



STATE ELECTION COMMISSION
GOVT. OF NCT OF DELHI
OLD HINDU COLLEGE BLDG., NIGAM BHAWAN KASHMERE GATE,
DELHI

NOTICE INVITING TENDER For Supply of Polling Kit Material/Stationary/Store and Computer consumable Items

Online open tenders are invited by this Commission from the firms, companies, agencies, proprietors having average turnover of Rs.1,00,00,000/- (Rupees one Crore) and proven experience / capabilities of having provided such services to Govt. Deptt's/ PSU,s/ Corporations/ Autonomous bodies and business and corporate houses or other similar nature work done in the past for the supply of polling kit material/stationery/store and Computer Consumable items as per schedule given below for the purpose of General Elections to three Municipal Corporations likely to be held in **April 2017**.

Prescribed tender forms along-with detailed terms and conditions for the tender(s) can be downloaded from the website <https://govtprocurement.delhi.gov.in> free of cost as per details mentioned as under:-

SCHEDULE OF TENDER

| | |
|---|---|
| Tender Enquiry No. | |
| Date of release of tender through e-procurement solution | 03.02.2017 |
| Date of Submission of tender | Start on 03.02.2017 at 05.00P.M Closing on 27.02.2017 upto 01:00 PM. |
| Physically submission of EMD Rs. 2,50,000/- (Rupees Two Lakhs Fifty Thousand only) and all other documents. | 27.02.2017 up to 01:00 PM |
| Date & time opening of on line Technical Bids | 27.02.2017 at 03:00 P.M. |
| Date & time of opening of financial bids | To be intimated to the technically qualified Bidders separately. |

Tender documents complete in all respects, must be uploaded on the website <https://govtprocurement.delhi.gov.in> before last date & time of submission of tender. The tenderer or their representative who wish to be present during the opening of the tender may assemble at the venue mentioned above.

DY. SECY/HEAD OF OFFICE

TERMS AND CONDITIONS

1. The rates must be quoted only for the reputed brand items and should be clear in all respect.
2. The Tenderer should submit online Technical bid and financial bid.
3. The tenderer should submit the tender in following two bids:
 - A. Technical Bid - It should contain the documents mentioned vide Clause 4 of Tender document.
 - B. Financial Bid - should have only prices/rates Quoted by the tenderers in performa enclosed as annexure.

The bidder shall have an experience and past performance of similar contracts for at least two years in Govt departments/PSUs/ Autonomous bodies/ Corporations etc.. Copies of supply orders should be submitted along with the tender.

4. The tenderer should submit the following documents as Technical Bid along-with tender, failing which the tender will not be entertained/considered:-
 - A. An earnest Money of **Rs.2,50,000/- (Two lakh fifty thousand only)** in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the financial bank in favour of State Election Commission Delhi. Earnest money will not be accepted in the form of Cash/Money order. The bid security shall remain valid for a period of Six months. **The EMD must be submitted physically before the last date and time of submission of tender.**
 - B. The firm should be registered with Sales Tax Deptt./Trade and Taxes Deptt., Govt. of NCT of Delhi and should also provide a copy of Sales Tax Registration/VAT/TIN Registration Certificate, service tax registration certificate.
 - C. Balance sheet for preceding three financial years showing minimum average annual turnover of Rs.1,00,00,000/- (Rupees One Crore only) & above in each financial year duly authenticated by a registered Chartered Accountant.
 - D. An Affidavit duly attested by an executive magistrate/ notary public that their firm/agency has not been black listed by any Govt. Department/Autonomous Body of State/Central Govt./ Corporation/ PSUs.
 - E. List of samples submitted by the firm, which should be in accordance to the Sl. Nos. of list of items mentioned in tender form. **(Must be submitted physically in the State Election Commission Delhi,)**
 - F. The Bid Security (Earnest Money)/Performance security may be forfeited in the following cases:
 - a) If a Bidder withdraws his bid during the period of bid validity; or
 - b) In the case of the finally selected Bidder, if the Bidder fails:
 - i) to furnish Contract Performance Security in accordance with tender ; or
 - ii) If at any stage any of the information/ declaration is found false.

iii) In case of failure /supplier to execute the contract as per the terms and conditions and to the full satisfaction of the State Election Commission, Delhi the security deposited by the firm shall be forfeited.

