

OFFICE OF THE SUB-COLLECTOR & ELECTORAL REGISTRATION  
OFFICER, 138-GUNUPUR (ST) AND 139-BISSAMCUTACK (ST) ASSEMBLY  
CONSTITUENCY

Telephone:-06857-250026

E-Mail:- subcol-gnpr-od@nic.in

Tender Notice No. 5148/ Election

Dt.10/09/2018

**SHORT TENDER CALL NOTICE**

**APPLICATION FORM FOR INSTALLATION OF CCTV & WEB CASTING**

- |   |   |
|---|---|
| 1. Period of Issue of Tender Paper<br>by                                      | 10/9/2018 to _26/9/2018<br>4.00 p.m   |
| 2. Time & Date for closing of the receipt of<br>Tender:-                      | 26/9/2018by 4.00 P.M  |
| 3. Time & Date of Opening of Tender :-  | 27/9/2018 at 11.00 A.M  |
| 4. Address of which the bids to be sent,<br>by Registered Post / Speed Post:- | Sub-Collector, Gunupur<br>Office of the Sub-Collector,<br>Gunupur, Pin-765022, Odisha |
| 5. Cost of Tender Paper   | Rs. 200/- (in shape of BD/DD<br>in favour of Sub-Collector,<br>Gunupur)               |
| 6. Security Deposit   | Rs. 10000/- (in shape of BD/<br>DD in favour of Sub-<br>Collector, Gunupur)           |

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

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

Name & Full Signature  
of the bidder with seal

## **PART-A (General)**

1. Name of the firm/ individual :-  
( in Block Capitals)
2. Address of the firm / individual :-
3. Name of the proprietor of the firm :-
4. Permanent residential Address :-
5. Contact No Office:-  
Mobile:-  
E-Mail Id:-
6. Security Paid B.D / D.D No...../ dt.....  
Amount Rs...../-  
Name of the issuing bank.....
7. Cost of Tender Paper deposited in shape of DD/ BD payable at State Bank of India, Gunupur
8. Valid GST Registration No.....(enclose a Copy thereof)  
PAN No. ....(enclose a Copy thereof)
9. Copy of the I.T Return filed last Three Year.
10. Annual Transaction Balance Sheet last Three Year
11. Experience / Issue of previous purchase Order, if any in connection with Govt. Sector.

## **PART-B**

### **(List of Materials to be quoted )**

1. Installation of CCTV & Web Casting of the critical and venerable polling station out of the Municipality Area.
2. Installation of CCTV & Web Casting of the critical and venerable polling station within the Municipality Area.
3. Installation of CCTV & Web Casting in the Temporary Strong Room of EVM , Disbursal Centre, Counting Hall and any other important Election Work as and when required by the Returning Officer within the Municipality Area.

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

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

1. The vendor has experienced and software support for doing such web-casting and the internet availability & connectivity.
2. The rates quoted by the bidders are valid for a period of one year from the date of signature of agreement / finalization of tender.
3. The required quantity of aforesaid equipment 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 authority reserve the right to approve or cancel any or part/ full of the quotation without assigning any reason thereof.
5. 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, Gunupur Payble at Gunupur, State Bank of India.
6. The firm whose quotation will be accepted shall be execute an agreement with Sub-Collector , Gunupur in non-judicial stamp paper with Rs.10/- ( Rupees Ten) only in the acceptance of the tender and supply order will be issued after receipt of the written order from District Election Officer, Rayagada.
7. In case of failure to supply the required no of article 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.
8. The rate is inclusive of transportation, installation charges and all taxes.
9. 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, Gunupur payable at State Bank of India, Gunupur .
10. Any dispute arises relating to the Tender shall be under the Jurisdiction of the Gunupur Civil Court.

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

**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 of 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, Gunupur payable at State Bank of India, Gunupur and BD/ DD No is ..... Dt..... issued by ( mention name of the Bank).
4. I have deposited cost of Tender Paper BD/ DD Rs. 200/- vide BD / DD No. and date mention below.

