

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

No.4972/ 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 supply of Election materials / stationeries for use 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 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 **SUPPLY OF ELECTION MATERIALS / STATIONERIES.**

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 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 to be 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 vendors have to deposit security money amounting to Rs. 10,000/- (Rupees Thirty 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 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.

10. In case of failure to supply the required number of articles and quantity in full as per specification within stipulated period the security money will be forfeited and criminal liability as per Election rule will be fixed.


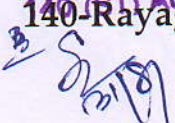
11. Each Tenderer is required to deposit cost of Tender Paper Rs. 200/- (Two hundred Only) non refundable in shape of BD/ DD in favour of Sub-Collector, Rayagada payable at Rayagada SBI Main Branch .

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

7. List of Materials

Sl.No	Name of the materials	Requirement per booth
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 .


 Sub-Collector & TRO,
 140/ST A.C. Rayagada


Memo.4973 / 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.


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

Memo.4974/ Election

Dt.31/08/2018


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 Dist. Office.


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

Memo.4975/ Election

Dt.31/08/2018

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


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