

**STATE ELECTION COMMISSION ,U.T., CHANDIGARH.**  
**NEW DELUX BUILDING, SECTOR-17, CHANDIGARH**

**SHORT TENDER NOTICE**

No. 4/3(TN)/SEC/CHD/11/

Dated, Chandigarh the

Sealed tenders are invited in two bid system from firms for doing the job of preparation of photocopy of Electoral Rolls of Chandigarh Parliamentary Constituencies/other documents for use during the coming General Elections to Municipal Corporation, Chandigarh to be held in the month of December, 2011, so as to reach in the office of the State Election Commission on or before 08.11.2011 upto 3.00 p.m.

The tenders so received shall be opened on the same day at 3.30 p.m. in the presence of parties who wish to remain present.

The tender must be accompanied with earnest money of Rs.10,000/- (Rupees Ten Thousand Only) by means of Demand Draft obtained from any Nationalized/Scheduled Bank payable at Chandigarh in favour of the State Election Commissioner, U.T Chandigarh.

The tenders received after the due date and time and without earnest money shall be rejected out rightly.

The tender form may be obtained from the Cashier of the State Election Commission, Room No.30 (Ground floor), New Deluxe Building, Sector 17-E, Chandigarh on any working day during office hours against the non refundable payment of Rs. 100/- (Rupees one hundred only)

Tender documents may also be downloaded from the website [www.mcchandigarh.gov.in](http://www.mcchandigarh.gov.in) and the tender cost of Rs.100/- in shape of demand draft in favour of State Election Commissioner, U.T., Chandigarh payable at Chandigarh may be submitted along with the bid.

The undersigned reserves the right to accept or reject any tender without assigning any reasons.

**(S.S. Gill)**  
**Secretary,**  
**State Election Commission**  
**Chandigarh**

**JOB OF PREPARATION OF PHOTOSTAT COPIES OF ELECTORAL  
ROLL OF CHANDIGARH PARLIAMENTARY CONSTITUENCY &  
OTHER DOCUMENTS**

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<b><u>S.No.</u></b>	<b><u>Job</u></b>	<b><u>Rates per page including cost of paper.</u></b>		<b><u>Rates of taxes, if any</u></b>
		<b><u>Both Side</u></b>	<b><u>Single side</u></b>	
1.	Preparation of photostat copies of Electoral rolls on white cream wove paper (both sides) having weight atleast of 75 GSM, on A4 Size paper.			
2.	Preparation of photostat copies of Electoral rolls on white cream wove paper (both sides) having weight atleast of 75 GSM, on Legal Size paper.			
3.	Preparation of photostat copies of other documents on white cream wove paper (both sides/single size) having weight atleast of 75 GSM, on A4 Size paper.			
4.	Preparation of photostat copies of other documents on white cream wove paper (both sides/single size) having weight atleast of 75 GSM, Legal Size paper.			

## **TERMS & CONDITIONS**

- 1) The tenders should reach this office by 3-00 P.M. on or before 08.11.2011 and it will be opened on the same day at 3.30 P.M. in the presence of tenderers, who may wish to be present.
- 2) The tender documents shall be submitted in two bid system as per tender notice.

**Packet-I** duly sealed shall contain Earnest Money, Receipt of Tender Cost/Demand Draft (in favour of State Election Commission, U.T., Chandigarh payable at Chandigarh) and Terms and Conditions on the prescribed Format duly signed and stamped on each page by the tenderer and other documents which shall be superscribed as “**EARNEST MONEY AND RECEIPT OF TENDER COST/DEMAND DRAFT AND TERMS AND CONDITIONS**”. In the absence above documents, tender will be rejected.

**Packet-II** duly sealed shall contain Financial Bid on the prescribed form duly signed by the tenderer on each page superscribed as “**Financial Bid**”

**Packets-I and II** should be placed in one big envelope duly sealed and superscribed as “**JOB OF PREPARATION OF PHOTOSTAT COPIES OF ELECTORAL ROLL OF CHANDIGARH PARLIAMENTARY CONSTITUENCY & OTHER DOCUMENTS**”.

- 3) Tenders will be opened in two stages.

### **First Stage**

At first stage Packet-I will be opened. In case, earnest money, receipt of tender cost/demand draft and terms and conditions etc., are found in order then Packet-II will be opened and if the required documents are not found in order, Packet-II will not be opened and the tender will be rejected.

### **Second stage**

Packet-II containing financial bid duly signed with seal of the firm on all pages.

The Financial Bid of those tenderers will be opened who fulfill documents of bid-I (Packet –I) and qualify technically and eligibility criteria.

