

State Election Commission, Rajasthan

Notice Inviting e-Tender

S. No: 04/2024

Dated: 18/07/2024

Sealed Single Stage Two-envelope unconditional e-Bid are invited by State Election Commission, Rajasthan for repairing of old damaged ballot boxes up to 03:00 PM of 30.07.2024 (Last date/time) as below:-

Discription of Works	Quantity of Ballot boxes		Estimate d value of work	Bid Security	Price of bid document	¹ Validity of bid
Repairing of old damaged ballot boxes (Small, Midium, Large in Size), removing dents, repair of locking system and all service work	Small	5286	80 Lacs	1,60,000/-	500/-	90 days
	Medium	1993				
	Large	5334				

* In case any bidder fails to submit the original Demand Draft/Bankers Cheque of Processing Fees, Tender fees and Bid security up to 05.00 Pm on or before 30.07.2024 the Technical bid of the bidder shall not be opened.

The schedule of dates is as follows:-

Sr. No.	Schedule	Date	Time
1	Publishing Date	19.07.2024	03:00 PM
2	Bid document selling start date	19.07.2024	03:00 PM
3	Bid submission start date	19.07.2024	03:00 PM
4	Pre Bid meeting date	23.07.2024	03:00 PM
5	Document selling End date	30.07.2024	03:00 PM
6	Bid submission End date	30.07.2024	05:00 PM
7	Technical Bid opening date	31.07.2024	02:30 PM
8	Financial Bid opening date	Will be intimated later on to the Techno Commercially Qualified Bidders	
9	Last date of submission of Demand draft/ Bankers Cheque of Tender document fee, processing fee and Bid security	30.07.2024	05:00 PM

Note-

- Tender documents will be uploaded on website rajsec@rajasthan.gov.in, <http://eproc.rajasthan.gov.in>, <http://www.sppp.rajasthan.gov.in>.
- Bid shall be submitted online only through website <http://eproc.rajasthan.gov.in>.
- No physical /offline tender/bid shall be accepted.
- The cost of bid form should be Rs.500. Bid fees are not refundable.
- The processing fee of Rs. 1500/- shall be in the form of demand Draft/ Bankers cheque of scheduled

- bank drawn in favour of " MD, RISL" up to schedule date and time.
6. The Bid security rupees 160000/- and Bid fees rupees 500/- shall be in the form of demand Draft/ Bankers cheque of scheduled bank drawn in favour of " Secretary, State election commission, Rajasthan, Jaipur" up to schedule date and time. Without required processing fees, Bid fees and Bid security , tender will not be considered.
 7. In case, the schedule dates happen to be Govt. Holiday the next working day shall be treaded for the scheduled dates is given above for tender as the case may be.
 8. The GST & other taxes payable, if any, under this e-Tender shall be paid by the bidder.
 9. Bidders are requested to read the instruction in the Technical Document/Bid before submitting the Tender/Bid online.
 10. Technical and Financial Bid in BOQ should be submitted separately as per procedure mentioned in Bid Documents.
 11. BID Specific Authorization in the name of "Secretary, State election commission, Rajasthan" against this e-Tender & Original manufacturer Authorization should be enclosed with technical bid, if any, otherwise your tender will not be considered for technical evaluation.
 12. The undersigned has right to accept or reject any Bid, partly or fully without assigning any reasons at any time prior to award of contract without incurring any liability, what so ever to the affected bidder or bidders.
 13. No more than one Bid will be accepted from a bidder , if any individual participating in the bid process, representing more than one firm in one or different names and it comes to our notice at any part of the time, all such offers or different will not be entertained and shall be liable for rejection.
 14. All pages of tender document should be digitally signed and stamped by the bidder and should be submitted along with technical bid as having read the tender document and agree with the terms and conditions, technical specification, etc. otherwise bid shall be liable for rejection.
 15. The bidder must write the name of Firm and full postal address at the back of the every demand draft/bankers cheque.
 16. The Bid without EMD, tender fee, processing fee, digitally singed and stamped tender document will be summarily rejected.
 17. The bid shall be submitted online in two part, viz, technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the document before uploading all pages of the tender should be numbered and indexed.
 18. The bid submitted by post/telegram/fax/email/physically shall not be considered. No correspondence will be entertained in the matter.
 19. In case the bidder withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money shall be forfeited assigning any reason thereof.
 20. The bidder should also be ready to extend the bid validity if required, without changing any terms & conditions etc. of their original tender.
 21. Conditional bid will be treated as unresponsive and it may be rejected.
 22. State Election Commission will not be responsible for delay in online submission due to any reason.
 23. The provisions of RTPP Act 2012 and Rules 2013 There shall be applicable for the procurement.
 24. All the documents uploaded should be digitally signed with the DSC of authorized signatory.
 25. In case of any dispute, legal Jurisdiction will be Jaipur.


