy of Income Tax returns for the last three years (2013-14, 2014-15, and 2015-16)
- (iv) Proof of supply of similar items to Govt Ministries/Semi-Government Departments with satisfactory report of value not less than 5 lakh (work orders with satisfactory/completion report) should be enclosed.
- (v) The earnest money deposit (EMD) of Rs.10,000/-(Rs.Ten thousand only) through a demand draft in favour of PAO, Election Commission of India, New Delhi.
- (vi) An undertaking that the firm is not blacklisted/barred from any Govt.organization/ Departments.

**3. Other terms and conditions.**

- (i) The earnest money of unsuccessful tenders will be released, without any interest, after the finalization of the tender process. The earnest money of the successful bidder shall be released, without any interest, only after the completion of work order to the satisfaction of the officer in-charge.
- (ii) The transportation charges or any other charges shall be borne entirely by the firm to whom the work will be awarded.
- (iii) The department at any time can terminate the work order without assigning any reason, if the work of the firm is found unsatisfactory. In this respect, the decision of the department will be final and binding on the firm.
- (iv) There is no obligation on the part of the Department to inform the unsuccessful tenderers of the outcome of the tender process.
- (v) The Department may impose any other conditions in public interest as it deems fit.
- (vi) All the tenderers should read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before furnishing their quotations as no change or violation of the aforesaid terms and conditions are permissible once the quotations are accepted by this department.**

Sd/-  
A.N.DAS  
Secretary

Commercial Bid

<i>Sl. No</i>	<b>Item description</b>	<b>Qty</b>	<b>Rate (each bag (In Rs.)Excluding taxes.</b>	<b>Total Amount</b>
<b>1.</b>	<b>Office bag as per approved sample</b>	1000 (approximate)		
<b>2.</b>	<b>Taxes as applicable</b>			
<b>3.</b>	<b>Grand Total</b>			