- 4) The tenders should be accompanied with earnest money in the shape of Demand Draft of Rs. 10,000/- (Rupees Ten Thousand Only) in the name of State Election Commissioner, U.T., Chandigarh obtained from any of the Nationalized/Scheduled Bank payable at Chandigarh,. No Cheques, Postal Order/Money Order/ Money Guarantee/Cash Payment will be accepted.
- 5) The tenders should be submitted in duplicate. Rates should be quoted invariably on the tender form. In case space available in the tender form is not sufficient, the additional sheet may be used which should be signed by the tenderer with seal of the firm.
- 6) **The rates should be quoted at the appropriate column in tender form in the figures as well as in words; otherwise the tender will not be entertained.**
- 7) The tender should be neatly type written/hand written free from erasing and over typing/writing.
- 8) The tenderer should sign each document attached with tender and also put the rubber stamp of the firm.
- 9) Covering letter should clearly indicate the list of documents enclosed and number of pages attached.
- 10) The firm must have the capacity of supplying Photostat copies of documents as per requirement of the State Election Commission within short notice/stipulated time during the election process.
- 11) No increase in quoted price will be allowed during the validity of tender.

12) The tender should be sent in sealed envelop with following information on the face of envelop :-

- A. Tender opening date : \_\_\_\_\_
- B. Name of Job : \_\_\_\_\_
- C. Name of the Firm : \_\_\_\_\_

13) The firm will enter into the contract for doing the job of making Photostat copies after the approval by State Election Commission, U.T., Chandigarh. During the validity of tender the firm will be bound to supply the photo copies of document as per requirement within the stipulated period. In case the firm fails to provide requisite copies of document as required continuously during the election period, the order will be cancelled and action will be initiated to debar the firm from participating in further tender. Apart from it, said firm will also be liable for payment of excess amount (liquidated damages) for getting the job done from other sources. Action will also be initiated for blacklisting of the firm.

14) The tender forms are non-transferable.

15) The income tax shall be deducted at source as per rates applicable under the Rules at the time of making payment to the contractor.

16) The tenderer whose tender may be accepted shall hereinafter be called the supplier which shall include his heirs, executors, administrators and assignees.

17) For any delay in supply of Photostat copies, State Election Commission reserves the right either to impose penalty of Rs. 1000/- per day or to cancel the work order and to blacklist the firm.

18) The tenders received by the specified date and time will only be considered.

19) The tenders received after the due date and time will be rejected without assigning any reasons.

20) Conditional/Ambiguous tenders shall not be accepted.

- 21) 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.
- 22) Payment shall be made by the State Election Commission to the tenderer only after the Photostat copies of the documents are provided as per requirement to the full satisfaction of the State Election Commission and duly verified by the concerned officer/official.
- 23) The earnest money of the successful bidder will be treated as security deposit.
- 24) 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 State Election Commission, U.T., Chandigarh the security deposited by the firms shall be forfeited.
- 25) The security deposit will be forfeited in case of violation of any condition.
- 26) The rates quoted by the tenderer shall be inclusive of all taxes and levies.
- 27) The State Election Commission reserves the right of placing order for all items or some items as per requirements to one or more contractors at the approved lowest rates.
- 28) In case the bill is found having over- writing/cutting, the bill submitted against such work order will not be entertained.
- 29) In case of any dispute, the decision of the State Election Commissioner, State Election Commission, U.T., Chandigarh will be final.
- 30) The approved lowest rates will be valid up to one year from the date of opening of financial bid. The Contract can be extended with mutual consent of both parties on approved rates.
- 31) The State Election Commission, U.T., Chandigarh reserves the right to reject any or all tenders without assigning any reasons.
- 32) Any legal dispute will be dealt within the jurisdiction of U.T., Chandigarh.

I/We undertake to abide by the terms & Conditions of the tender form.

**Signature of the Tenderer  
Alongwith Rubber Stamp**

**STATE ELECTION COMMISSION, U.T.CHANDIGARH  
NEW DELUX BUILDING, SECTOR 17-E,  
CHANDIGARH.**

**TENDER FORM**

1. Name of item Making of phostat copies of Electral Rolls and  
Other documents

S.No. of Tender Form \_\_\_\_\_

Earnest Money Rs. 10,000/-  
(Rs. Ten Thousand only)

Cost of Tender Form Rs. 100/-  
(Rs. One hundred only) (non-refundable)

Date of Issue \_\_\_\_\_

Signature of Issuing Officer \_\_\_\_\_

2. Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

3. Telephone No. (Res.) \_\_\_\_\_ (Mobile No..) \_\_\_\_\_  
(Fax No. (if any) \_\_\_\_\_)

4. Description of Firm : - Proprietorship/Partnership/Private Company/Public  
Company/Other.

5. Registration No. i) Income Tax( PAN No.) \_\_\_\_\_

ii) Service Tax No. \_\_\_\_\_

**(Attach copies of proof duly self attested in  
support of i) & ii)**

5. Name of person authorized to represent the firm \_\_\_\_\_

Signature of the tenderer  
Along with rubber stamp

