
**OFFICE OF THE
SUB-COLLECTOR & SUB-DIVISIONAL
MAGISTRATE GUNUPUR, RAYAGADA
(ELECTION SECTION)**



06857-250021(0),

Email ID: subcollectorgunupur@gmail.com

No. 1714 / Elec. Dated: 07-03-19

QUOTATION CALL NOTICE

Sealed quotations in enclosed format are invited from the intending suppliers/ Agencies/ firms for supply of the articles/ services for ensuing General Elections due in 2019. The details of the articles/ services to be required are given at Annexure-I & Annexure-II.

SCHEDULE OF EVENTS

1. Last date for receipt of Quotations:	14-03-2019 (By 5.00 PM)
2. Opening of Bids/Quotations:	15-03-2019 (11.00 AM)

The tender documents are available in the Rayagada District website: rayagada.nic.in Interested bidders can download the tender documents from the district website and submit the sealed Quotations duly filled in along with the tender document fee of **Rs.500/- (Rupees five hundred) only and EMD of Rs.5000/- (Rupees Five Thousand) only** in shape of Demand Draft in favour of Sub-Collector-cum-ERO, Gunupur payable at Gunupur. It is also available in the Office of the Sub-Collector, Gunupur on submission, of tender cost of Rs.500/- and receipt therein should be submitted with the Quotation.

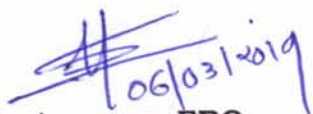
Modifications/ Corrigendum if any detected/ felt necessary at a later stage will be published in district website only & will not be published in News Papers. Hence the bidders are advised to visit frequently the district website i.e. rayagada.nic.in or contact Sub-Collector, Gunupur to track any modifications/ corrigendum etc. or to know the samples of articles in this connection.

Canvassing in any form shall be liable for disqualification.

Last date of submission of tenders is **14-03-2019 by 5.00 PM**. No tenders will be received after due date.

Sub-Collector-cum-ERO, Gunupur reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

The bidders are to submit sealed tender papers by the due date only by Speed Post/ Regd. Post/ dropped in the assigned drop box kept in Sub-Collector-cum-ERO Office, Gunupur.

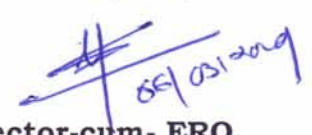

**Sub-Collector-cum- ERO,
Gunupur (138) and Bissam Cuttack (139),
Rayagada**

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Terms and Conditions:

1. The interested supplier/ firms should submit quotations in a sealed envelope. All the pages of the tender papers should be signed with seal of the firms/ agencies.
2. The sealed envelope containing the proposals must be delivered to the Sub-Collector-cum- ERO, Gunupur by registered post/ speed post/ drop box kept in Sub-Collector-cum-ERO, Gunupur. Bids received after due date will not be entertained and shall liable for rejection.
3. The tenderer should deposit the cost of tender paper of Rs.500/- (Rupees five hundred) (Non-refundable) only in shape of Demand Draft in favour of Sub-Collector-cum-ERO, payable at Gunupur. The tender paper can be obtained from the office of Sub-Collector-cum-ERO, Gunupur or can be downloaded from District website rayagada.nic.in .
4. EMD of Rs.10000/- (Rupees ten thousand) only in shape of demand draft/ Bankers cheque in favour of Sub-Collector-cum-ERO, payable at Gunupur must be furnished by the tenderer. The EMD of unsuccessful bidder will be refunded after finalization of tender.
5. Photocopy of valid PAN CARD, GSTIN registration certificate, IT return document (s) of last three years 2015-16, 2016-17 & 2017-18 must be enclosed by the tenderers.
6. The firms/ bidders whose tenders will be accepted shall have to execute an agreement with Sub-Collector-cum-ERO, Gunupur in non-judicial stamp paper worth of Rs.10 (Rupees Ten) only. After execution of agreement / instructions received from Government in Home (Elections) Department, Odisha, in this regard the supply order shall be issued. The rate quoted by the approved suppliers shall valid for a period of one year from the date of signing of agreement.
7. Any legal dispute arises out of this is subject to jurisdiction of Gunupur only.
8. The bidder shall submit the sample of each item at the time of opening of the tender before the procurement committee for verification of quality.
9. The bidder should have not been blacklisted by any Government organization. If found later on, the action shall be initiated against the firm as per the law.
10. The successful bidder shall not assign or sublet the contract to any other firm.
11. Time is the essence of the contract and delivery must not be later than the date specified in the order. If the supplier fails to deliver the items or any consignment thereof within the stipulated period, the Sub-Collector-cum-ERO, Gunupur will take action as deemed fit.

