



OFFICE OF THE
COLLECTOR & DISTRICT MAGISTRATE
GANJAM, CHATRAPUR
(ELECTION SECTION)



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Email ID: general.election.ganjam@gmail.com

No. 913 / Elec. Dated: 14.08-18

QUOTATION CALL NOTICE

Sealed quotations in plain paper are inviting from the intending registered suppliers/ co-operative stores/ manufacturers/ Agencies for supply of the following Election Materials for use in connection with ensuing General Elections due in 2019.

Sl. No.	Name of the Materials	Rate to be quoted for
[1]	[2]	[3]
Consumable Materials		
1	Ordinary Pencil	Per dozen
2	Stamp Ink (30 ml.)	Per dozen
3	Sealing Wax	Per dozen
4	Alpin packet (Packet containing 25 pieces)	Per dozen
5	Ball Point Pen (Blue)	Per dozen
6	Candles stuck	Per dozen
7	Sutuli (bundle containing 100 grams)	Per bundle
8	Blade	Per dozen
9	Gum Paste (60 ml.)	Per dozen
10	Match Box	Per dozen
11	Empty tin for holding indelible ink bottle	Per dozen
12	Blank Paper (1/4 DFC)	Per ream
13	Needle (Big Size)	Per dozen
14	Nail	Per 100
15	Piece of cloth (1/4 Mtrs.) for removing oil etc.	Per dozen
16	Carbon paper	Per 100
17	Twin Twine thread (bundle containing 20 mtrs.)	Per bundle
18	Rubber band (Packet containing 20 pieces)	Per pocket
19	Packing paper sheets	Per dozen
20	Cello Tape	Per dozen

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Non Consumable Materials		
21	Trunk (size L=1'.28", W=1'.2", H=20"	Each
22	Lantern (haricane lantern of ISI mark)	Each
23	K. Oil Container (Jarkins)	Per dozen
24	Stamp Pad (purple)	Per dozen
25	Lock & Key	Per dozen
26	Metal Rule	Per dozen
27	Metal Seal	Per dozen
28	Rubber stamp bearing distinguishing mark of PS	Per dozen
29	Spike	Per dozen
30	Drawing pins	Per dozen

The rate should be inclusive of all taxes and all other charges for delivery of goods at the three Sub-Divisional Headquarters of this district on receipt of the order issued by this office. The rates quoted by the bidders are valid for a period of one year from the date of signing of agreement/ finalization of tender. The required quantity of aforesaid materials needed to be supplied by the supplier within three days from the date of receipt of placing order. Hence the suppliers / co-operative stores/ manufacturers / Agencies who have got sufficient stock of the above categories of materials with them are only required to submit the quotations. Payment will be made only after delivery of materials at the offices of EROs-Cum-Sub-Collectors and after receipt of certificate from the EROs-Cum-Sub-Collectors in this regard.

Samples of each material should be first approved by the purchase Committee for verification, scrutiny and selection with reference to the rates quoted. Hence quotationers are required to present samples before the scrutiny committee at the time of verification. The price and suppliers will be selected by the Purchase Committee.

The sealed quotations may be sent either through speed post, regd. Post or through Special Messenger so as to reach the District Election Office on or before **27-08-2018 by 4.00 PM**. All necessary documents relating to payment to tax authority, copies of PAN card, TIN, VAT clearance etc. should also be sent along

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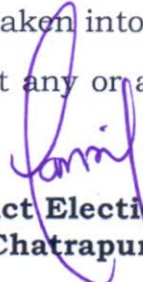
with quotations. Quotations which are to be received through Special Messengers shall be received in a sealed box meant for the purpose kept in this office. The sealed quotations will be opened by the Tender Committee on **28-08-2018 at 11.00 AM** in presence of the tender quoting firms or their authorized agents. Quotations received after the scheduled date and time shall be rejected.

The quotations/ tenders should be accompanied with the following documents.

1. E.M.D of Rs.5000/- (Rupees five thousand) only in shape of Bank Draft in favour of the Deputy Collector (Elections), Ganjam, Chatrapur.
2. Up to date VAT/ GST Clearance, Income Tax Return of last three years i.e. 2015-16, 2016-17 & 2017-18.
3. Sample is to be produced before the committee at the time of opening of tender for verification.
4. The rate of the article should be quoted inclusive of all taxes i.e. GST, Entry Tax etc. as per Govt. guideline and rate should be valid for one year from the date of signing of agreement/ finalization of tender. No extra cost will be given for transportation of the article.

The quotations received without fulfilling the above terms and conditions shall be treated as prima facie rejected and shall not be taken into consideration.

The authority reserves the right to accept/ reject any or all the quotations without assigning any reason thereof.


**Collector & District Election Officer,
Ganjam, Chatrapur.**

Memo No. 914 /**Elec. Dated:** 14.08.18

Copy to all the Sub Collectors/ Municipal Commissioner, BeMC/ all BDOs/ all Tahasildars/ all Executive Officers of ULBs for information with a request to publish the Notice in their Office Notice Board for wide publicity among the General Public.

Copy to DIO, NIC, Collectorate, Ganjam, Chatrapur for information and necessary dissemination of the information in the District website.

Copy to Notice Board, Collectorate, Ganjam.

 
**Collector & District Election Officer,
Ganjam, Chatrapur.**

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Memo No. 915 /Elec. Dated: 14-08-18

Copy to the Additional District Magistrate, Ganjam (Elections)/ Treasury Officer, District Treasury, Ganjam, Chatrapur/ General Manager, DIC, Berhampur/ A.P.D, Finance, DRDA, Ganjam, Chatrapur/ Deputy Collector, Judicial, Collectorate, Ganjam, Chatrapur (all members of the Purchase Committee) for information and necessary action.

Collector & District Election Officer,
Ganjam, Chatrapur.

Memo No. 916 /Elec. Dated: 14-8-18

Copy to the Joint Chief Electoral Officer-Cum-Joint Secretary to Government, Home (Elections) Department, Odisha for favour of kind information.

Collector & District Election Officer,
Ganjam, Chatrapur.