Secretary
State Election Commission
Rajasthan, Jaipur

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State Election Commission, Rajasthan
2nd Floor, Development Block, Secretariat, Jaipur
(Phone 0141-2227037, e-mail- Secraj@rajasthan.gov.in)

Open competitive Bid for Repair of
damage ballot boxes

Reference No.
Unique Bid Number:

Dated:

Mode of Bid Submission	On-line /e-Tender
Tendering Authority/ purchaser	Secretary, State Election Commission, Rajasthan
Last Date & Time of Submission of Fees as detailed in Bid at the office in physical form. Fees (To be deposited upto 30.07.2024 05.00 PM) At the office of Secretary, State Election commission, Rajasthan, Jaipur.	(1) Bid fee Rs. 500/- & (2) Bid security of Rs 160000/- in the form of D.D./banker cheque in favour of Secretary, State Election commission, Rajasthan, Jaipur. (3) Bid processing fee of Rs 1500/- in the form of D.D./banker cheque in favour of M.D., R.I.S..L, Jaipur.
Date of availability of Bid for downloading online on e-procurement.	From 03.00 PM Date 19.07.2024
Last Date & Time of Submission of Bid (online)	Upto 05.00 PM Date 30.07.2024
Date & Time of Opening of Technical Bid (online)	At 02.30 PM on Date 31.07.2024
Estimated Cost of Tender	Rs 80.00 Lac
Tender Fee	Rs 500/-
Security Money Deposit	Rs 160000/-

1. Online Bid is to be submitted duly digitally signed in electronic format only on website <http://eproc.rajasthan.gov.in>.
2. Detailed bid document, terms & condition can be seen and downloaded from website <http://eproc.rajasthan.gov.in> and also seen in <http://sppp.raj.gov.in> & secraj@rajasthan.gov.in.
3. Undersigned reserves the right to accept or reject any or all bids without assigning any reason whatsoever.

State Election Commission, Rajasthan
2nd Floor, Development Block, Secretariat, Jaipur
(Phone 0141-2227037, e-mail- Secraj@rajasthan.gov.in)

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INSTRUCTION TO BIDDERS

The bidders are requested to submit their bids prior to last date of submission to avoid Non-submission of their bids up to prescribed date & time due to non availability / hanging of website, at either ends, at last moment or any reason what so ever. The last date of submission of bids will not be extended on such account.

1. The bidder will have to deposit (i) The DD/Banker's Cheque of prescribed cost of tender Rs. 500/- and EMD Rs. 160000/- by way of DD/Banker's Cheque/Bank-Guarantee (valid for six months from the Last date of submission of bid) in favour of **Secretary, State Election commission, Rajasthan, Jaipur.**
2. The prescribed Processing Fee Rs.1500/- of RISL by way of DD/Banker's Cheque in favour of **Managing Director, Raj COMP Info Services Ltd. (RISL), payable at Jaipur**

The tender cost, Bid security and e-Tender processing fees of RISL, in Envelope is to be deposited at Office of Secretary, State Election commission, Rajasthan, Jaipur on 30.07.2024 up to 05.00 P.m. as per above time schedule. This is essential otherwise the bid in electronic form (Cover I, II & Cover III) will not be opened of that bidder)

and

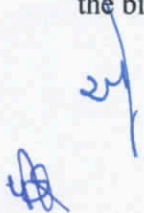
• **Technical Bid document (Online only)**

(List of required Formats/documents to be submitted online duly signed by Authorized Signatory)

- 1) **Cover-1:-** Up load the scanned copy of DD/Pay Order towards Cost of tender document, processing fee of RISL and EMD/ Exemption certificate (in .pdf).
- 2) **Cover- 2:-** All Non-financial information in the Formats as per tender (in .pdf).
- 3) **Cover-3:-** Price bid as per Format attached.