- G. Bid Security (Earnest Money) in respect of the finally selected Bidder will be discharged upon the Bidder signing the Contract and furnishing the Contract Performance Bank Guarantee.
 - H. Bidder must have proven experience/capabilities of supplying the articles to Govt. Deptt's/ PSU's/ Autonomous bodies/ Business and Corporate houses (Attach copy of supply orders/ certificate received).
5. The tender must be submitted online on the website <https://govtprocurement.delhi.gov.in> before last date & time of submission of tender i.e. 27/02/2017 upto 01:00 P.M. Tenders will not be accepted if sent by post or any other medium, under any circumstances. All the tenders will be opened online on the same day i.e., on 27.02.2017 at 03:00 P.M in the chamber of Head of Office, Old Hindu College Building, Kashmere Gate, Delhi in the presence of tenderers or their authorised representatives, who wish to be present on the occasion.
6. The Bidder must quote for all the items in the BOQ.
7. The individual signing the tender form or any document forming part of the tender on behalf of Proprietor/Company/firm shall be responsible to produce an authenticated copy of the resolution passed by the Company, or Power of Attorney duly executed in his favour stating that he has the authority to bind other such persons of the firm as the case may be in all matters pertaining to the tender including the arbitration clauses. If subsequently, the person so signing fails to provide the said copy of resolution passed or Power of Attorney within a reasonable time, the Government, without prejudice to other civil and criminal remedies may cancel the tender and hold the signatory liable for all costs and damages. In case of registered or unregistered Partnership firm, all the partners should sign the tender. In case any person signs the agreement on behalf of any limited company or firm, he will produce letter of authority/resolution passed by the company empowering him to sign the agreement on behalf of the company or firm.
8. Bidder must have proven experience/capabilities of supplying the articles to Govt. Deptt's/ PSU's/ Autonomous bodies/ Business and Corporate houses (Attach copy of supply orders/ certificate received). The State Election Commission, Delhi has full power/authority to take into account the past performance, reputation, suitability/capabilities of execution of work before awarding the contract.
9. Bidder must have PAN , VAT, Service Tax Number copies of which are required to be attached with the Technical Bid..
10. Each and every document submitted along-with tender should be signed by the Prop./Partner/Authorized signatory (in case Pvt. Ltd. firm) and same should be submitted along-with tender.
11. Any person who is in Government service or an employee of the Department should not be made a partner to the tender by the tenderer directly or indirectly in any manner whatsoever.

12. All the samples, as per specification mentioned in attached annexure, should also be deposited in sealed bag duly super-scribed "**SAMPLES OF STATIONERY ITEMS**" on **27.02.2017 upto 01:00 P.M** in Room No.-3 with the care taker at, Old Hindu College Building, Kashmere Gate, Delhi and a list of samples provided should also be given separately. The approval/selection of items **would be on the basis of the quality of their samples.**
13. ***The rates quoted should be inclusive of all Taxes.***
14. The tenderer should quote only one rate for one item as per the specification.
15. The rates must be valid for one year with effect from the date of acceptance of the tender and may be extendable, if required, by mutual agreement.
16. Successful bidder will also submit signed contract/agreement on Stamp paper of Rs.100/- (paid by tenderer) to supply the approved items. The performance guarantee shall remain valid for a period of one year beyond the date of completion of all contractual obligation of the supplier including warranty obligations.
17. The supply shall have to be made within two days from the date of receipt of the supply order or as desired in the order, failing which EMD/Performance Security submitted by the firm shall be forfeited.
18. The supply, if found not as per approved sample or deficient due to any other reason, shall be rejected at once without assigning any reason and will have to be removed/replaced immediately. In case of failure, these goods can be disposed of by the Department and no claim for the same shall be entertained. In addition to above, the Security Deposit shall also be forfeited.
19. The delivery of goods shall have to be made at the above given address of this Department without any extra charges or as directed by this Department. No incidental charges/or cartage will be paid by the Deptt.
20. The Department reserves the right to cancel the tender or to withhold payment in the event of non-commencement or unsatisfactory performance by the tenderer. In such eventuality, the Department further reserves the right to get the work done from open market at the cost of the contractor. Tenderer will be black listed by the Government to participate in any type of tender & his security money shall also be forfeited.
21. If any information furnished by tenderer is found to be incorrect or false at any time, the tender will be liable to be terminated without any notice and the security deposit is liable to be forfeited.
22. The Department reserves the right to terminate the tender without assigning any reason
23. The tenderer shall indemnify the Department against all damages/charges and expenses for which the Government may be held liable or pay on account of the negligence of the tenderer or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof.