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

OFFICE OF THE SUB-COLLECTOR & ELECTORAL REGISTRATION  
OFFICER, 138-GUNUPUR (ST) AND 139-BISSAMCUTACK (ST) ASSEMBLY  
CONSTITUENCY

Telephone:-06857-250026

E-Mail:- subcol-gnpr-od@nic.in

Tender Notice No. 5152/ Election

Dt.10/9/2018

SHORT TENDER CALL NOTICE

APPLICATION FORM FOR SUPPLY OF ELECTION MATERIALS AND  
STATIONARIES

- |   |   |
|---|---|
| 1. Period of Issue of Tender Paper<br>by                                      | 10/9/2018 to 26/9/2018<br>4.00 p.m  |
| 2. Time & Date for closing of the receipt of<br>Tender:-                      | 26/9/2018 by 4.00 P.M   |
| 3. Time & Date of Opening of Tender :-  | 27/9/2018 at 11.00 A.M  |
| 4. Address of which the bids to be sent,<br>by Registered Post / Speed Post:- | Sub-Collector, Gunupur<br>Office of the Sub-Collector,<br>Gunupur, Pin-765022, Odisha |
| 5. Cost of Tender Paper   | Rs. 200/- (in shape of BD/DD<br>in favour of Sub-Collector,<br>Gunupur)               |
| 6. Security Deposit   | Rs. 10000/- (in shape of BD/<br>DD in favour of Sub-<br>Collector, Gunupur)           |

**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 Gunupur payable at State Bank of India, Gunupur.**

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



**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 573 nos of Booths which are subject to increase or decrease as per actual requirement .

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

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

1. The rate should be inclusive of all taxes and all other charges for delivery at Sub-Collector Office, Gunupur. The Supplier shall be sole responsible to delivery all the election materials safely in good condition at the office of the Sub-Collector, Gunupur 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 needs 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, Gunupur payable at State Bank of India, Gunupur.
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, Gunupur 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**

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, Gunupur payable at State Bank of India, Gunupur.
7. The firm whose quotation will be accepted shall have to execute an agreement with Sub-Collector, Gunupur 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, Gunupur payable at Gunupur State Bank of India .
11. Any dispute arises relating to the Tender shall be under the Jurisdiction of the Gunupur 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, Gunupur payable at State Bank of India, Gunupur 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**

**OFFICE OF THE SUB-COLLECTOR & ELECTORAL REGISTRATION  
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**Tender Notice No.5156/ Election**

**Dt.10/9/2018**

**SHORT TENDER CALL NOTICE**

**APPLICATION FORM FOR PRINTING OF DIFFERENT FORMS**

- |   |   |
|---|---|
| 1. Period of Issue of Tender Paper<br>by                                      | 10/9/2018 to 26/9/2018<br>4.00 p.m  |
| 2. Time & Date for closing of the receipt of<br>Tender:-                      | 26/9/2018 by 4.00 P.M   |
| 3. Time & Date of Opening of Tender :-  | 27/9/2018 at 11.00 A.M  |
| 4. Address of which the bids to be sent,<br>by Registered Post / Speed Post:- | Sub-Collector, Gunupur<br>Office of the Sub-Collector,<br>Gunupur, Pin-765022, Odisha |
| 5. Cost of Tender Paper   | Rs. 200/- (in shape of BD/DD<br>in favour of Sub-Collector,<br>Gunupur)               |
| 6. Security Deposit   | Rs. 10000/- (in shape of BD/<br>DD in favour of Sub-<br>Collector, Gunupur)           |

**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, Gunupur payable at State Bank of India, Gunupur.**

**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 (1/8<sup>th</sup>) 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, Gunupur. The Supplier shall be sole responsible to delivery all the election materials safely in good condition at the office of the Sub-Collector, Gunupur 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**

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, Gunupur payable at Gunupur State Bank of India.

12. Any dispute arises relating to the Tender shall be under the Jurisdiction of the Gunupur 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, Gunupur payable at Gunupur State Bank of India, Gunupur 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**