NOTE: - The financial bid (Price bid) is to be submitted as per format attached. This format is to be downloaded from <http://eproc.rajasthan.gov.in>, filled & uploaded back to <http://eproc.rajasthan.gov.in>. Bid may be rejected if look alike format (.xls) is created/ filled and uploaded on <http://eproc.rajasthan.gov.in>

3. The Cover-1 will be opened on **31.07.2024 02.30 PM** in the presence of bidders, who wish to be present.
4. Cutting/overwriting, if any, in the figures of the tendered documents is required to be clarified / indicated in words, duly signed, failing which the tender may be rejected.
5. Bids will be evaluated as per criteria mentioned in the Bid documents. Bidders fulfilling all the criteria of Technical bids will be declared successful or Technically qualified. Financial bid will include total cost and all charges
6. The bidders should provide complete information at the time of submission of bid. If the bidders are asked to furnish some more clarification/ confirmation/ document, they shall be required to furnish the same within specified time, failing which the case shall be finalized /decided on the basis of available information/documents. The responsibility of ignorance of their bid on account of delay in furnishing of desired Information/documents shall be of the bidder. However, if there are any shortcomings in the submission of the information which not materially affects the qualification criterion, then the Bid Evaluation Committee shall have the power to consider the facts on the merit of the case and decide the bid evaluation accordingly.



7. All tender documents should essentially be signed digitally and Submitted/uploaded on <http://eproc.rajasthan.gov.in> in time as per check list as per note.

8. The tender document is not transferable.

9. Bidders who wish to participate in this tender, will have to be registered on <http://eproc.rajasthan.gov.in> (bidders registered earlier on the eproc.rajasthan.gov.in, need not to get registered again). To participate in online tenders, bidders will have to procure Digital Signature Certificate (Type II & III) as per requirement under Information technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency or they may contact e-Procurement Cell, Department of IT & C, Government of Rajasthan on the following address:- **e-Procurement Cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur, e-mail: eproc@rajasthan.gov.in, 24x7 help desk telephone no. 0120-4200462, 0120-4001002, 8826246593, Email support:- eproc@nic.in, Local help desk no. 0141-4022688 9.30 Am to 06.00 Pm on all working days.**

10. Bidders are also advised to refer "Bidders Manual" available under "Downloads" section on <http://eproc.rajasthan.gov.in> for further details about the e-Tendering process.

11. All the required information shall be furnished strictly in the prescribed formats only. Any information indicated other than the prescribed formats shall not be entertained. The bid shall be evaluated on the basis of information furnished in the prescribed formats only.

❖ **Important instructions to bidder:-**

1. The bidder shall not assign the agreement or sublet any portion of the work.

2. All materials, tools and plants and all labour (skilled and unskilled) including their housing, procurement of food for staff & crews, medical aids, etc. are to be arranged by the bidder at his own cost. The cost of transport of labour, materials and all other incidental items as required for work shall also have to be borne by the Bidder without any extra claim from the Commission.

3. All risk on account of carriage including loss or damage of, if any, will have to be borne by the bidder without any extra claim towards the commission.

4. Whatever may be the reason for claim on idle labour, enhancement of labour rate, additional establishment cost, cost of Toll and hire and labour charges of tools, TA/DA of firm's technician and loading/unloading charges etc. would not be entertained under any circumstances.

5. The bidder shall receive all notices and pay all fees required to be given or payable to by any statute or any regulation or by-law of any local or other statutory authority which may be applicable to the works and shall keep the Commission free against all penalties and liabilities of every kind for breach of such statute regulation or law.

6. The Bidder shall indemnify the Commission form and against all clamims, demands, suit and proceedings for or on account of infringement of any patent rights, design, trade mark of name of other protected right in respect of any plant, thing or process used for or in connection with works or temporary works or any of them.

7. The quality of work executed will be verified by the Committee constituted by the State Election Commission, Rajasthan and the Committee may visit any location during repair of Ballot Boxes to check the quality of material and workmanship for repair of Ballot Boxes.

8. Time for completion of repair as specified in the tender shall be deemed to be the essence of the contract. Repair of Ballot Boxes must be completed within 40 days from the date of issuance of repair order.

