

**Office of the Chief Electoral Officer  
Cabinet (Election) Department  
Sector 2, Dhurwa, Ranchi - 834004**

**Request for Proposals**

**1. Introduction**

This Tender Notice is issued by the Chief Electoral Officer, Jharkhand, Ranchi for inviting proposals from experienced and reputed organizations for Supply of BLO Kits. The Technical and Financial bids shall be duly filled and submitted in original in separate sealed envelopes. The invitation for bids is open to all entities registered in India who full fill qualification criteria and other terms and condition as specified in this tender notice. All requisite documents must be submitted with the technical bid. Documents not submitted with bids would not be considered later. The financial bid must be submitted in the Performa given below and the rates should be F.O.R. District Headquarters. Conditional bids would not be acceptable and would be summarily rejected.

The time schedule for various activities flowing from the issue of this Tender Notice shall be as follows: -

• **SCHEDULE OF TENDER**

Name of the Tender	Supply of BLO Kits
Date of Publication	26/02/2021
Last date for Submission of Tender	15/03/2021 up-to 4:00 PM
Date of opening of Technical and commercial bid	16/03/2021 at 12:00 AM
Address for communication/submission of the Tender	Office of The Chief Electoral Officer, Cabinet (Election) Department, Near Gayatri Mandir, Sector-II, Dhurwa, Ranchi - 834004, Jharkhand, Phone: 0651-2440077

The proposals submitted in the prescribed format alone shall qualify for evaluation. The proposals shall be in English and be submitted in hard copies alone. The proposals from the interested bidders should reach this office in sealed covers within the stipulated date. The proposals shall be received at the CEO Office, Ranchi on or before

**04.00 PM on 15/03/2021** any proposal submitted after the stipulated date and time shall not be entertained.

There should be two separate bid proposals - technical and financial, in separate sealed envelopes. Both the sealed envelopes should then be put inside one sealed envelope. The envelope should be scribed in bold letters '**Bid proposal for Supply of BLO Kits**'. All the pages of the bid proposal should be submitted in hard copy, duly signed by the authorized official of the bidder on each page. Bidder's confirmation for acceptance of Election Department's terms and conditions, eligibility & evaluation criteria shall be categorical and the financial bid shall not contradict the technical bid in any manner. Violation of these requirements will disqualify the bidder.

## **2. Background:**

As per the guideline of Election Commission of India a BLO Kit having a Bag and basic stationary items must be provided to all BLOs for their daily routine work related to Election. All BLOs use these BLO Kits for electors registration drive after Special Summery revision/ Summery revision every year.

Booth level officers (BLOs) are responsible for maintaining error free electors rolls in their polling stations. For this purpose, they are required to do a door-to-door survey and keep electors roll updated. They are also required to do a statistical analysis of the health of electoral rolls. This can only be done if record keeping by BLOs is good. For this purpose, a Booth Level Officer's register has been developed. The commission has directed that BLOs should be given a kit which should contain the BLO's register among other things.

## **3. Scope of the Work**

i) Supply of the following items to the 24 District Head Quarter for the use by BLOs for electors registration drive in the field during Special Summery revision/ Summery revision every year.

### **Booth Level Officer's Kit:**

The commission has decided that every BLO should be provided a kit consisting of the following:-

1. Weather Proof Bag on which logo of the ECI is Printed.
2. BLO Identity Card

3. Writing pad
  4. Register
  5. Pen, Pencil, Eraser and metal Scale of Standard Quality.
- ii) As the work for supply of BLO Kits must be done within the given time frame that's why the bidder must have a sound financial strength.

#### **4. Stipulated time for completion of the work**

- (a) The tenderer should be able to supply the BLO Kits within 15 days after getting work order.
- (b) For any delay in the supply of BLO Kits, the selected bidder shall be liable to pay a fine of Rupees 5,000/- per day for each day of delay to the Chief Electoral Officer, Jharkhand.
- (c) The selected bidder will supply the BLO Kits to all 24 district headquarters (District Election Offices) and for that no any additional transportation will be paid by the office of the Chief Electoral Officer, Jharkhand.

The selected bidder shall keep informed the Office of the Chief Electoral Officer, Jharkhand of the progress report of BLO Kits delivery on daily basis. Besides, the successful bidder should nominate an officer in Ranchi for regular liaison with CEO office with competent staffs and other facilities.

