

State Election Commission, U.T., Chandigarh,
New Deluxe Building, Sector 17-E, Chandigarh

To

Memo No. MCC/2011/414

Dated: Chandigarh the: **2/11/2011**

Subject: Sealed rate quotations for preparation of polling/ counting kits.

Sealed rate quotations are hereby invited for the preparation of 700 (Seven hundred) polling kits and 80 (eighty) counting kits containing stationary items as per requirement given in **Annexure I** for use by the polling/counting parties during the conduct of forthcoming general elections to Municipal Corporation, Chandigarh to be held in the month of December, 2011.

The quotations duly signed and stamped superscribed as “QUOTATIONS FOR POLLING/COUNTING KITS” may be sent in a sealed cover with wax/transparent fixing tape so as to reach in the office of State Election Commission, (Room No.30), Ground Floor, New Deluxe Building, Sector, 17 E (Municipal Corporation Office), Chandigarh on or before 22.11.11 at 3.00 P.M. in the format attached as **Annexure II**.

The quotations so received will be opened on 22.11.11 at 3.30 P.M in the presence of the tenderers or their representatives who may wish to be present. The quotations should be accompanied by earnest money deposit of Rs.6,000/-(Rupees six thousand only) in the shape of Bank Draft in the name of State Election Commissioner, U.T., Chandigarh along with terms & conditions duly signed and stamped by the bidder.

**Accounts Officer,
State Election Commission,
U.T., Chandigarh**

Terms & Conditions:-

1. The sample of all the articles quoted for should be attached with the quotation.
2. Rates should be quoted FOR at O/o State Election Commission, Sector 17 E, U.T., Chandigarh and should include all freight charges, postage, packing, cartage duties, etc. Sales tax to be indicated separately.
3. Conditional quotations will be rejected summarily without any intimation. Therefore, no extra condition should be inserted in the quotations.
4. Every bid should be accompanied with earnest money deposit of Rs. 6,000/- (Rupees six Thousand only) in shape of bank Draft in favour of State Election Commissioner, U.T., Chandigarh. EMD of successful bidder will be retained by the Commission as Security Deposit and will be returned after a period of one year. Quotation without EMD will not be considered. EMD of unsuccessful bidders shall be returned without interest within 30days of opening of quotations.
5. The rates quoted should be valid for a period of one year from the date of opening of quotation. The quantity of kits is tentative and can be reduced/increased upon actual requirement. The order will be placed to the successful firm as per requirement.
6. No revision of rates will be allowed except taxes/charges levied by the Central/State Government only against duly notified.
7. No advance payment will be made. Payment will be released upon satisfactory receipt of goods /material and on production of bill (in duplicate) in the name of State Election Commission, U.T, Chandigarh.
8. The firms who has been blacklisted by Central / State Government are not eligible to quote.
9. The material should be supplied within 10 days of the issue of supply order failing which penalty of Rs. 1,000/- per day will be imposed upon the firm.
10. EMD of the successful firm will be forfeited in case of the material supplied is not as per specifications or of the inferior quality.
11. The work will be allotted on overall lowest rates.
12. The successful bidder will give a certificate to the effect that the rates so charged are not higher than those charged to any other Govt. department during the period.
13. The rates should be quoted at the appropriate column in the figures as well as in words otherwise the quotation will not be entertained.
14. All disputes will be subject to Chandigarh Jurisdiction.
15. The Secretary, State Election Commission, U.T., Chandigarh reserves the right to reject any quotation or all the quotations without assigning any reason.

Acceptance of the terms and conditions:-

I/we agree to above clauses and will abide by them. The terms and conditions are acceptable to us /me

Date

Signature of tenderer
With Stamp

Annexure I

NAME OF STATIONERY ITEMS

REQUIREMENT IN NOS.