12. The Sub-Collector-cum-ERO, Gunupur reserves the right to accept or reject any or all the quotations without assigned any reason thereof and also has the right to allot / distribute the work to L2 supplier/ firm at the Lowest (L1) rate in case of L1 bidder fails to deliver items within the stipulated time.
13. In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the Sub-Collector-cum-ERO, Gunupur will have the right to cancel the order/ contract without assigning any reason thereof and nothing will be paid by this office in that event and the EMD will also be forfeited.
14. The transportation cost of materials will be borne by the supplier.
15. The decision of Procurement Committee formed by the Sub-Collector-cum-ERO, Gunupur on selection/ rejection of bidders would be final basing on the quotation submitted by the bidders and the quality of items to be supplied by them.
16. The purchase order shall be placed to the selected bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price. The Procurement Committee shall also not to be bound to accept the lowest rate, but the acceptance of the quotation shall be based on quality of materials as examined by the Procurement Committee.
17. The Bids are liable to be rejected if any of the above conditions are not complied with proper manner.
18. The intending bidders are advised to inspect Sub-Collector-cum-ERO, Gunupur for samples of articles.
19. The Comparison of the Financial Bid will be made on total financial value of all the articles & the order will be issued to one person/ supplier with Lowest Rate in total value of all articles mentioned in **Annexure-I**. Lowest rate with quality of individual items will be considered in case of rest of the articles.

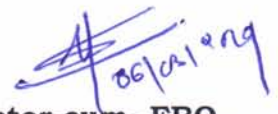

**Sub-Collector-cum- ERO,
Gunupur (138) and Bissam Cuttack (139),
Rayagada**

Memo No. 1715 /**Elec. Dated:** 07-03-19

Copy to all the all BDOs/ all Tahasildars/ all Executive Officers of ULBs for information with a request to publish the Notice in their Office Notice Board for wide publicity among the General Public.

Copy to DIO, NIC, Collectorate Rayagada, Rayagada for information and necessary dissemination of the information in the District website.

Copy to Notice Board, Collectorate, Rayagada.


**Sub-Collector-cum- ERO,
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Rayagada**

/P4/

Memo No. 1716 /Elec. Dated: 07-03-19

Copy to the District Magistrate, Rayagada/ Treasury Officer, District Treasury, Rayagada, Sub-Treasury, Gunupur., Financial Consultant, O/O-DPC, SSA, Rayagada, Deputy Collector, Elections, Collectorate Rayagada, (all members of the Purchase Committee) for information and necessary action.

A handwritten signature in blue ink, followed by the date "06/03/19" written below it.

**Sub-Collector-cum- ERO,
Gunupur (138) and Bissam Cuttack (139),
Rayagada**

Memo No. 1717 /Elec. Dated: 07-03-19

Copy to the Joint Chief Electoral Officer-Cum-Joint Secretary to Government, Home (Elections) Department, Odisha for favour of kind information.

A handwritten signature in blue ink, followed by the date "06/03/19" written below it.

**Sub-Collector-cum- ERO,
Gunupur (138) and Bissam Cuttack (139),
Rayagada.**

Annexure-I

LIST OF MATERIALS/ ARTICLES TO BE PROCURED/HIRED

Sl. No.	Name of the articles/Materials	Rate to be quoted for
1	Plastic Box with lid. This container should be made of sturdy transparent material like plastic etc. for Black Paper Envelope Sealing. The picture of sample box is given at Annexure-IV . (14 inch×10 inch×5 inch) (length×breadth×height)	Per Piece

Annexure-II

LIST OF MATERIALS/ ARTICLES TO BE PROCURED/HIRED.

Sl. No.	Name of the articles/Materials	Rate to be quoted for
1	Transparent Cello Tape (5 CM breadth)	Per piece
2	LED light	Per piece

FORMAT FOR QUOTATION (Articles at Annexure-I)

Quotation Call Notice No.

Name of the Supplier/ Firm/ Agency:

Address of Supplier/ Firm/ Agency:

PAN No.

GSTIN No. of Supplier/ Firm/ Agency:

Rate Quoted for MATERIALS/ ARTICLES TO BE PROCURED/HIRED (Item Wise):

Sl. No.	Name of the articles/Materials	Rate to be quoted for	Rate (in Rs.) (Including all Taxes)
1	Plastic Box with lid. This container should be made of sturdy transparent material like plastic etc. for Black Paper Envelope Sealing. The picture of sample box is given at Annexure-IV . (14 inch×10 inch×5 inch) (length×breadth×height)	Per Piece	

Name & Full Signature of the Bidder

FORMAT FOR QUOTATION (Articles at Annexure-II)

Quotation Call Notice No.

Name of the Supplier/ Firm/ Agency:

Address of Supplier/ Firm/ Agency:

PAN No.

GSTIN No. of Supplier/ Firm/ Agency:

Rate Quoted for MATERIALS/ ARTICLES TO BE PROCURED (Item Wise):

Sl. No.	Name of the articles/Materials	Rate to be quoted for	Rate (in Rs.) (Including all Taxes)
1	Transparent Cello Tape (5 CM breadth)	Per piece	
2	LED light	Per piece	

Name & Full Signature of the Bidder