#### **5. Eligibility Criteria:-**

##### **Part - I Technical Bid (Envelope-A)**

- (1) The Bidder should have been a company/firm registered under companies Act 1956/ Proprietorship Firm / Partnership Firm. The bidder must have an office in Jharkhand State. Relevant document should be enclosed with the technical bid. Preference shall be provided for MSE enterprises and other enterprises of Jharkhand state as per Jharkhand Procurement policy 2014.
- (2) The bidder should not have been blacklisted by any government or semi government undertaking organization. An affidavit by the bidder to this effect before notary / authorized magistrate will be required.
- (3) The bidder should not loose conduct of any awarded work due to unsatisfactory performance or any other reason by any government or semi government undertaking organization. An original affidavit by the

- bidder to this effect before notary / authorized magistrate will be required.
- (4) The bidder should have been registered in PF and ESI. Relevant document should be enclosed with the technical bid.
  - (5) The bidder should have working experience of Election related work in the any CEO office any State.
  - (6) The Bidder must have valid registration with PAN. Copy of income tax return of last 3 financial years (Financial Year 2016-17, 2017-18 & 2018-19) should be enclosed with technical bid.
  - (7) The Bidder must have valid GST certificate registered in the state of Jharkhand. Copy of latest GST return should be enclosed.
  - (8) The Bidder should be a profit making company/firm and should have minimum annual turnover 10 (ten) Crores having Positive Networth in the last every three financial years (Financial Year 2016-17, 2017-18 & 2018-19). Audited financial statements and balance sheet certified by CA must be enclosed with technical bid. The Bidder should submit certificate by CA to that effect.
  - (9) The bidder should must have completed a single election related material supply work of minimum Rupees five lakh. The copy of work completion certificate should be attached with the technical bid.
  - (10) Proof of work experience of Supply of 2000 Bags for at least one year in last four financial years (2016-17, 2017-18, 2018-19 & 2019-20) with minimum value Rs. 5 lakhs. Proof in the form of job Completion Certificate should be submitted (No Sub contracted experience shall be allowed).
  - (11) The Bidder must have capacity/ sufficient capability to carry out the work. The tenderer will not be allowed to sub contract the contract or any part thereof to some other party. An affidavit by the bidder to this effect before notary / authorized magistrate will be required.
  - (12) The bidder shall have to submit the sample of One BLO Kit with the technical bid as per specifications.
  - (13) The quoted rate in the Price bid will be of one entire set of BLO Kit. BLO kit should match this specification given in Para 23.

#### **6. Period of Contract:**

The period of contact shall be for one year.

## **7. General Instructions**

The Bidders are requested to go through the instructions, eligibility criteria and technical specifications given in the Tender notice. Failure to furnish all required information duly indexed and page numbered will be at the bidder's risk and may result in the rejection of the bid proposal.

Each page of the bid document should be signed by the authorized signatory and seal of the company/firm should be affixed below it, as a token of confirmation, that the tender document has been read and understood.

## **8. Amendments to the tender**

1. Before the last date of the receipt of the proposals, the Election Department, Jharkhand, may amend any of the tender conditions as may be desired or wherever O/o CEO, Jharkhand, feels that such an amendment is necessary. Any such amendments to the tender conditions will also be put on the CEO, Jharkhand's Website <http://www.ceojharkhand.gov.in> before the last date of submission of the tender.

## **9. Earnest money deposit**

1. The bidders should, furnish as Earnest Money Deposit (EMD) in the form of a Demand Draft from any Scheduled Bank of Rs. 3,00,000/- (Rupees Three lakh only) in favour of 'Chief Electoral Officer, Jharkhand' and payable at Ranchi. The proposals received without the EMD will be summarily rejected. In the case of successful bidders, the EMD will be returned and the Bidder must submit a Performance Bank Guarantee of Rs 3,00,000/- (Rupees Three Lakhs Only)

2. In the case of unsuccessful bidders, the EMD will be refunded at the earliest.

3. The EMD is liable to be forfeited in case the bidder backs out from the offer, after submission of the bid or after the acceptance of the offer or fails to sign the contract. No interest shall be payable by the Election Department on the Earnest Money Deposited.

## **10. Performance Guarantee**



1. The successful bidder will have to submit a Performance Bank Guarantee of amount Rs 3,00,000/- (Rupees Three Lakhs Only) from any Scheduled Bank within seven days from the date of award of work and must be valid for One years.

