



**OFFICE OF THE DISTRICT ELECTION OFFICER & COLLECTOR
SAMBALPUR**

Telephone: 0663-2410361,

E-Mail: districtelection.sbp@gmail.com

No. 853 /Elec.

Date: 07-08-2018

SHORT QUOTATION CALL NOTICE

APPLICATION FORM

IMPORTANT

1. Time & Date for closing of the receipt of quotations : 27.08.2018, 5 PM
2. Time & Date for opening of quotations : 28.08.2018, 1PM
3. Address to which the bids to be sent. If sent by Speed Post : District Election Officer & Collector, Sambalpur
4. Place of deposit of sealed quotations if submitted in person : Quotation Box placed at the District Election Office, Sambalpur. THE BOX WILL BE AVAILABLE DURING THE OFFICE HOURS ON THE WORKING DAYS ONLY
5. READ TERMS & CONDITIONS CAREFULLY BEFORE SUBMITTING SEALED QUOTATIONS

PART - A

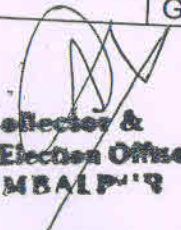
1. Name of the firm/individual (in Block Capitals) :
2. Address of the firm/individual :
3. Name of the proprietor of the firm :
4. Permanent residential address :
5. Contact No. : Office:
6. Security paid : Mobile:
- : D.D. No./Date:
- Amount: Rs.10,000/- (Ten thousand) only
- Name of the issuing Bank

**Collector &
Dist. Election Officer
SAMBALPUR**

Name & Full signature of the bidder

PART - B

Sl. No.	Materials	Quality Description	Rate Per Unit
1	Pencil	Quality Description	Rate Per Unit
2	Ball Pen	Ordinary	Rate per Pkt. Containing 10 units
3	Blank Paper	Blue & Red	Rate per Pkt. Containing 10 units
4	Alpins	Double full scape paper (Plain)	Per Rim
5	Sealing Wax	Good Quality	25 piece packet & 100 gm pkt.
6	Gum Paste	Good Quality	Packet containing 6 sticks, Grade-II confirming to IS:686:1990 standard
7	Blade	Tube/Bottle	Small Size & Big Size
8	Candles	Ordinary Blade	Per Pkt.
9	Thin Twine Tread	Medium size candle	Per Pkt.
10	Metal Rule	Good quality roll of 20 metres	Per Roll
11	Carbon Paper	30 cm length & 1 cm width	Per unit
12	Cloth for removing oil	Packet of 3 sheets	Per Pkt.
13	Packing Paper	Ordinary cotton cloth	Per mtr.
14	Empty tin for holding indelible ink bottle	Brown colour	Per piece
15	Drawing Pins	Good Quality	Per unit
17	Rubber Band	Good Quality	Per Pkt.
18	Cello Tape	20 piece packet	Per Pkt.
19	Stamp Pad (Purple)	Width- 1(one) inch, transparent	Per unit (Small, Medium & Big) separately
20	Match Box	Normal size (10cmX6cm)	Per unit
21	Lantern	Good Quality	Per Pkt. of 10 units
22	A4 size Xerox paper	Good quality	Per unit
23	A3 size Xerox paper	Rate per cartoon containing 10 pkts.	
24	Fly Leaf (Hard Paper)	Rate per cartoon containing 10 pkts.	
25	Flat File	Good Quality	Per unit
26	Cover File	Good Quality	Per unit
27	Note Book/Note Pad	Good Quality	Per unit
28	Note Book/Note Pad	20 pages	Per unit
29	Note Book/Note Pad	40 pages	Per unit
30	Folder	100 pages spiral binding	
31	Tag	Good Quality	Per unit
32	Metal Scale	Good Quality	Per pkt.
33	Punching Machine	Good Quality	Per unit
34	Stapler (Small)	Good Quality	Per unit
35	Stapler (Big)	Good Quality	Per unit


**Collector &
Dist. Election Officer
AMBALPUR**

Name & Full signature of the bidder

PART - C

Terms and Conditions

1. District Election Officer reserves the right to cancel the tender at any moment without assigning any reason thereof.
2. The bidder will produce the sample of the material at the time of opening of the sealed quotations.
3. All materials shall be delivered to District Election Officer at District Election Office/Sub Collector's Office, Sambalpur/ Kuchinda/Rairakhol within 7 days from the date of order or the date by which the District Election Officer desires.
4. The rates quoted must include taxes and other taxes payable. The supplier shall be solely responsible to make such payments to the appropriate authority.
5. No extra cost of any type to be charged at any point of time after finalization of the bid.
6. The decision of Purchase Committee shall be final and binding in all occasions.
7. Quotation shall be rejected if security deposit of Rs.10,000/- is not placed in shape of Demand Draft in favour of District Election Officer, Sambalpur payable at SBI, Main Branch, Sambalpur
8. The specification of materials above is tentative and subject to change as per actual requirement.
9. The rates quoted shall be valid for one year from the date of signing of agreement.
10. Order will be placed after final assessment of materials and on declaration of date of election.

PART - D DECLARATION

I, Sri _____,

Proprietor of _____,
declare that;

S/o. _____

(Mention name of the firm with address) do hereby

1. Information given by me at Part-A are correct.
2. I have read the terms and conditions mentioned above and agree to abide by the same in case purchase order.

I have enclosed security deposit of Rs.10,000/- in favour of District Election Officer, Sambalpur payable at SBI, Main Branch, Sambalpur and the Demand Draft No. is _____ issued by (Mention name of the Bank) _____ on (Mention Date) _____.


Collector &
Dist. Election Officer
SAMBALPUR

Name & Full signature of the bidder