I. For each polling kit :-

(1)	Pencil (Black)	1
(2)	Ball Pen (Blue)	3
(3)	Ball Pen (Red)	1
(4)	White Papers (A4 size)	8 sheets
(5)	Paper Pins	25
(6)	Sealing Wax (400 GM)	1 pkt.
(7)	Material for voting compartments of paper board	2
(8)	Gum Paste Tube (50 ml)	1
(9)	Match Box	1
(10)	Blade(Normal)	1
(11)	Candle (medium size)	4
(12)	Cello Tape (1/2") big	1
(13)	Tags(small)	1 bunch
(14)	Metal Rule	1
(15)	Carbon Paper	3
(16)	Duster 12"X12"(Ordinary)	4
(17)	Packing Paper 55cm x 75cm (brown)	2
(18)	Empty Cup/Container (Plastic) to put inedible ink	1
(19)	Drawing Pin brass plated	1 pkt. (75gm size 13mm)
(20)	Rubber Band (packet of 20 gms)	1
(21)	Stamp Pad (self inking)	1
(22)	Thin Twine Thread	20 mtr.
(23)	Needle & Thread Reel	1
(24)	File cover	1
(25)	Supply of kit bag made of cloth as per sample	1
(26)	Paper cutter(small)	1
(27)	Labour charges for preparation of kit	Each kit

II. For each Counting Kit :-

S.No.	Name of Stationery Item	Requirement in Nos.
1	Paper Cutter(small)	1
2	Pencil (Black)	2
3	White Paper (A4 size)	10 sheets
4	Rubber-band (big)	25
5	Damper (sponge)	1
6	Paper Pins	25
7	Stamp Pad (Self Inking)	1
8	Thin Thread (Reel)	30 mtr.
9	Sealing wax	1 pkt.
10	Poker	1
11	Cotton Tape (1/2 inch)	2
12	File Cover	2
13	Tag	1 bdl.
14	Gum Tube (30 ml.)	1
15	Carbon paper	3
16	Ball Pen (Blue)	3
17	Match Box	1

Note:- Bidder must see the Sample / Specifications of above articles available in the Office of State Election Commission, U.T., Chandigarh before offering the bid on any working day.

Annexure II

NAME OF STATIONERY ITEMS		REQUIRE MENT IN NOS.	RATE PER ITEM	TOTAL RATE	
				(In figures)	(In words)
I. <u>For each polling kit :-</u>					
(1)	Pencil (Black)	1			
(2)	Ball Pen (Blue)	3			
(3)	Ball Pen (Red)	1			
(4)	White Papers (A4 size)	8 sheets			
(5)	Paper Pins	25			
(6)	Sealing Wax (400 gm)	1 pkt.			
(7)	Material for voting compartments of paper board	2			
(8)	Gum Paste Tube (50 ml)	1			
(9)	Match Box	1			
(10)	Blade(Normal)	1			
(11)	Candle (medium size)	4			
(12)	Cello Tape (1/2") big	1			
(13)	Tags(small)	1 bunch			
(14)	Metal Rule	1			
(15)	Carbon Paper	3			
(16)	Duster 12x12 (Ordinary)	4			
(17)	Packing Paper 55cm x 75cm (brown)	2			
(18)	Empty Cup/container (Plastic) to put inedible ink	1			
(19)	Drawing Pin	1 pkt.			
(20)	Rubber Band (packet of 20 gms)	1			
(21)	Stamp Pad (self inking)	1			
(22)	Thin Twine Thread	20 mtr.			
(23)	Needle & Thread Reel	1			
(24)	File cover	1			
(25)	Supply of kit bag made of cloth as per sample	1			
(26)	Paper cutter(small)	1			
(27)	Labour charges for preparation of kit	Each kit			

II. For each Counting Kit :-

Sr. No.	Name of Stationery Item	Requirement in Nos.	Rate per Item	Total Rate	
				(In figures)	(In words)
1	Paper Cutter(small)	1			
2	Pencil (Black)	2			
3	White Paper (A4 size)	10 sheets			
4	Rubber-band (big)	25			
5	Damper (sponge)	1			
6	Paper Pins	25			
7	Stamp Pad (self inking)	1			
8	Thin Thread (Reel)	30 mtr.			
9	Sealing wax	1 pkt.			
10	Poker	1			
11	Cotton Tape (1/2 inch)	2			
12	File Cover	2			
13	Tag (small)	1 bunch			
14	Gum Tube (30 ml.)	1			
15	Carbon paper	3			
16	Ball Pen (Blue)	3			
17	Match Box	1			

Signature of the Bidder