24. Willing Agencies/firms are requested to visit website <https://govtprocurement.delhi.gov.in> for detail information.
25. The approved item wise lowest rates shall be valid for one year and work order can be given in more than one installment instead of one consolidated work order.
26. In the event of specified date of opening of tender is declared as a holiday, the tender shall be opened at the same place and same time on next working day.
27. The department reserves the right to accept or reject any or all quotations without assigning any reasons.
28. The Successful Bidder(s) shall be required to furnish Contract Performance Bank Guarantee within 10 days of issue of 'Letter of Offer' for an amount equal to 10% of the contract value in the form of Account Payee DD or Fixed Deposit Receipts, or Bank Guarantee from a nationalized/scheduled bank in favour "State Election Commission, NCT of Delhi, Nigam Bhawan, Kashmere Gate Delhi-6. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly. and should be valid for a period of One year from the date of assigning the contract. It will be released after 60 days of the successful completion of the contract period.
29. Bidders must submit a list of their owners, partners, directors etc. and an undertaking in the shape of affidavit duly attested by Executive Magistrate/Notary Public to the effect that the firm is not blacklisted by any Government Department/ PSU/ Corporation etc.. In case the name of bidder finds mention in the list of blacklisted firms by any Govt. Department/ PSU/ Corporation, said firm shall not be considered for this tender.
30. Bids received without Earnest Money will be rejected outrightly.
31. Bids received only through on line will be accepted. Conditional bids, bids send through telex/ fax and incomplete bids will be summarily rejected.
32. The Bidder shall indicate rates as per BOQ.
33. The charges should be quoted strictly in line with BOQ leaving no column blank whatsoever to avoid any ambiguity.
34. The bidder should ensure that all columns of the BOQ may be duly filled and no column is left blank. After opening of the price bid, no clarifications whatsoever shall be entertained by the Commission. Bidder must quote for all the items.
35. The Bidder is bound to provide the items at the approved rates during the validity of the tender. The items should be of good quality and should be immediately replaced in case they are found defective. If the charges of any items are reduced due to any reason during the validity of tender, bidder will intimate the reduced charges immediately and will also charge reduced rates instead of rates quoted.

36. The Bids prepared by the Bidder shall comprise of the following two components: -

- a) Technical Bid comprising of the following and to be filled on the format sheets provided in the Tender Document. This is mandatory:
 - i) Documentary proof of having proven experience/ capabilities of supplying items.
 - ii) Bidder(s) /partner (s) particulars and Undertaking of not black listing by any of the Govt. Deptt./PSU/ Corporation in the shape of affidavit duly attested by the Executive Magistrate/Notary Public.
 - iii) Bid Form
 - iv) EMD in the shape of Demand Draft/Pay Order/Bank Guarantee/FDR in favour of State Election Commission, Delhi
 - v) Copy of PAN , VAT and Service Tax Number.
 - vi) Copy of balance sheet of the last three years duly certified by a registered Chartered Accountant.
 - vii) Copy of Income Tax return for the last three years
- b) Financial Bid in accordance with the formats provided for the BOQ (bill of quantity)

37. If the Supplier fails to provide the services in time than Commission will arrange the same from the local market at the risk and cost of the supplier firm.

38. The State Election Commission, Delhi may without prejudice to any other remedy for breach of Contract, by 12 hours written notice of default sent to the firm and upon the Supplier's failure and neglect to propose and/or execute any corrective action to cure the default, terminate this Contract in whole or in part:

- (i) If the Supplier fails to provide the services within the time period(s) specified in the requisition; or
- (ii) If the Supplier fails to perform any other obligation(s) under the Contract.

40. On termination of the Contract for default, the Performance security deposit of the Supplier will be forfeited and action will be taken to black list the Supplier.

41. In the case of dispute or difference arising between the State Election Commission, Delhi and the Bidder relating to any matter connected with this contract, the same shall be settled through amicable negotiations between a maximum of Two (2) officers nominated by the competent authority of State Election Commission, Delhi and Two (2) employees nominated by the Bidder, failing which, the dispute shall be submitted to arbitration in accordance with the provisions of the Arbitration and Conciliation Act, and the Arbitrator's decision shall be final & binding. The language of arbitration shall be English. The venue of the conciliation and/or arbitration proceedings shall be in Delhi.

42. The State Election Commission reserves the right of placing the order for all items or some of the items as per requirement to one or more contractors at the approved lowest rates.

.....
(Signature of the Tenderer)
(Rubber seal)