9. In case of fore closure or abandonment of the works by the Department the bidder will be eligibel to be paid for the finished work and reimbursement of expenses actually incurred thereof by him but not for any losses.

10. The bidder shall not be entitled for any delay in repair of the ballot boxes as it is an election related urgent item.

11. Payment will be made once all the Ballot Boxes have been repaired as per specifications and after receiving the Certificate of Satisfactory Performance by designated authority. Bills and Challans are to be prepared in favour of the Secretary, State Election Commission Rajasthan. The mode of payment will be RTGS/NEFT only.

12. The repair must be completed within the stipulated date, time and at the place as specified in the work order.

13. The repairing work of ballot boxes will perform on district headquarter in the supervision of nodal officer appointed by SEC.

❖ **Correspondence for enquiries and clarifications**

All correspondence in respect of the tender and submission of the Tender shall be addressed to:

State Election Commission, Rajasthan
Secretariat, Jaipur.
(Phone 0141-2227037, e-mail- Secraj@rajasthan.gov.in)



PART - A

GENERAL TERMS AND CONDITIONS OF TENDER & CONTRACT

Though adequate care has been taken while preparing the tender Documents, the bidder shall satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within Five days from the date of issue of the bid documents, it shall be considered that the bid document is complete in all respects and has been received by the Bidder.

1) Downloading of the Bid Document and submission:

- a) The complete bidding document will be available for seen and downloading on date from above schedule mentioned in bid document and shall also be placed on the State Public Procurement Portal. The prospective bidders shall be permitted to download the bidding document from the websites and pay its price while submitting the Bid to the procuring entity.
- b) The selection of Bidders shall be carried out through e-procurement process. Proposal/Bids are to be submitted online in electronic format on website <http://eproc.rajasthan.gov.in>. as per tender document.

2) Changes in the Bidding Document

- a) At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with the provisions.
- b) In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document by the **Secretary, State Election commission, Rajasthan, Jaipur** at any time before Last date of submission of tender shall be available on the website of e-procurement only.
- c) In case, a clarification or modification is issued to the bidding document, the procuring entity may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.
- d) Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the procuring entity: Provided that the Bid last submitted or the Bid as modified by the bidder shall be considered for evaluation.

3) Period of Validity of Bids

- a) Bids submitted by the bidders shall remain valid for 90 days. A Bid valid for a shorter period may be rejected by the procuring entity as non-responsive Bid.
- b) Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.

4) Opening of Bids

- a) The Bids shall be opened by the bid opening & evaluation committee on the date and time mentioned in the Bid in the presence of the bidders or their authorised representatives who choose to be present.
- b) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
- c) The committee shall prepare a list of the bidders or their representatives attending the opening of Bids and obtain their signatures on the same. The list shall also contain the representative's name and telephone number and corresponding bidders' names and addresses. The authority letters, if any,

brought by the representatives shall be attached to the list. The list shall be signed by all the members of Bid opening committee with date and time of opening of the Bids.

d) **All the documents comprising of technical Bid/ cover shall be opened only for the bidders, who have submitted the prescribed fee(s) to Secretary, State Election commission, Rajasthan, Jaipur.** The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the: -

- a. Bid is accompanied by bidding document fee, bid security or bid securing declaration;
- b. Bid is valid for the period, specified in the bidding document;
- c. Bid is unconditional and the bidder has agreed to give the required performance security; and
- d. Other conditions, as specified in the bidding document are fulfilled.
- e. Any other information which the committee may consider appropriate.

f) No Bid shall be rejected at the time of Bid opening except the Bids not accompanied with the proof of payment or instrument of the required price of bidding document, processing fee and bid security.

g) The Financial Bid cover will be opened later on, the date and time will intimated to the bidders who qualify in the evaluation of technical Bids.

5) Determination of lowest bidder for Evaluation purpose:

The lowest tenderer shall be determined on the basis of total landed cost (except GST) for each item separately. The total landed cost will include the basic price, labour charges, freight & any other charges except GST (CGST/SGST/IGST).

