

OFFICE OF THE SUB-COLLECTOR & ELECTORAL REGISTRATION
OFFICER, 140-RAYAGADA (ST) ASSEMBLY CONSTITUENCY

No.4968/ Election

Dt.31/08/2018

SHORT QUOTATION CALL NOTICE

Sealed Tender are invited by the Sub-Collector & ERO, 140-Rayagada (ST) Assembly Constituency from the intending bonafide Suppliers /Manufactures / Agencies / Firms having valid GST Registration No **for Printing of various Forms in connection with ensuing Simultaneous General Election to Lok Sabha and Odisha Legislative Assembly, 2019 under 140-Rayagada (ST) Assembly Constituency** of District Rayagada. The sealed quotation must reach to the office of the Sub-Collector, Rayagada on or before 17.09.2018 by 4.00 p.m. The quotation will be opened on 18.09.2018 at 11.00 a.m in the conference Hall of Sub-Collector Office, Rayagada. If the date of opening is Govt. Holiday the next working day shall be treated as the date of opening. The Quotationers or their authorized agents shall remain present at the time of opening of Sealed Tender. The Authorized Agents must be produce the authorization letter before opening of the Tender.

The sealed envelope containing the Tender Paper & Documents etc. must be submitted to the **Sub-Collector, office of the Sub-Collector, Rayagada, Pin-765001 , Odisha by Registered Post/ Speed Post** only of Indian Postal. No other mode of submission shall be accepted. The Sub-Collector, Rayagada will not be responsible for any postal delay or missing of Tender Papers/ Documents. The outer envelop is to be superscripted with Tender **FOR PRINTING OF VARIOUS FORMS**

The details of the articles /Tender Paper / Term & Condition to be executed are available in the official web site of the District Information Officer , NIC, Rayagada which can be downloaded from the District Website. **www.rayagada.nic.in.**

Before submitting the sealed Tender read the Term & Condition carefully as follows.

1. Opening Date for submission of Tender Paper 31.08.2017
2. Last date for receiving of Tender Paper 17.09.2018 by 4.00 p.m (by Registered Post or Speed Post only of Indian Postal)

3. Opening of Tender Paper on 18.09.2018 at 11.00 a.m in the Conference Hall of Sub-Collector, Rayagada.

4. Cost of Tender Paper non-refundable Rs.200/- in shape of BD/DD in favour of Sub-Collector, Rayagada payable at SBI Main Branch , Rayagada.

5. Cost of Security Money Rs. 10000/- in shape of BD/DD in favour of Sub-Collector, Rayagada payable at SBI Main Branch , Rayagada.

6. Term & Condition of Tender Paper is as follows.

1. The required quantity of aforesaid materials need be supplied by the vendor within fortnight from the date of receipt of supply order for which the firm should be committed.

2. The rate should be inclusive of all taxes and all other charges for delivery at Sub-Collector Office, Rayagada. The Supplier shall be sole responsible to delivery all the election materials safely in good condition at the office of the Sub-Collector, Rayagada and clear all taxes to the appropriate authority. No extra cost of any type to be charged at any point of time after finalization of the bid.

3. The rates quoted by the bidders are valid for a period of one year from the date of signature of agreement/ finalization of tender.

4. The Bidder will produce the sample of the materials to be used in the printing i.e Flex Banner, Paper for Certificate, Paper & Cover for Id Cards, Paper for Printing of Different Forms at the time of Opening of Sealed Quotation. The purchase committee will reserve the right to select the materials/ forms considering the quality and rate of the each materials/ forms.

5. Any dispute arises relating to the Tender shall be under the Jurisdiction of the Rayagada Civil Court.

7. List of Materials

- 1) A4 size full page printing good quality rate per 100 piece
- 2) A4 size half page printing good quality rate per 100 piece
- 3) A4 size quarter page printing good quality rate per 100 piece
- 4) A4 size one eighth (1/8th) page printing good quality rate per 100 piece
- 5) Printing of leaflet good quality rate per 100 piece
- 6) Printing of Flex Banner rate per square feet
- 7) Printing of Id Card with Cover & Belt rate per unit
- 8) Printing of certificate rate per unit
- 9) Printing of Token rate per unit
- 10) Printing of Letter Pad rate per unit 25 page / 50 page / 100 page

ERO-Gum Sub-Collector
Sub-Collector & ERO,
140-Rayagada (ST) A.C

25/9/18

Memo.4969/ Election

Dt.31/08/2018

Copy to Notice Board of the District Election Officer, Rayagada / all Sub-Collectors / all BDOs/ all Tahasildars/ all Executive Officer, Municipality / NAC of Rayagada District for wide publication.

Copy along with copy of the Tender Application Form forwarded to the DIO, NIC, Rayagada for information and necessary action. He is requested to upload the short quotation call notice in the District website of Rayagada NIC for wide publicity.

Copy along with copy of the quotation call notice (in odia) forwarded to the DI & PRO, Rayagada for wide publication in the Notice Board of his office. He also requested to serve the quotation call notice (in odia copy) to the Advertising Manager Samaj/ Sambad/ Dharitri for publication in the concerned Odia daily news paper. The ceiling limit of Advertisement is Rs.2000/- inclusive all charges per paper.

31/8/18
Sub-Collector & ERO,
ERO-Cum-Sub-Collector
140-Rayagada (ST) A.C
Dt.31/08/2018

Memo.4970/ Election

Copy submitted to the District Election Officer & Collector , Rayagada for kind information and approval with reference to the letter No. 551 dtd. 09.08.2018 of District Office.

31/8/18
Sub-Collector & ERO,
ERO-Cum-Sub-Collector
140-Rayagada (ST) A.C
Dt.31/08/2018

Memo.4971/ Election

Copy submitted to the Joint Chief Electoral Officer-cum-Joint Secretary to Govt. Home (Elections) Department , Odisha for kind information .

31/8/18
ERO-Cum-Sub-Collector
Sub-Collector & ERO,
140-Rayagada (ST) A.C
Dt.31/08/2018