ANNEXURE-A

CHECK LIST FOR TECHNICAL BID FOR STATIONERY/STORE ITEMS
FOR THE YEAR 2012-13

1. Name of the firm
2. Address :
3. Name & Address of Prop./ :
Partner/Authorised signatory
(in case of Pvt. Ltd. firm)

| S. No. | Name of desired Documents | Whether copy of desired certificate/documents are enclosed |
|--------|---|--|
| 1. | Copy of self attested Sales Tax/VAT/TIN Regn. Certificate, PAN Number of income tax and service tax registration certificate. | <u>Yes/NO</u> |
| 2. | Pay order/Bank Draft/FDR for Rs.2,50,000/- in favour of State Election Commission, Delhi as Earnest Money | <u>Yes/NO</u> Pay order/Bank Draft No. Dated Name of Bank and Branch |
| 3. | Balance Sheet showing annual average turn over of Rs. 1,00,00,000 and above for the last three years duly certified by a registered Chartered Accountant. | <u>Yes/No</u> |
| 4. | Undertaking that their firm/agency is not declared black listed by any Govt./Authority/Department/Autonomous Body of state/ Central Govt. | <u>Yes/No</u> |
| 5. | List of samples | <u>Yes/No</u> |
| 6. | Letter of Authorised signatory | <u>Yes/No</u> |
| 07 | Experience & Past performance on similar contracts for last three years in Govt. departments/PSU/ autonomous bodies/ corporations/ business and corporate houses. | <u>Yes/No</u> |
| 08 | Income Tax return for last three year turn over (Rs. One Crore) | <u>Yes/No</u> |
| 09 | Performance certificate or work order for last three years experience | <u>Yes/No</u> |

.....
(Signature of tenderer)
(Rubber seal)

**UNDERTAKING IN THE SHAPE OF AFFIDAVIT DULY ATTESTED BY
EXECUTIVE MAGISTRATE/NOTARY PUBLIC**

I/We undertake that:

1. The undersigned certifies that I/We have gone through the terms and conditions mentioned above and undertakes/ undertake to comply with the same. The rates quoted by myself/ our self are valid for one year from the date of opening of bid and binding upon me/ us after acceptance which can be extended for further period on mutually agreed terms and conditions.
2. I/We undersigned hereby bind myself/ our self to State Election Commission, Delhi to supply polling kit materials/ stationery/ store and computer consumables for or on behalf of the President of India during the prescribed period.
3. The decision of the State Election Commission, Delhi as regard to the quality of work shall be final and binding upon me/us.
4. The successful bidder shall be required to furnish Performance Security within 10 days of issue of 'Letter of Offer' for an amount equal to 10% of the contract value in the form of Account Payee DD or Fixed Deposit Receipts, or Bank Guarantee from a nationalized/scheduled bank in an acceptable form (Annexure-V) in favour "State Election Commission, NCT of Delhi, Nigam Bhawan, Kashmere Gate Delhi-6. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.
5. I/We shall forfeit to the President of India, the Earnest money/Contract performance security deposited by me/us should there be any delay occurring on my/our part. I/We or my/our agent in case failed to supply the requisite items at proper time, brand etc. **State Election Commission** officer may arrange them from other source and deduct the extra amount, if any, paid in connection there with from the bill submitted by me/us or performance security deposited by me/us.
6. The authorized Officer of the Commission, if deem it necessary to change any item on being found not upto the mark, the same shall be replaced by me/us in time, to prevent inconvenience.
7. I/we hereby undertake to provide the items during the validity of tender as per directions given in the order within stipulated period positively.
8. The condition herein contained shall form part of the agreement to be entered into or treated as, agreement itself of the description of State Election Commission, Delhi.
9. If I/we fail to supply the items on demand immediately, the State Election Commission has every authority to compound or forfeit the earnest money/Contract performance security.
10. I/we declare that no legal/ financial irregularities involving the

Proprietor/partners/directors of the tendering firm/company is pending.

11. I/we undertake that the rates quoted by me/us when approved and accepted by the State Election Commission, will be valid for the period applicable. I/we undertake to provide the supply of articles within specified period. I/we undertake to execute the order within stipulated period and if I/we fail to make the supply requisite number of articles during the stipulated period the necessary legal action can be taken by State Election Commission, Delhi.

12. I/We under take that the articles provided are at the quoted rates.

13 I/We under take that no inquiry is pending or going against the firm.

14 I/We _____ do hereby solemnly affirm and declare that the individual/firm/company is not black listed/prosecuted by any Central/State Governments/Union territory/Departments/Officers/statutory Bodies/Autonomous Organizations/Research Institutes/ corporations etc. or any court of law and against any partner or share holder thereof directly or indirectly connection with or has any subsisting interest in business of my/our firm

Dated:

Signature & Seal
of Bidder

Annexure C-2

PERFORMA FOR BIDDER'S PARTICULARS
(Enclose with Technical Bid)

1. Name of the Bidder/Partner :
2. Address of the Bidder/Partner :
3. Name & address of the person :
to whom all references shall be
made regarding this tender enquiry.

Telephone Nos.