### **11. Submission of tender under two covers system**

The tender document can be purchased from the Chief Electoral Officer, Cabinet (Election) Department, Near Gayatri Mandir, Sector-II, Dhurwa, Ranchi - 834004, Jharkhand, Phone: 0651-2440077, by paying Rs. 10,000/- (Rupees Ten Thousand only). It can also be downloaded from the CEO, Jharkhand Website <http://www.ceojharkhand.gov.in>. In such a case, a DD of Rs. 10,000/- (Rupees Ten Thousand only) in favour of 'Chief Electoral Officer, Jharkhand' and payable at Ranchi will have to be submitted towards the cost of the tender document in the Technical Bid (Part-I) cover. The filled in tender document should be signed on every page by the authorized signatory, with seal of the bidder company/firm affixed below it as a token of confirmation that the tender document has been read and understood. Any corrections or overwriting will liable to rejection of the bid.

The bid document should be submitted under two separate covers, Technical Bid (Part-I) & Financial Bid (Part-II). The Technical Bid (Part-I) should contain documents in support of bidder's claim to fulfill the eligibility criteria, details of technical infrastructure available/proposed to be procured, offer covering letter as per Annexure-I of this document, Cost of Form and EMD. The Financial Bid (Part-II) should contain price quote of the bidder company. The two covers should be sealed separately and marked as '**Supply of BLO Kits' - Technical Bid (Part-I)**' and '**Supply of BLO Kits' - Financial Bid (Part-II)**' respectively. Besides, the Bidder's Name and Address should be printed on the sealed covers.

The two sealed covers should then be kept inside an outer envelope with the Name and Address of the bidder on it and sent to the addressee Chief Electoral Officer, Cabinet (Election) Department, Near Gayatri Mandir, Sector-II, Dhurwa, Ranchi - 834004, Jharkhand so as to reach on or before the last due date and time. The outer envelope should be super scribed as '**Bid Proposal for Supply of BLO Kits**'.

### **12. Opening of the tender**

Sealed bid proposals received up to **04.00 PM on 15/03/2021** will be taken up for opening on the date and time mentioned above. **The CEO, Jharkhand reserves the**

**right to reject any or all the bidders, in case of not being satisfied with the documents furnished or otherwise without assigning any reasons therefore.**

i) The Sealed cover of the Technical Bid (Part-I) will be opened first on the appointed date and time in presence of the representatives of the bidders who chose to remain present. The technical bid will be evaluated as per the terms and conditions of tender.

ii) Sealed cover of the Financial Bid (Part-II) will be opened on the appointed day and time only in respect of those bidders who qualify in the Technical bid and approved sample of BLO Kit. The bidders who qualify in the Technical bid may remain present at the time of the opening of financial bid if they choose so.

### **13. Award of work:**

The work will be awarded to the lowest rate bidder for approved sample of BLO Kit by tender committee.

### **14. No conditional rate will be accepted.**

The rates in financial bid should be excluding all taxes. Any expenses F.O.R. district headquarter shall be inclusive in the Bid Rate. Conditional bid would be summarily rejected. The Election Department reserves the right to split the work and award it to more than 1 bidder if deemed necessary.

### **15. Other conditions**

The bidder should submit the proposal only in the Form issued by the Office of the CEO, Jharkhand or in the form downloaded from the website <http://www.ceojharkhand.gov.in>. As a token of acceptance of the conditions, each page of the tender document should be duly signed with company's seal affixed below the signatures.

CEO, Jharkhand reserves the right to reject any bid proposal without assigning any reasons thereof, and the same shall not be questioned on any ground, whatsoever.

Sub-contracting of the awarded work in any manner will amount to a breach of the contract. Such bidders would be disqualified and their contract would be summarily rejected.

Time is the essence of the contract. The CEO, Jharkhand reserves the right to cancel the order placed on any bidder and assigns the work to anyone else at the risk and cost of the aforesaid bidder in case of delay, non-compliance to specifications or any other valid reason.

#### **16. Terms of Payment**

The Payments to the selected agency/contractor will be made by the office of Chief Electoral Officer, Jharkhand after the completion of work. Payment will be made by the CEO within 30 days after receipt of the invoice/bill and receiving challans.

#### **17. Taxes and Duties**

The price quoted will be excluding all applicable GST. TDS would be deducted as per statutory requirements.

#### **18. Termination for Insolvency**

The Election Department may at any time terminate the work awarded by giving a written notice to the bidder. Termination will be without compensation to the bidder, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the O/o CEO, Jharkhand.