6) Clarification of Bids

- a) To assist in the examination, evaluation, comparison and qualification of the Bids, the bid evaluation committee may, at its discretion, ask any bidder for a clarification regarding its Bid.
- b) Any clarification submitted by a bidder with regard to its Bid that is not in response to a request by the committee shall not be considered.
- c) No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the committee in the evaluation of the financial Bids.
- d) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.
- e) All communications generated under this rule shall be included in the record of the procurement proceedings.

7) Liquidated Damages (LD)

a) In case of extension in the delivery/installation period with liquidated damages the recovery shall be made on the basis of following percentages of value of stores/ items which the bidder has failed to supply/ repair in complete:-

No.	Condition	LD%
a)	Delay up to one fourth period of the prescribed delivery period, successful installation & completion of work	2.5%
b)	Delay exceeding one fourth but not exceeding half of the prescribed delivery period, successful installation & completion of work.	5.0%
c)	Delay exceeding half but not exceeding three fourth of the prescribed delivery period, successful installation & completion of work.	7.5%
d)	Delay exceeding three fourth of the prescribed delivery period, successful installation & completion of work.	10.0%

B) If the supplier requires an extension of time in completion of contractual supply and installation on account of occurrence of any hindrance, he shall apply in writing to the purchasing authority for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

C) Any liquidated damages will be deducted from the Last and Final payment against Supply and Installation of the material.

D) **Secretary, State Election commission, Rajasthan, Jaipur** may at its discretion, to extend the period of Supply and installation without liquidated damages if found that the delay in supply of goods is on account of hindrances beyond the control of the bidder.

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SPECIAL TERMS AND CONDITIONS OF TENDER & CONTRACT

1. Payment Terms and Schedule

The supplier's/ selected bidder's request for payment shall be made to the purchaser in writing, accompanied by invoices describing, as appropriate, the repaired ballot boxes delivered with the required documents submitted pursuant to general conditions of the contract and upon fulfilment of all the obligations stipulated in the Contract. **Payment will be made through RTGS/ NEFT after successful completion of repair work.**

2. Performance Security @5% (Five percent) of the order value should required to be deposited within Seven Days from date of work order with Contract/agreement, It will be refunded only after successful completion of contract/ repair work.

3. Penalties

Penalties, as applicable, (if any) for delay in repair of ballot boxes in given time schedule in work order, will be required to be deposited to the office separately by the supplier by cash OR DD payable at jaipur, otherwise 1.5 time of the calculated penalty will be deducted by performance Guarantee amount. (if in Cash) **Other :**

- (a) Taxes, as applicable, will be deducted/ paid as per the prevalent rules and regulations.
- (b) The currency or currencies in which payments shall be made to the supplier/ selected bidder under this Contract shall be Indian Rupees (INR) only.
- (c) All remittance charges will be borne by the supplier/ selected bidder.
- (d) In case of disputed items, the disputed amount shall be withheld and will be paid only after settlement of the dispute.
- (e) **Any advance Payment will not be made.**
- (f) In regard to any dispute arising out of these tender conditions, the decision of the **Secretary, State Election Commission, Rajasthan, Jaipur** shall be final.
- (g) Any legal disputes arising out of the Agreement shall be subject to the jurisdiction of the civil courts in Jaipur.
- (h) **Grievance redressal during procurement process shall be as per annexure-C of RTPP rules. The first appellate authority is Secretary, State Election Commission, Rajasthan, Jaipur. Second appellate is Additional Chief Secretary, Panchayati Raj Department, Jaipur.**
- (i) **The Rajasthan Transparency in Public Procurement Act, 2012 and Rajasthan Transparency in Public Procurement Rules 2013 will be applicable for this bid.**

I have read the above terms and conditions and after fully understanding them agree to abide by term in case I am awarded the contract.

Signature of Authorized signatory

Name of Bidder :

Date :

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PART – B

Pre-QUALIFICATION/ ELIGIBILITY CRITERIA

(Related Documents should be attached in Cover- 2 online only)

A bidder participating in the procurement process shall possess the following minimum pre-qualification/ eligibility criteria.

