

# COLLECTORATE, RAYAGADA

(G.P. SECTION)

Email ID:- dporayagada2013@gmail.com

L. No. 1199 /X-66/21 Elec.

Dated. 16-11-2021.

## QUOTATION CALL NOTICE


Sealed Quotations from the intending Authorised Dealers/Firms/Suppliers having GST Registration, PAN/TAN certificate and up-to-date GST clearance are invited for supply of the following items as per the terms and conditions mentioned below. The sealed quotations should reach at the District Panchayat Officer, Rayagada on or before **01.12.2021** at **5:30 PM** through Registered Post/Speed Post. The quotation received beyond **01.12.2021** will not be entertained. The Sealed quotations will be opened at DRDA Conference Hall, Rayagada on **02.12.2021** at **11 AM** in the presence of Purchase Committee and bidder<sup>s</sup> or representatives of quotationer<sup>s</sup> who wish to present.

The rates for supply of the following items should not exceed the rate fixed by State Election Commission, Odisha as follows

Sl. No.	Name of the Item	Quantity	Rate fixed by Govt (inclusive of all tax & other charges) (In Rs.)	
1	2	3	4	5
<b>Consumable item</b>			<b>No.</b>	<b>Rate</b>
1.	Full scape paper	9600	4 pieces	3.00
2.	Pin	2400	1 Small Packet	7.50
3.	Sutuli	2400	1 Small bundle	7.50
4.	Sealing Wax	24000	10 pieces	30.00
5.	Gum Paste	2400	1 bottle	15.00
6.	Match box	2400	1	1.00
7.	Carbon Paper	9600	4 sheets	5.00
8.	Flexible wire	2400	1 small piece	5.00
9.	Candle	4800	2 pieces	9.00
<b>Non-Consumable item</b>				
1.	Pencil	3300	3	6.00
2.	Ball Pen	3300	3	10.00
3.	Ink Pad and ink	2200	2	30.00
4.	Pusher	1100	1	3.00
5.	Blade	1100	1	1.00
6.	Cloth	1100	1 Mtr	15.00
7.	Oil container	1100	1	15.00
8.	Metal rule to detach ballot paper	1100	1	5.00
9.	Wet sponge	2200	2	10.00
10.	LED lamp	1100	1	100.00
11.	Empty small plastic bottle	1100	1	3.00
<b>Counting Material for Each Table</b>				
1	Knife	200	1	10.00
2	Pencil/Ball Point Pen	600	3	10.00
3	Full scape paper	800	4 pieces	3.00
4	Paper weight	2000	10	100.00
5	Tray as per number of Candidates	2000	10	500.00
6	Rubber Band	200	1 packet	5.00
7	Water Sponge	400	2	10.00

## TERMS AND CONDITIONS

1. The above items should reach at District Panchayat Office, Rayagada in good condition.
2. The cost of quotation paper cost is Rs. 500/- in shape of DD/Bank Draft drawn in any schedule commercial bank in favour of "District Panchayat Officer, Rayagada".
3. The Bidding firms also have to submit an EMD for **Rs. 5000-00** in shape of DD/BD from any scheduled commercial Bank in favour of "**District Panchayat Officer, Rayagada**" payable at Rayagada. The EMD amount of the unsuccessful Bidders will be refunded after finalisation of the Quotation without any interest. And the EMD of the successful bidder will be adjusted towards security deposit and will be refunded without interest after successfully delivery of the material.
4. The rate quoted should be inclusive of all Taxes and other Charges.
5. The Bid of the Bidder shall be accompany with the following documents failing which the Bid of the Bidder shall be rejected.
  - a) Copy of the Sale Tax Registration (GSTIN Number).
  - b) Copy of the PAN Number/TAN.
  - c) Copy of the up-to-date GST Clearance.
6. The Collector, Rayagada reserves the right
  - a. to reject all the quotations of the firms without assigning any reason thereof
  - b. to increase or decrease the quantity of the material.
7. Any dispute arises out of supply order shall be under the jurisdiction of the Civil Court Rayagada.

  
COLLECTOR, RAYAGADA.

Memo No. 1200 /2021

Dated 16-11-2021

Copy to the District Informatic Officer, N.I.C., Rayagada to hoist the above advertisement in the District website.

  
COLLECTOR, RAYAGADA.

Memo No. 1201 /2021

Dated 16-11-2021

Copy to Office Notice Board information of General public.

  
COLLECTOR, RAYAGADA.

## Format for Financial Bid

Sl. No.	Name of the Item	Quantity	Specification & Size	Rate quoted (inclusive all tax & other charges) (In Rs.)
<b>Consumable item</b>				
1.	Full scape paper	9600	4 pieces	
2.	Pin	2400	1 Small Packet	
3.	Sutuli	2400	1 Small bundle	
4.	Sealing Wax	24000	10 pieces	
5.	Gum Paste	2400	1 bottle	
6.	Match box	2400	1	
7.	Carbon Paper	9600	4 sheets	
8.	Flexible wire	2400	1 small piece	
9.	Candle	4800	2 pieces	
<b>Non-Consumable item</b>				
1.	Pencil	3300	3	
2.	Ball Pen	3300	3	
3.	Ink Pad and ink	2200	2	
4.	Pusher	1100	1	
5.	Blade	1100	1	
6.	Cloth	1100	1 Mtr	
7.	Oil container	1100	1	
8.	Metal rule to detach ballot paper	1100	1	
9.	Wet sponge	2200	2	
10.	LED lamp	1100	1	
11.	Empty small plastic bottle	1100	1	
<b>Counting Material for Each Table</b>				
1	Knife	200	1	
2	Pencil/Ball Point Pen	600	3	
3	Full scape paper	800	4 pieces	
4	Paper weight	2000	10	
5	Tray as per number of Candidates	2000	10	
6	Rubber Band	200	1 packet	
7	Water Sponge	400	2	

*Signature of the Bidder with seal*