Land line :

Mobile :

Fax :

e-mail :

Date:

Authorised Signatory

With Seal

BIDFORM
(Enclose with Technical Bid)

Date: ____/____/____
To

Sir,

Having examined the Bid Documents of **TENDER for supply of polling kit materials/ stationery/ store items and computer consumables**. We
_____, offer to provide
(Name of the firm)

the supply of polling kit materials/ stationery items/ store items and computer consumables in conformity with the said tender provisions for sums as may be ascertained in accordance with the Schedule of Prices (BOQ) provided in the Financial Bid.

We undertake, if our bid is accepted, we will complete the proposed work as per requirement of the State Election Commission, Delhi.

We further undertake that, if our bid is accepted, we will obtain the Guarantee of a Financial Bank in a sum equivalent to 10% of the contract value in the form of Account Payee DD or Fixed Deposit Receipts, or Bank Guarantee from a nationalized/scheduled bank in an acceptable form in favour "State Election Commission, NCT of Delhi, Nigam Bhawan, Kashmere Gate Delhi-6. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.

I/We agree to abide by this bid for a period of one year from the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period. This bid together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

We have noted the contents of **Contract Form** and agree to abide by terms and conditions in the same.

SIGNATURE AND SEAL OF BIDDER

AGREEMENT

This agreement is made on this _____ day of _____ 2017 (Two Thousand Seventeen) BETWEEN M/s _____ through its /their proprietors Sh. _____ (hereinafter called "The Agency", which expression shall unless excluded by or repugnant to the context, be deemed to include his heirs, executors, successors and assigns) of the one part AND the President of India through Dy. Secretary _____ State Election Commission duly authorized to enter into this agreement (hereinafter called "The Government" which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors in office and assigns) of the other part.

Whereas online quotations/Tender to procurement of Stationary, Store, Computer consumable and Polling Kit Material for General Election -2017 to the Three Municipal Corporation of Delhi was called vide tender ID _____

And whereas the Agency, at the request of the Government has agreed for procurement of stationary, store, computer consumables and polling kit material at the rates specified against each in the Schedule annexed to this Agreement as Annexure-"A" and the same be read as a part of this Agreement Now, therefore, this Agreement witnesses as follows:

1. That the Agency shall work under the overall supervision and direction of the State Election Commission, Delhi (For short called "Department"). This Agreement will be effective for a period of One (01) year from the date of signing of this Agreement by both the parties.
2. The agency shall supply stationary, stores, computer consumables and polling kit material in the State Election Commission's office/or the office of any officer as per requirement /directions.
3. The agency shall also bear the cost of all expenses, taxes, levies etc.
4. The Agency shall supply stationary, stores, computer consumables and polling kit material at any point of time or place as intimated by this Commission/ or by an officer authorized to do so.
5. The Agency shall comply with all the legal formalities, obligations and statutory requirement as per law of the land.
6. During the validity of the tender the Agency will be bound to supply of stationary, stores, computer consumables and polling kit material items as per specifications. In case the supplier fails to supply stationary, stores, computer consumables and polling kit materials as required during the election period, falling which the order will be cancelled and action will be initiated to debar the firm from participating in further tenders. The said Agency will also be liable for recovery of excess amount paid for procuring the above items from sources and fine.
7. No advance payment will be made under any circumstances. Income tax will be deducted at source as per rules.
8. The approved lowest rates will be valid for One year from the date of signing of Agreement. The contract can be extended for with mutual consent of both the parties on approved rates, terms & conditions.
9. Any legal dispute pertaining to this contract awarded shall be dealt with in the jurisdiction of Delhi.
10. The Agency shall indemnify the Department against all damages/charges and expenses for which the Government will be held liable or pay on

account of the negligence of the agency or his servants or any other person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof.

