

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

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Tender Notice No.4968/ Election

Dt.31.08//2018

SHORT TENDER CALL NOTICE

APPLICATION FORM FOR PRINTING OF DIFFERENT FORMS

- | | |
|---|---|
| 1. Period of Issue of Tender Paper | 31.08.2018 to 17.09.2018 by
4.00 p.m |
| 2. Time & Date for closing of the receipt of
Tender:- | 17.09.2018 by 4.00 p.m |
| 3. Time & Date of Opening of Tender :- | 18.09.2018 at 11.00 a.m |
| 4. Address of which the bids to be sent,
by Registered Post / Speed Post:- | Sub-Collector, Rayagada
Office of the Sub-Collector,
Rayagada, Pin-765001, Odisha |
| 5. Cost of Tender Paper | Rs. 200/- (in shape of BD/DD
in favour of Sub-Collector,
Rayagada) |
| 6. Security Deposit | Rs. 10000/- (in shape of BD/
DD in favour of Sub-
Collector, Rayagada) |

**N.B:- 1. Read terms & Conditions carefully before submitting the sealed
Quotation**

**2. Deposit of SD/Cost of Tender Paper in shape of BD/ DD in favour of
Sub-Collector, Rayagada payable at SBI Main Branch, Rayagada.**


ERO-Cum-Sub-Collector
140 (ST) AC, Rayagada

Name & Full Signature
of the bidder with seal

PART-B
(List of Forms)

- 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

PART-C
(Term & Conditions)

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. The authority reserve the right to approve or cancel any or part/ full of the quotations without assigning any reason thereof.

Name & Full Signature
of the bidder with seal

6. The Selected vendor have to deposit security money amounting to Rs. 10,000/- (Rupees Ten Thousand) only in shape of Bank Draft drawn in favour of Sub-Collector, Rayagada payable at SBI Main Branch, Rayagada.
7. The firm whose quotation will be accepted shall have to execute an agreement with Sub-Collector, Rayagada in non-judicial stamp paper with Rs.10/- (Rupees Ten) only in the next day of acceptance of the tender and supply order will be issued after receipt of the written order from the District Election Officer & Collector, Rayagada.
8. The specifications of the materials mentioned above (b) is a tentative and subject to change as per actual assessment after declaration of the date of election.
9. In case of failure to supply the required no. of articles and quantity in full as per specification within stipulate period the security money will be forfeited and criminal liability as per Election rule will be fixed.
10. Each Tenderer is required to deposit cost of Tender Paper Rs. 200/- (Two hundred Only) non refundable in shape of BD/ DD in favour of Sub-Collector, Rayagada payable at Rayagada SBI Main Branch .
11. Any dispute arises relating to the Tender shall be under the Jurisdiction of the Rayagada Civil Court.

PART-D
(Declaration)

I Sri/Smt.
S/o, D/o, W/o proprietor of
..... (mention name of the firm with address) do hereby
declare that :-

1. Information given by me at Part-A are correct.
2. I have read the term & conditions and list materials mentioned above in Part B & C and agree to abide by the same in case issue of purchase order in my favour.
3. I have enclosed Security Deposit of Rs..... in favour of Sub-Collector & ERO, Rayagada payable at SBI Main Branch, Rayagada and BD/ DD No is Dt..... issued by (mention name of the Bank).
4. I have deposited cost of Tender Paper in shape of BD/ DD Rs.200/- vide BD / DD No. and date mention below.

Name & Full Signature
of the bidder with seal