S.No.	Basic Requirement	Specific Requirements	Documents Required
1.	Legal Entity/ Stataus	The bidder should be a proprietorship firm duly registered either under the Rajasthan shops & other Act of state/Union, as applicable for dealing in the subject matter of procurement (Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the bidder) OR A company registered under companies Act, 1956 OR A partnership firm registered under India partnership Act, 1932.	-copy of certificates of Registration OR incorporation
2.	Financial: Turnover	Rupees 20 Lacs Average Annual Turnover of the bidder during last one financial years.	Copy of Audited Final Accounts of Last one financial year 2023-24 with Turnover Certificate issued by CA with CA's Registration Number and UDIN No. with Seal
3.	Financial Net worth	The Net worth of the bidder as on 31/03/2024 should be positive.	Certificate issued by CA with CA's Registration Number and UDIN no. with Seal should be enclosed.
4.	Tax Registration	The bidder should have (i) Registration number of GST-IN where his business is located. (ii) Income Tax/ Pan number.	Copies of relevant certificates of registrations should be enclosed.
5.	Authorization	Authority Letter of authorized signatory that the Authorized signatory can sign the bid contract on behalf of the firm.	on letter Head of Firm/Company
6.	Experience for manufacturing/repair of ballot boxes	minimum one time repair work of ballot boxes done of any State Election Commission or Election Commission of India.	Submission of a Copy of work order with satisfactory completion certificate required

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PART -C

SCOPE, BACKGROUND, REQUIREMENT & SPECIFICATION

BACKGROUND :- State Election Commission is required to repair damage ballot boxes which kept in different district of Rajasthan. The **approximate number of ballot boxes** in different districts are as below:-

S.No.	Name of District	No of repairable ballot boxes		
		Large	Medium	Small
1.	Ajmer	189	82	118
2.	Alwar	-	-	-
3.	Banswara	50	-	625
4.	Baran	0	0	0
5.	Barmer	870	589	127
6.	Bhartpur	245	0	10
7.	Bhilwara	10	1199	0
8.	Bikaner	0	0	0
9.	Bundi	0	0	0
10.	Chittorgarh	135	-	145
11.	Churu	200	00	180
12.	Dausa	0	0	0
13.	Dholpur	186	0	72
14.	Dungarpur	30	-	40
15.	Hanumangarh	-	-	-
16.	Jaipur	1000	23	1409
17.	Jaisalmer	41	0	35
18.	Jalore	0	0	0
19.	Jhalawar	0	-	0
20.	Jhunjhunu	140	0	1275
21.	Jodhpur	0	0	0
22.	Karauli	0	0	0
23.	Kota	250	0	150
24.	Nagaur	500	100	450
25.	Pali	0	0	0
26.	Partapgarh	197	0	46
27.	Rajsmad	223	0	54
28.	S. madhopur	166	0	104
29.	Sikar	500	0	0
30.	Sirohi	-	-	-
31.	Shri ganganagar	-	-	-
32.	Tonk	0	-	0
33.	Udaipur	354	-	494

Note:- Number of repairable ballot boxes may be increased or decreased.

- Successful bidder will manage the work of repairing of different sizes ballot boxes (small/medium/large) at every district headquarter as mention in above table.

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- In Ballot boxes, spare part is to be repaired which is as given below:-

Sr.No.	Detail of Spare Parts
1.	Inner Wheel Set
2.	Upper Chidiya
3.	Spring for Inside Lock
4.	Window paper seal
5.	Lock Patti
6.	Bottom for Ballot box
7.	Handle on Top
8.	Complete Painting if required
9.	Oiling if required

Secretary
State Election Commission, Rajasthan,
Jaipur

I have read the above terms and conditions and after fully understanding them agree to abide by term in case I am awarded the contract.

Signature of Authorized signatory
Name of Bidder :
Date :

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Check List

(List of Documents to be submitted for evaluation of the Bid)

S. No.	Documents to be submitted for	Brief of Submission	Page no.
1	Bid Documents duly signed		
2	Legal Entity/ Status		
3	Financial Turnover		
4	Financial Net worth		
5	Tax Registration	1. GST 2. PAN No.	
6	Authorization for signing of BID	As per Annexure -1	
7	Declarations :		
	(a) ANNEXURE-2		
	(b) ANNEXURE-3		
	(c) ANNEXURE-4		
	(d) ANNEXURE-5		

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BIDDER'S AUTHORIZATION CERTIFICATE**{to be filled by the bidder on letter Head}**

To,
Secretary,
State Election Commission, Rajasthan
Jaipur.

I/ We {Name/ Designation} hereby declare/ certify that
.....{Name/ Designation} is
hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with
NIB reference No. _____ dated: _____.