11. The Agency shall be in a position to supply stationary, stores, computer consumables and polling kit material at any time on call within short notice during the election process.
12. The Agency shall not assign the present contract to a third party or person on in any manner allow any other person or persons to manage to supply stationary, stores, computer consumables and polling kit materials without the prior permission of the State Election Commission.
13. The Performance Security deposited by M/s _____ for an amount **Rs.** _____ /- (_____) in the shape of FDR is valid for a period of more than One year.
14. The Agency shall refund on demand or otherwise, the amounts paid to it on account of over-charging in their bills for supplying items made under this Agreement failing which the Government may recover the same as arrears.
15. The Government shall pay for stationary, stores, computer consumables and polling kit materials as shall be provided by the Agency and accepted by the Government under or by virtue of this Agreement, at the rates specified in the said Schedule hereto annexed as Annexure-“A”.
16. The Agency hereby agrees to supply stationary, stores, computer consumables and polling kit material to the Government as per requirement from time to time within the Agreement period at the approved rates.
17. The Agency shall be bound to render full services and the supply orders from time to time.
18. It is hereby further agreed between the parties that the stamp duty payable under the rules in respect of this Agreement shall be borne by the Agency.
19. On termination of the contract for default, the Performance security deposit of the Agency will be forfeited.
20. In case of dispute or difference arising between the State Election Commission, Delhi and the Bidder relating to any matter connected with this contract the same shall be settled through amicable negotiations between a maximum of two (2) officers nominated by the Competent Authority of State Election Commission, Delhi and proprietor or Two(2) employees nominated by the bidder, failing which, the dispute shall be submitted to arbitration in accordance with the provisions of the Arbitration and Conciliation Act, and the Arbitrator's decision shall be final & binding. The language of arbitration shall be English. The venue of the conciliation and/or arbitration proceedings shall be in Delhi.
21. The approved contractor(s) shall also bear the cost of labour, packing, transportation for supply of articles to and fro the destination.
22. The Agency shall bound to supply any item of stationary, stores, computer consumables and polling kit material for which the e-tender is being called, at any point of time or at any place within NCT of Delhi as intimated by the Commission/Retuning Officers or any other officers authorized to do so.
23. The responsibility of the material supplied by the supplier and the safety of persons deputed by him for procurement of stationary, stores, computer consumables and polling kit material etc. shall be solely of the supplier. The State Election Commission shall not in any way be liable/ responsible for any loss/damage to the material on any account if any goods/stored articles etc. will be done by the bidder at their cost.

In witness whereof the parties hereto have signed this Agreement on the day and year first above written

(_____)

Dy. Secretary, (State Election Commission)

For and on behalf of President of India.

behalf of

(Government)

& Seal

Seal.

(_____)

For and on

(Agency) Name

Witnesses:

1.

2.

Witnesses:

1.

2.

State Election Commission, Nigam Bhawan, Kashmere Gate, New Delhi.

Stationary Items

BOQ(Financial Bid)

| Sr. No. | Items | Configuration | Rate |
|----------------|---|--|-------------|
| 1 | All Pins (each Pkt) | Nickel plated Gems | |
| 2 | Correction fluid pen (each) | 15 gms. Branded | |
| 3 | Diary Register (each) | 500 pages approx. 13 ½ X 8 ½ inch with hardboard binding, good quality paper | |
| 4 | Dispatch register (each) | 500 pages approx. 13 ½ X 8 ½ inch with hardboard binding, good quality paper | |
| 5 | Ball Pen (each) | fine carbure blue/black | |
| 6 | Pilot Pen (each) | Hi-Tech V-5 extra fine | |
| 7 | Pencil (each) | HB Bonded, branded | |
| 8 | Photostat Paper (each Ream) | A-4 size, 75 gsm | |
| 9 | Spiral Book (each) | 80 pages, size 22 cm X 14 cm good quality paper | |
| 10 | Dak Pad (each) | Made of hardboard with high quality Rexene | |
| 11 | Self Sticker Pad (each) | 75 X 125 mm size, in single yellow color of 100 removable self adhesive sheets | |
| 12 | Self Sticker Pad (each) | 75 X 75 mm size, in single yellow color of 100 removable self adhesive sheets | |
| 13 | Staplers Big(each) | With a capacity of 50-100 pins | |
| 14 | Stapler pin Big(each pkt.) | , size 24/6 packet of 20 X 50 staples | |
| 15 | Stapler small(each) | with a capacity of 50-100 pin | |
| 16 | Stapler pin small (each pkt.) | 20 X 50 staples | |
| 17 | Fevi stick (each) | Non-toxic without solvents, 15 gms | |
| 18 | High lighter (5 in each Pkt) | different colors for marking on paper copy and fax reputed brand | |
| 19 | Stamp pad (each) | Self inking purple color/Blue/Black | |
| 20 | Gum Bottle (each) | 300 ml plastic bottle, | |
| 21 | Note Sheet (each pad) | Light green color with one green line on both side, 13.5" X 8.5" size, 100 gsm | |
| 22 | Ruled Register (each) | 4 qr. Good quality , 384 pages | |
| 23 | Ruled Register (each) | 2 qr. Good quality , 192 pages | |
| 24 | Short Hand Book (each) | 200 pages | |
| 25 | Tag (25 in 1 bunch) | Cotton having length of 15 Cm, made of good quality thread | |
| 26 | Printed Plastic folder (each) (Name office with lion Emblem) | Side open, Both side transparent, Good Quality | |

