

**OFFICE OF THE SUB-COLLECTOR, GUNUPUR & RO138-
GUNUPUR&139-BISSAMCUTTACK ASSEMBLY CONSTITUENCY**
Gmail-subcollectorgunupur@gmail.com

No. 1702 / 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.

<u>SCHEDULE OF EVENTS</u>	
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.10000/- (Rupees ten thousand) only** in shape of Demand Draft in favour of Sub-Collector, Gunupur. It is also available in the O/O RO & Sub-Collector, Gunupur on submission, of tender cost of Rs.500/- and receipt therein should be submitted with the Quotation.

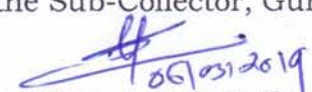
Modifications/ Corrigendum if any detected/ felt necessary at a later stage will be published in district website only & will not be published in News Papers. Hence the bidders are advised to visit frequently the district website i.e. rayagada.nic.in or contact Sub-Collector, Gunupur to track any modifications/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

RO & Sub-Collector 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 O/O the Sub-Collector, Gunupur.


**Returning Officer & Sub-Collector
Gunupur.**

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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 RO& Sub-Collector , Gunupur by registered post/ speed post/ drop box kept in the O/O Sub-Collector, 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, Gunupur. The tender paper can be obtained from the office of the RO& Sub-Collector, 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, 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 RO &Sub-Collector, 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 RO &Sub-Collector, Gunupur will take action as deemed fit.

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The RO &Sub-Collector, 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 RO &Sub-Collector, 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 RO & Sub-Collector, 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 RO &Sub-Collector, 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.

 06/03/2019

**Returning Officer & Sub-Collector
Gunupur.**

Memo No. 1703 /Elec. Dated: 07-03.19

Copy to all the Sub-Collector, Rayagada/ Executive Officer, Municipaty, Gunupur/ Executive Officer, NAC, Gudari/ all BDOs/ all Tahasildars 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, for information and necessary, dissemination of the information in the District website.

Copy to Notice Board, Collectorate, Rayagada.

 06/03/2019

**Returning Officer & Sub-Collector
Gunupur.**

Memo No. 1704 /Elec.

Dated: 07-03-19

Copy to the Block Development Officer, Gunupur/Tahasildar, Gunupur/APD (Finance) DRDA, Rayagada/IPO, Gunupur block (all members of the Purchase Committee) for information and necessary action. They are requested to attend at the Office of the Sub-Collector, Gunupur on 15.03.2019 at 11.00 A.M for opening the sealed quotation for finalization the tender process.



**Returning Officer&Sub-Collector
Gunupur.**

Memo No. 1705 /Elec.

Dated: 07.03.19

Copy submitted to the District Election Officer &Collector, Rayagada for favour of kind information.



**Returning Officer&Sub-Collector
Gunupur.**

Memo No. 1706 /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.



**Returning Officer&Sub-Collector
Gunupur.**

Annexure-I

LIST OF MATERIALS/ ARTICLES TO BE PROCURED/HIRED

Sl. No.	Name of the articles/Materials	Rate to be quoted for
1	*Black Paper Envelopes (For accommodation of around 1400 Printed Paper Slips) which will kept inside the box as detailed above at Sl. No.1	Per Piece
2	* White Colour Paper Cards of Postcard Size. The Paper Cards shall have pre-printed Assembly Constituency/ Assembly Segment Number, AC/AS name and date of Polling on the top, and the Polling Station number in the centre. Each digit of the Polling Station number shall be atleast 1"×1" (1 inch by 1 inch) Size and Printed in black ink.	Per 100 Pieces
3	Red Coloured Envelopes (14 inch×10 inch×5 inch) (length×breadth×height)	Per piece
4	Green Coloured Envelopes (14 inch×10 inch×5 inch) (length×breadth×height)	Per piece
5	Leaflet	Per piece
6	Poster	Per piece
7	Pamphlet	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	Register No.IV	Per piece
2	Plastic Box with lid. This container should be made of sturdy transparent material like plastic etc. for Black Paper Envelope Sealing. 14inch×10 inch×5 inch) (length×breadth×height)	Per Piece
3	Big Container to keep paper cards: This container shall have the capacity to accommodate around 300 white colour paper cards as detailed above at Sl. No.4	Per piece
4	Rubber Stamp (MOCK POLL SLIP) (dimension: 3 cms × 1.5 cms)	Per piece
5	Rubber Stamp (TESTING VVPAT SLIP-VVPAT Commissioning)	Per piece
6	Rubber Stamp (MOCK POLL SLIP-EVM Commissioning)	Per piece
7	Rubber Bands	Per 100 Pieces
8	Pigeonhole structure made of sturdy transparent material like plastic etc. having a fixed base & certain no. of compartments. The no. of compartments in the pigeonhole structure is equal to the no. of candidates in an/a Assembly Constituency/ Parliamentary Constituency + 2. The size of each compartment is equal to (6 inch × 4 inch × 4 inch). The no. of compartments will be finalized after last date of withdrawal of nomination.	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	*Black Paper Envelopes (For accommodation of around 1400 Printed Paper Slips) which will kept inside the box as detailed above at Sl. No.1	Per Piece	
2	*White Colour Paper Cards of Postcard Size. The Paper Cards shall have pre-printed Assembly Constituency/ Assembly Segment Number,	Per 100 Pieces	
3	Red Coloured Envelopes (14 inch×10 inch×5 inch)	Per piece	
4	Green Coloured Envelopes (14 inch×10 inch×5 inch) (length×breadth×height)	Per piece	
5	Leaflet	Per piece	
6	Poster	Per piece	
7	Pamphlet	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,	Register No.IV	Per piece	
2	Plastic Box with lid. This container should be made of sturdy	Per Piece	
3	Big Container to keep paper cards: This container shall have the	Per piece	
4	Rubber Stamp (MOCK POLL SLIP) (dimension: 3 cms × 1.5 cms)	Per piece	
5	Rubber Stamp (TESTING VVPAT SLIP-VVPAT Commissioning)	Per piece	
6	Rubber Stamp (MOCK POLL SLIP-EVM Commissioning)	Per piece	
7	Rubber Bands	Per 100 Pieces	
8	Pigeonhole structure made of sturdy transparent material like plastic etc. having a fixed base & certain no. of compartments. The no. of compartments in the pigeonhole structure is equal to the no. of candidates in an/a Assembly Constituency/ Parliamentary Constituency + 2. The size of each compartment is equal to (6 inch × 4 inch × 4 inch). The no. of compartments will be finalized after last date of withdrawal of nomination.	Per piece	

Name & Full Signature of the Bidder