He/ She is also authorized to attend meetings & submit technical & commercial information/
clarifications as may be required by you in the course of processing the Bid. For the purpose of
validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Signature & Seal of the Organization: -

(Signature of Authorized person with name)

Signature Verified:

Name of the Bidder: -

Signature with Seal of the Organization: -

Date:

Place:



DECLARATION BY THE BIDDER
{to be Submitted by the bidder on Letter Head}

To,
 Secretary,
 State Election Commission, Rajasthan
 Jaipur.

In response to the NIB Ref. No. _____ dated: _____ for repairing/maintenance of ballot boxes as an Owner/ Partner/ Director/ Auth. Sign. of _____, I/ We hereby declare that presently our Company/ firm _____, at the time of bidding: -

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d) does not have any previous transgressions with any entity in India or any other country during the last three years
- e) does not have any debarment by any other procuring entity
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h) does not have a conflict of interests mentioned in the bidding document which materially affects the fair competition.
- i) will comply with the code of integrity as specified in the bidding document. If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

21/

21/

CERTIFICATE OF CONFORMITY/ NO DEVIATION
{to be Submitted on letter head by the bidder}

To,
Secretary,
State Election Commission, Rajasthan
Jaipur.

CERTIFICATE

I/We certify that the price I/we have quoted is inclusive of all the cost factors involved in "**Repairing of damaged ballot boxes kept at different district headquarter of Rajasthan.**"

Thanking you,



Name of the Bidder: -

Authorised Signatory: -



Seal of the Organization: -

Date:

Place



DECLARATION BY BIDDER
{to be signed and submitted by bidder on letter Head}

Ref: NIB No. _____

Date _____

I/We a legally constituted firm
and represented bydeclare
that I am/ we are in "Steel/iron equipment manufacturing agencies and are in business of
reparing/manufacturing of ballot boxes that confirm to the specifications mentioned in the bid. If this
declaration is found to be incorrect, then without prejudice to any other action that may be taken, my/
our Bid Security may be forfeited in full and the bid may be cancelled.

Signed: _____

Name: _____

In the capacity of _____

Duly authorised to sign the Bid for and on behalf of _____

Date: _____

Tel: _____ Fax: _____ e-mail: _____



DECLARATION BY THE BIDDER
{to be filled by the bidder on letter head}

Reference: NIB No _____ dated _____

Dear Sir,

We, the undersigned bidder, having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to repair work as mentioned in the Scope of the work, Bill of Material, Technical specifications, Service Level Standards & in conformity with the said bidding document for the same.

I / We undertake that the prices are in conformity with the specifications prescribed. The quote/ price are inclusive of all cost likely to be incurred for executing this work. The prices are inclusive of all type of govt. taxes/duties.

I / We undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of Requirements.

I/ We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee as prescribed in the bidding document.

I / We agree to abide by this bid for a period of 90 days after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We understand that you are not bound to accept the lowest or any bid you may receive.

We agree to all the terms & conditions as mentioned in the bidding document and submit that we have not submitted any deviations in this regard.

Date:

Authorized Signatory

Name:

Designation:



Financial Bid Format
TO BE FILLED ONLINE ONLY

Sr. No.	Item Description	Rate per Unit (Including labour charges)	GST on Unit Rate (in %), if applicable	Unit Rate (In INR) (inclusive of all govt. taxes, other levies, duties and GST)
1	2	3	4	(5=3+4)
1	Inner Wheel Set			
2	Upper Chidiya			
3	Spring for Inside Lock			
4	Window paper seal			
5	Lock Patti			
6	Bottom for Ballot box			
7	Handle on Top			
8	Complete Painting if required			
9	Oiling if required			

***Note:** All type of taxes shall be applicable as per prevailing Govt. norms.

Seal and Sign of Bidder

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DRAFT AGREEMENT FORMAT

{to be mutually signed by selected bidder and procuring entity
On Rs. 500/- Non judicial stamp paper}

This Contract is made and entered into on this _____ day of _____, 2024 by and between Secretary, State election commission, Rajasthan having its head office at State election commission, Rajasthan, Development building 2nd Floor (herein after referred to as Purchaser/ Secretary, State election commission, Rajasthan) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on ONE PART

And

M/s _____, a company registered under _____ with its registered office at _____ (herein after referred as the "Successful Bidder/ Supplier") which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on the OTHER PART.