| | | | |
|----|---------------------------------|--|--|
| 27 | Plastic folder (each) | Top open, Upper sheet made from good quality transparent sheet and the lower sheet Non transparent good quality plastic. | |
| 28 | Pen (each) | Uniball eye /Black/Blue | |
| 29 | Visitor slip(each pad) | Made from good quality paper | |
| 30 | Punching machine (each) | Good quality Single punch | |
| 31 | Blank CD (100 in each box) | with cover reputed brand | |
| 32 | DVD | with cover, reputed brand | |
| 33 | Envelops FS 50 in 1 Pkt | Cloth mounted | |
| 34 | Envelops A-4 Size 50 in 1 Pkt | Cloth mounted | |
| 35 | Envelops white 9X4 250 in 1 Pkt | | |
| 36 | Pen Hi-tec pilot (each) | Pilot | |
| 37 | Pocker (each) | With wooden handle | |
| 38 | Photo stat paper (1 Rim) | A3 (legal) 75 GSM | |
| 39 | Pen stand (each) | 4 point | |
| 40 | Pen stand (each) | 2 point | |
| 41 | Pen (each) | Gel pen good quality | |
| 42 | Permanent Marker (each) | Good quality | |
| 43 | White board marker (each) | Good Quality | |
| 44 | Photostat Paper (1 Rim) | (Legal-size) 8 1/2x14, 75 GSM | |

Store Items

| Sr. No. | Items | Configuration | Rate Each |
|---------|---------------------------------------|---|-----------|
| 1 | Battery cell (each) | Pencil cell 1.5 volt, good quality | |
| 2 | Bucket Plastic 20 ltr Capacity (each) | With handle, made from fresh plastic of reputed brand | |
| 3 | Remote cordless bell (each) | With ISI branded name | |
| 4 | Colin (each) | 500 ml | |
| 5 | Liquid soap (each) | Any branded quality | |
| 6 | Soap (each) | Good quality | |
| 7 | Door mat (each) | 3x2 made of coir | |
| 8 | Dust bin (each) | Without lid, medium size, made from fresh plastic of reputed brand. | |
| 9 | Yellow duster (per dozen) | Good quality, size 36" x36" | |
| 10 | Electric Kettle (each) | Good Quality, ISI Brand | |
| 11 | Room freshener (each) | In tin cane of 200 gm having various fragrance of reputed brand | |
| 12 | Glass fancy (6 in each pkt.) | Transparent of reputed brand. | |
| 13 | Glass Ordinary (each) | Plane in transparent colour of reputed firm | |
| 14 | Mosquito repellent machine (each) | To insert the mosquito repellent liquid. Good quality and reputed brand | |

| | | | |
|----|----------------------------------|--|--|
| 15 | Mosquito repellent refill (each) | To insert in the mosquito repellent machine mentioned at sl. No. 14 | |
| 16 | Dish wash 1 Kg Pkt | Reputed brand | |
| 17 | Jug plastic (each) | Reputed brand only | |
| 18 | Cello tape (each) | Transparent self adhesive 1" width | |
| 19 | CelloTape (each) | self adhesive 2" width (Brown colour) | |
| 20 | Paper cutter (each) | Big size | |
| 21 | Cup saucer | 12 piece (6+6) bone china | |
| 22 | Half plate (per dozen) | Bone china | |
| 23 | Quarter plate (per dozen) | Bone china | |
| 24 | Mayur Jug (each) | 15 ltr | |
| 25 | Electronic calculator(each) | 12 digit, ISI mark | |
| 26 | Electric Extension board (each) | With 6 to 16 amp. With fuse, indicator light, one switch and 4 points, ISI mark, good quality. | |
| 27 | Wall clock (each) | With elegant and sober official look of reputed brand | |
| 28 | LED tube light 20Watt. | ISI mark reputed brand | |
| 29 | Tube light with fitting 40 watt | ISI mark reputed brand | |
| 30 | Towel (each) | Big size, reputed brand | |
| 31 | Air Freshener cake (each) | Good quality branded | |
| 32 | Washing Soap (each) | Good quality, branded | |
| 33 | Binder clip (each pkt.) | Big | |
| 34 | Binder clip (each pkt.) | small | |
| 35 | Coaster (6 in each pkt.) | Reputed mark | |
| 36 | CFL(each) | 12 Watt | |
| 37 | CFL(each) | 18 Watt | |
| 38 | Double punch(each) | Reputed brand | |
| 39 | Mosquito spray | Good quality | |
| 40 | Plug Top(each) | 15 Amp ,ISI good quality | |
| 41 | Plug Top(each) | 5-6 Amp ISI good quality | |
| 42 | Pen drive(each) | 8 GB | |
| 43 | Pen drive(each) | 16 GB | |
| 44 | Tea spoon (per dozen) | Stainless steel | |
| 45 | Service Bowl (each) | Bone China | |
| 46 | Hand Towel (each) | Good quality , Reputed firm | |
| 47 | Tape invisible (each) | Reputed brand | |
| 48 | Duster (per dozen) 24X24 | White | |
| 49 | U-clip (each pkt.) | Plastic laminated | |
| 50 | Sponge (each) | Bob | |

