

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

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Tender Notice No.4972/ Election

Dt.31/08/2018

SHORT TENDER CALL NOTICE

APPLICATION FORM FOR SUPPLY OF ELECTION MATERIALS AND  
STATIONARIES

- |   |   |
|---|---|
| 1. Period of Issue of Tender Paper  | 31.08.2018 to 17.09.2018 by<br>4.00 p.m   |
| 2. Time & Date for closing of the receipt of<br>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,<br>by Registered Post / Speed Post:- | Sub-Collector, Rayagada<br>Office of the Sub-Collector,<br>Rayagada, Pin-765001, Odisha |
| 5. Cost of Tender Paper   | Rs. 200/- (in shape of BD/DD<br>in favour of Sub-Collector,<br>Rayagada)                |
| 6. Security Deposit   | Rs. 10000/- (in shape of BD/<br>DD in favour of Sub-<br>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.

Name & Full Signature  
of the bidder with seal

  
ERO-Cum-Sub-Collector  
140 (S) Rayagada



**PART-B**  
**(List of Materials to be quoted )**

Sl.No	Name of the materials	Requirement per booth	Rate per Unit	Total Price Quotated
1.	Pencil ( Ordinary)	01		
2.	Ball Pen(Blue and Red)	3 Blue+ 1 Red		
3.	Blank Paper ( double full scape )	8 sheets		
4.	Pins(Packet containing 25 pieces, good quality)	1 packets		
5.	Sealing Wax-100 gm each (good quality)	6 sticks		
6.	Gum paste Tube/ Bottle (60ms.)	1 Bottle		
7.	Candle medium size	4 sticks		
8.	Blade ( good quality) stainless steal	1		
9.	Thin twin Thread (bundle containing 20 Mts.) good quality	1 Bundle		
10.	Carbon Paper good quality	3 Nos		
11.	Cloth for removing oil ( ordinary cotton cloths)	3		
12.	Empty tin for holding indelible ink bottle.)	1		
13.	Packing paper brown color	2 Sheets		
14.	Drawing pins(Packet containing 24 pieces)	1 packets		
15.	Piece of clothes (1/4 Mtr.)	3 nos.		
16.	Rubber Band (Pocket containing 20 pieces)	1 packet		
17.	Cello Tape width 1 inch with transparent	01		
18.	Stamp Pad(Purple) normal size 10c.m X 6 c.m	01		
19.	Match Box	01		
20.	Lantern good quality	01		
21.	Plastic Container 2 ltr. Good quality	01		
22.	Metal Rule 30 c.m length & 1 c.m width	01		
23.	Lock & Key Small	01		
24.	Lantern Glass	01		
25.	Metal Trunk 24 inch Length & 12 inch Width	01		

**N.B:- Materials are required approximately 298 nos of Booths which are subject to increase or decrease as per actual requirement .**

**Name & Full Signature  
of the bidder with seal**

31.8.18

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

**PART-C**  
**(Term & Conditions)**

1. 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.
2. Sample (4 sets) of each material should be submitted at the time of opening of quotation before the Purchase Committee for verification of quality and the purchase committee will reserve the right to select the materials considering the quality and rate of the each materials.
3. The required quantity of aforesaid materials need to be supplied by the supplier within five days from the date of receipt of supply order for which the firm should be committed.
4. The rates quoted by the bidders are valid for a period of one year from the date of signature of agreement/ finalization of tender.
5. The authority reserve the right to approve or cancel any or part/ full of the quotations without assigning any reason thereof.
6. The actual work order for supply of materials are given to the selected vendors, well in time and at the appropriate time after the announcement of polls or direction of the District Election Officer & Collector, Rayagada whichever is earlier.
7. 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.
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. The firm whose quotation will be accepted shall be 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.

Name & Full Signature  
of the bidder with seal

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

10. 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.

11. 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 .

12. 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 terms & 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**

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