Whereas,

Purchaser is desirous of appointing an agency for as per the Scope of Work and Terms and Conditions as set forth in the NIB document dated _____ of NIB No -----

And whereas

The supplier represents that it has the necessary experience for carrying out the overall work as referred to herein and has submitted a bid and subsequent clarifications for providing the required services against said NIB document issued in this regard, in accordance with the terms and conditions set forth herein and any other reasonable requirements of the Purchaser from time to time.

And whereas

Purchaser has accepted the bid of supplier and has placed the vide Letter No. _____ dated _____, on which M/s _____ has given their acceptance vide their Letter No. _____ dated _____. And whereas The supplier has deposited a sum of Rs. _____/- (Rupees _____) in the form of _____ ref no. _____ dated _____ of _____ Bank and valid up to _____ as security deposit for the due performance of the contract.

Now it is hereby agreed to by and between both the parties as under: -

1. The NIB Ref. No. _____ dated _____ and RFP document dated _____ issued by Secretary, State election commission, Rajasthan along with its enclosures/ annexures, wherever applicable, are deemed to be taken as part of this contract and are binding on both the parties executing this contract.
2. In consideration of the payment to be made by Secretary, State election commission, Rajasthan to M/s _____ at the rates set forth in the LOI no. _____, _____ will duly supply the said articles set forth in "Annexure-1: Bill of Material" thereof and provide related services in the manner set forth in the RFP, along with its enclosures/ annexures and Technical Bid along with subsequent clarifications submitted by supplier.
3. The Secretary, State election commission, Rajasthan do hereby agree that if supplier shall duly supply the said articles and provide related services in the manner aforesaid observe and keep the said terms and conditions of the RFP and Contract, the Secretary, State election commission, Rajasthan will pay or cause to be paid to supplier, at the time and the manner set forth in the said conditions of the RFP, the amount payable for each and every project milestone & deliverable. The mode of Payment will be as specified in the RFP document.

4. The timelines for the prescribed Scope of Work, requirement of services and deployment of technical resources shall be effected from the date of LOI i.e. _____ and completed by supplier within the period as specified in the RFP document.
5. In case of extension in the delivery and/ or installation period/ completion period with liquidated damages, the recovery shall be made on the basis of following percentages of value of stores/ works which supplier has failed to supply/ install/ complete: -

a) Delay up to one fourth period of the prescribed delivery period, successful installation & completion of work	2.5%
b) Delay exceeding one fourth but not exceeding half of the prescribed delivery period, successful installation & completion of work.	5.0%
c) Delay exceeding half but not exceeding three fourth of the prescribed delivery period, successful installation & completion of work.	7.5%
d) Delay exceeding three fourth of the prescribed delivery period, successful installation & completion of work.	10.0%

Note:

i. Fraction of a day in reckoning period of delay in supplies/ maintenance services shall be eliminated if it is less than half a day.

ii. The maximum amount of agreed liquidated damages shall be 10%.

iii. If supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrances, he shall apply in writing to the authority which had placed the work order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

iv. Delivery period may be extended with or without liquidated damages if the delay in the supply of goods in on account of hindrances beyond the control of supplier.

6. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the NIB document. In witness whereof the parties have caused this contract to be executed by their Authorized Signatories on this ____ day of _____, 2020.

Signed By:	Signed By:
Designation: Company:	Secretary, State election commission, Rajasthan
In the presence of:	In the presence of:
Designation: Company:	
Designation: Company:	

MEMORANDUM OF APPEAL UNDER THE RTPP ACT, 2012

Appeal Noof

Before the (First/ Second Appellate Authority)

1. Particulars of appellant:

- a. Name of the appellant:
- b. Official address, if any:
- c. Residential address:

2. Name and address of the respondent(s):

- a.
- b.
- c.

3. Number and date of the order appealed against and name and designation of the officer/ authority who passed the order (enclose copy), or a statement of a decision, action or omission of the procuring entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:

5. Number of affidavits and documents enclosed with the appeal:

6. Grounds of appeal (supported by an affidavit):

7. Prayer:

Place

Date

Appellant's Signature