INK CARTRIDGES

| Sr. No. | Items | | Rate Each |
|---------|-------------------------------|--|-----------|
| 1 | HP1020, 1010. 12 A | | |
| 2 | Samsung ML-108 | | |
| 3 | HP-88A | | |
| 4 | Canon 416 | | |
| 5 | Canon Toner NPG-51 for IR2530 | | |
| 6 | Canon Toner NPG-67 for 3330 | | |

Polling Kit Materials

| Sr. No. | Items | | Rate |
|---------|--|--|------|
| 1 | Pins (25 each in plastic box) each box | | |
| 2 | Sealing Wax (10 strips in each pkt.) 400gm Weight(each pkt) | | |
| 3 | Material for voting Compartments Minimum thirty Inch height* | | |
| 4 | Gum Paste Tube 15 ml (each) | | |
| 5 | Match Box (each) | | |
| 6 | Blade (each) | | |
| 7 | Candle (4 in each pkt, 200gm weight with stand) (each Pkt) | | |
| 8 | Cello Tape ½' (30 Yards Length)each | | |
| 9 | Tags (25 in each bunch) each Bunch | | |
| 10 | Metal Scale 1 Ft. each | | |
| 11 | Pencil Carbon Paper (each Pkt.) | | |
| 12 | Duster white (per dozen) 18x18 | | |
| 13 | Packing paper 36x 46 100gsm* | | |
| 14 | Empty Cup(Plastic) (each)* | | |
| 15 | Drawing Pin (20 in each pkt) | | |
| 16 | Rubber Band (20 in each pkt) | | |
| 17 | Arrow Cross Mark * | | |
| 18 | Metal Seal for Presiding Officer * | | |
| 19 | Plastic Pouch with zip lock (9x12) each | | |
| 20 | Thin Twin Tag (10 mtr length in each bunch)* | | |

| | | | |
|----|---|-----------------------------|--|
| 21 | Metal Seal for R.O. with S.No.* | | |
| 22 | Special Tag for EVM Sample provided by SEC | | |
| 23 | Cloth Bag (each) * | | |
| 24 | Thin Twin Tag(300 mtr length in each reel) * | | |
| 25 | Distinguish Rubber Stamp(each) * | | |
| 26 | Rubber Band * a) 2 inchs, b) 3 inchs, c) 4 inchs) in 500 gm pack (each) | | |
| 27 | File cover for working copy of Electoral Rolls * | | |
| 28 | File cover for State Election Commission Delhi & Chandigarh * | | |
| 29 | Ball Pen (ordinary) blue/red each* | | |
| 30 | Sutli (100 gm gola) each* | | |
| 31 | Paper Tray each * | | |
| 32 | Stamp pad Blue * | Good quality, reputed brand | |
| 33 | Heater 2000 watt * | | |
| 34 | Karahi * | | |
| 35 | karchi * | | |
| 36 | Paper Cutter ½ Inch | | |
| 37 | Pencil Sharpener | | |
| 37 | Eraser (Rubber) | | |

*** Sample to be Inspected from SEC office before Quoting Rates**

I Cards and Badges for Election duty staff

| Sr. No. | Items | | Rate Each |
|----------------|---|--|------------------|
| 1 | I-Card/Badge for counting Supervisor * with card holder & lanyard | | |
| 2 | I-Card/Badge for counting Asstt * with card holder & lanyard | | |
| 3 | I-Card/Badge for Counting Agent * with card holder & lanyard | | |
| 4 | I-Card/Badge for Carrier * with card holder & lanyard | | |
| 5 | I-Card/Badge for staff on Election Duty * with card holder & lanyard | | |
| 6 | I-Card/ Passes for Press Photographers/News Reporters* | | |
| 7 | I Card for Polling Parties, Presiding Officer, Polling Officer, Carrier etc with card holder & lanyard* | | |

*** Sample to be Inspected from SEC office before Quoting Rates**

Badges

| Sr. No. | Items | | Rate Each |
|---------|---|--|-----------|
| | | | |
| 1 | For State Election Commissioner* | | |
| 2 | Secretary State Election Commission * | | |
| 3 | Deputy Secretary State Election Commission * | | |
| 4 | Consultant State Election Commission * | | |
| 5 | Officer on Special Duty State Election Commission * | | |
| 6 | Election Observer * | | |
| 7 | Election Expenditure Observer * | | |
| 8 | Returning Officer * | | |
| 9 | Asstt. Returning Officer * | | |
| 10 | Sector Officer * | | |

*** Sample to be Inspected from SEC office before Quoting Rates**