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

No.213/Misc/2015 Dated:14.07.2016

Tender Notice

Sealed tenders are invited on behalf of Election Commission of India for supply of 426 set of three-piece towel set (bath towel and hand towel of Bombay Dyeing make (Tulip brand) and a good quality duster) as per the following specification from the reputed firms which are working with Government departments or has worked with Election Commission of India.

(i)	Bath Towel Tulip Bombay dyeing brand	75cm x 1.5m
(ii)	Hand Towel Tulip Bombay Dyeing brand	40cm x 60cm
(iii)	Cotton duster	47 cm x 47 cm

All rates shall be quoted in prescribed format enclosed with the tender notice.

2. **The interested firms are directed to compulsorily visit the Election Commission of India, room No. 302 to inspect the approved sample of three-piece towel set on any working day between 9.30 am to 5.30 pm.**

3. 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 three-piece towel set to Election Commission of India"** and **"Commercial bid for supply of three-piece towel set to Election Commission of India".** Both sealed envelopes should be kept in a third sealed envelope super scribing **"Tender bid for supply of three-piece towel set to Election Commission of India".**

4 The interested dealers/firm may submit the tender document complete in all respects along with other requisite documents by 04.08.2016 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.

5. The conditional bids shall not be considered and will be out rightly rejected in very first instance.

6. All entries in the tender form should be legible and filled clearly. **No overwriting or cutting is permitted in the Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Bid Application must be initiated by the person authorized to sign the tender bids.

7. The Technical bids shall be opened on the scheduled date and time i.e.04.08.2016 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.

8. 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.

9. 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. The whole supply is required to be completed within the 05 days from the date of issue of the purchase order. The tenderers can submit the bid either directly or through their authorized representative. 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.

10. The cost of tender is NIL. The tender documents are not transferable.

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

12. The tenderer shall submit the following with the technical bid: -

(a) Earnest Money Deposit of Amount of Rs.9000/- in the form of Demand Draft in favour of the PAO, Election Commission of India.

(b) Copy of PAN.

(c) Copy of TIN No. (Copy of latest challans be enclosed.)

(d) Copy of Income Tax returns for the last three years (2013-14, 2014-15, and 2015-16).

(e) An undertaking that the firm is not blacklisted/barred from any organization/Govt Departments.

The tenderer who fail to submit the documents mentioned above shall stand disqualified for the prize bid.

13. The competent authority of the Election Commission of India reserves the right to accept or reject part or whole of the tender without assigning any reason whatsoever.

14. In case of any dispute, the decision of the Election Commission of India will be final and binding.

15. The supply should be completed in all respect within 05 days of the receipt of the Purchase order. If the firm fails to complete the work within the prescribed time as per the approved sample and rate, it would be liable to face the penalty as imposed by the competent authority.

16. If an extension of time for completion of supply on the grounds of having unavoidable hindrances in its supply or any other ground, the contractor shall apply in writing to the officer-in-charge with full details of the circumstances/exigencies, which warranted such an extension.

17. All payment to the firm shall be released by the Election Commission of India on the basis of the amount certified by officer-in-charge. The rates quoted shall cover everything necessary for proper supply of the requisite goods to the entire satisfaction of the Commission and no escalation due to increase in price of shall be made.

18. The rates quoted shall be valid for a period of one year on the mutual agreement of both parties i.e Election Commission of India and the supplier recommended by the committee for the supply of proposed goods.

(A.N. DAS)
SECRETARY

Performa for Price Bid

Price of a three piece towel set as per approved sample (bath and hand towel of Bombay dyeing tulip make and a good quality duster (In Rs. Inclusive of taxes)	Cartage charges for the supply of whole purchase order (In Rs.)	Total