#### **19. Penalty for delay**

- (a) For any delay in the supply of BLO Kits, the contractor shall be liable to pay a fine of Rupees 5,000/- per day for each day of delay to the Chief Electoral Officer, Jharkhand. The CEO may, if he is satisfied with the reasons for this delay, waive the penalty.

#### **20. Agreement**

Successful bidder shall have to enter into agreement with CEO Jharkhand envisaging the full terms & conditions.

#### **21. Arbitration**

The dispute or difference arising between the Election Department and the bidder relating to any matter arising out of or in connection with the execution of the supply of BLO Kits work assigned to the bidder, then the same shall be referred to the sole Arbitrator appointed by the CEO, Election Department, Jharkhand. The decision of the



Arbitrator shall be final and binding on both the parties subject to the provision that the Arbitrator shall give reasoned award. The seat of arbitration shall be in Ranchi.

## **22. Jurisdiction of civil court:**

If during the course of the execution of the contract any dispute arise with the successful bidder, the civil court situated in the District of Ranchi alone will have jurisdiction over the dispute.

## **23. Detailed Specification of goods that have to be supplied:**

- a. Weather proof bag with ECI Logo Printed  
Minimum Size - Width - 41 C.M.  
Length - 29 C.M  
Double inner pocket, outer pocket, chain and lock and hanging handle with belt, to carry approx 5-7 Kg.  
Water proof rexine of thickness- Minimum 1.5mm, Black colour  
Inner Cloth-Polyester of minimum thickness 0.5mm
- b. BLO Identity Card  
Size 8.4 C.M (Vertical) x 5 C.M. (Horizontal)  
PVC Card with card holder and Tag.
- c. Writing Pad  
Length - 22.5 C.M., Width - 18 C.M. of 50 Pages  
Paper Quality -Ruling Paper of 60 GSM  
Cover - 100 GSM Paper Cover
- d. Register  
Size - A4  
Paper Quality - Ruling Paper of 60 GSM Maplitho paper  
No. of Pages 200,  
Cover-Multi colour with hard board banding cover paper.
- e. Pen (Add Gel Boll pen), Pencil & Eraser (Nataraj/Camel) and metal Scale of 30cm Standard Quality/Standard Manufacturer.

**24. Financial bid will be opened for bidders where sample is approved by tender committee. The sample should match above specification given in para 23. Financial bid will not be opened for non-qualified samples.**

  
CHIEF ELECTORAL OFFICER

Jharkhand

**FINANCIAL BID  
(ENVELOPE -B)**

Sl.No.	Activity	Rate Quoted (Excluding all taxes, duties, surcharge etc)	
		Rates in figure per BLO Kit (in Rs.)	Rates in words per BLO Kit (in Rs.)
1	Supply of BLO Kits Containing (Weather Proof Bag with ECI Logo, BLO Identity Card, Writing Pad, Register, PEN, Pencil, Eraser and Ruler)		

Signature of the Bidder:

Name

Address:

Phone No.:

E-mail:

Date:

Office Seal

Signature of Bidder

**OFFER COVERING LETTER  
(TECHNICAL BID)**

**To,**

**Chief Electoral Officer  
Cabinet (Election) Department  
Sector 2, Dhurwa, Ranchi  
Jharkhand**

**Subject: - Tender notice no. \_\_\_\_\_ Dated \_\_\_\_\_ for Supply of BLO Kits.**

Dear Sir,

1. We have examined the above tender notice issued by, the Chief Electoral Officer, Jharkhand and we offer to execute the work - '**Supply of BLO Kits**' as per the terms and conditions and in accordance with the price quoted, in the financial bid. We agree that the evaluation criterion is fair and binding on us.

2. We agree to abide by this offer till 180 days from the last date stipulated by the tender for submission of the bid, and our offer shall remain binding upon us and may be accepted by the CEO, Jharkhand any time before the expiry of that period.

3. Until a formal contract is prepared and executed, this offer, together with the Election Department's written acceptance thereof/purchase order/letter of intent/award order shall constitute a binding contract between us.

4. We certify that the information/data/particulars furnished in our Bid Proposal are factually correct. We also accept that in the event of any information/data/particulars proving to be incorrect, The Election Department, Jharkhand will have the right to disqualify us from the bid.

5. We undertake to comply with the terms and conditions of the RFP and subsequent clarifications/modifications/revisions furnished by the Election Department in writing. We understand that the Election Department, Jharkhand may reject any or all of the offers without assigning any reason whatsoever.

Yours faithfully,

Name and Designation of the Bidder  
Office Seal of the Bidder