

# Government of Punjab

## Department of Elections

(SCO No.29-32, Sector: 17-E, Chandigarh)  
☎ 0172-2704779, 2704701, 27248749 ☎ 0172-2707970

### Tender Document

No.:P(BLO)-175, of 2020

For

**Supply of Bags & other Stationary items  
for the use of BLO's**

Name of the Bidder	
Address	
Contact numbers of Bidder	
Last Date of submission of tender	28 <sup>th</sup> January 2020 at 12.00 Noon
Date of opening of Tender	28 <sup>th</sup> January 2020 at 03.00 PM
Venue for submission/Opening of Tender	<b>Office of the Chief Electoral Officer, Punjab</b> SCO No. 29-32, Sector: 17-E, Chandigarh

#### **Cost of Tender Document**

Rs. 2000/- by cash/Demand Draft in  
favour of Electoral Officer, Punjab,  
payable at Chandigarh.  
(No cheque will be entertained)

**OFFICE OF THE CHIEF ELECTORAL OFFICER, PUNJAB,  
SCO NO.29-32, SECTOR 17-E, CHANDIGARH.**

**TENDER NOTICE  
Supply of Bags and other Stationary items  
for the use of BLOs**

Sealed Tenders are invited from the Manufactures/Authorized Dealers for supply of 26700 Quantity of Bags, Writing Pad, Blank Register, Pens (Blue & Red), Pencils, Erasers and Rulers to the Election Tehsildar, Incharge Election Store Punjab, Baradari Garden, Patiala. The **TENDER DOCUMENT** comprises of detailed terms and conditions of the tender can be purchased from the office of the Chief Electoral Officer by depositing a sum of Rs 2000/- in cash or demand draft in favour of Deputy Chief Electoral Officer, Punjab payable at Chandigarh. These documents can also be downloaded from the official web site of this department at [www.ceopunjab.nic.in](http://www.ceopunjab.nic.in). In that case, a demand draft of Rs. 2000/- in favour of Electoral Officer, Punjab along with earnest money amounting to Rs. 2.50 lakh in the shape of Demand Draft in favour Chief Electoral Officer, Punjab is to be deposited along with the tender.

Tenders should reach in the office of the Chief Electoral Officer, Punjab (CEO), SCO No. 29-32, Sector: 17-E, Chandigarh by 28.01.2020 up to 12.00 Noon and will be opened in the office of CEO on the same day at 3.00 PM in the presence of bidders, who wish to be present. The CEO reserves the right to reject all or any of the tender(s) received, and to annul the tendering process without assigning any reason. The CEO also reserves the right of negotiations with L-1, if considered necessary.

  
**Chief Electoral Officer, Punjab**

**OFFICE OF THE CHIEF ELECTORAL OFFICER, PUNJAB,  
CHANDIGARH**

**TENDER DOCUMENT**

*No.: P(BLO)-175, of 2020*

**Detailed Terms and Conditions for the supply of Bags and other  
Stationary items for the use of BLO**

*(Refer: TENDER NOTICE published in newspapers dated 14<sup>th</sup> January, 2020)*

Scaled Tenders are invited from the Manufactures/Authorized Dealers for supply of 26700 Quantity of Bags, Writing Pad, Blank Register, Pens (Blue & Red), Pencils, Erasers, I cards and Rulers as per Annexure-"A" through a tender notice published in the national and regional newspapers. The bidder will quote rates in the prescribed form attached as Annexure 'B' (Financial Bid) to this document. The successful bidder will have to execute the work in compliance of the following Terms and Conditions:-

1. The bidder should have an average annual turnover of Rs. 4.00 Crores in the last three financial years. Copies of Balance sheets/ Turnover Certificate duly certified by Chartered Accountant must be attached. Bidders should submit the copies of ITR's for the last three financial years
2. Tender document can be purchased from the office of the Chief Electoral Officer, Punjab, SCO 29-30, Sector 17-E, Chandigarh on payment of Rs. 2000/- in cash or demand draft in the name of Electoral Officer, Punjab payable at Chandigarh which will be non-refundable. The tender document can also be downloaded from the official website of this department at [www.ceopunjab.nic.in](http://www.ceopunjab.nic.in) in which case a demand draft of Rs. 2000/- has to be deposited along with the tender while submitting the tender in the Envelop "A" of Technical Bid.
3. The Tender is non-transferable, and it will be valid only for the year 2019-20. The approved rates will be valid for 12 months from the issue of supply order (Annexure-"D").
4. All the bidder shall submit the samples of each items with technical bid as mentioned in Annexure "A" of tender document.
5. The bidder will be liable to supply the items, as per supply order issued within 30 days from the issue of supply orders to Election Tehsildar, Incharge Election Store Punjab, Baradari Garden, Patiala as mentioned in Annexure 'A'.