



**OFFICE OF THE SUB-COLLECTOR PARALAKHEMUNDI, GAJAPATI**

Tender Call No. **2431/Elec. (I- /18)**

**Dated:24.08.2018**

Sealed tender in plain papers are invited from bonafide Suppliers/ Manufactures/ Printing Press/ Agencies/ Firms executed, the work/ supply/ Printing of articles specified for use in the upcoming General Election, 2019. The detail list of articles/ Printing works to be done and terms conditions is available in the website of office of the District Election Officer-cum- Collector, Gajapati which can be downloaded from the website [www.gajapati.nic.in](http://www.gajapati.nic.in) **The sealed Tenders will be opened in the Conference hall of Collectorate, Gajapati in presence of all renderers' or their authorised persons on the following date and time.**

**Date of Opening of the following Tender papers on 11.09.2018 at 3.00PM**

- (a) Procurement of Election Materials (Consumable / Non-Consumable). Annexure -A
- (b) Stationary for office use for upcoming General Election -2019 Annexure-B

**Date of Opening of the following Tender papers on 12.9 2018 at 11.00A.M P**

- (c) Printing of Forms/ Postal Ballot paper (Non Statutory) Annexure -C
- (d) Installation of CCRIs and web-casting of the Critical and vulnerable Polling Stations.
- (e) Videography
- (f) Tent and Barricades. (Annexure —D)
- (g) Light and Mike Arrangement

Interested firms are required to submit each of their General proposals, financial proposals in separate sealed envelopes as per the detailed instruction given below. All the pages of the tender papers shall bear seal and signature of the firm.

The sealed envelope containing the proposals must be delivered to the office of the Sub-Collector, Paralakhemundi by Registered Post/ Speed Post of Indian Postal Dept. No other mode of delivery shall be accepted.

2. Each Tenderer is required to deposit cost of tender paper of Rs. 200/- (Rupees two hundred) only and earnest money of Rs. 10,000/- (Rupees ten thousand) only in shape of Bank Draft/ Demand Draft in favour of Sub-Collector, Paralakhemundi payable at SBI, Paralakhemundi. Tender paper without cost of Tender papers and EMD will be summarily rejected. The EMD of unsuccessful bidders will be refunded in the day of finalisation of tender.

3. Photocopy of valid Pan Card, Photo copy of GSTIN, No dues certificate from Income Tax Department and clearance of any other Tax dues up to 31.03.2019 should be furnished along with the tender papers otherwise tender will not be taken into consideration. Further IT returns of the Firms for last 3 years (2015-16, 2016- 17, 2017-18) must be submitted.

4. The intending bidders should be OEM or Authorised dealer or reputed vender.

5. The tender should be accompanied by samples of Election materials to be supplied which should be furnished in separate sealed Pkt super scribed "Sample of the Articles" and name of the party and to be produced before the Tender committee on or before 11.09.2018 at 2.00 PM.
6. The intending tenderers may ascertain the quantity of probable requirement, Specification of the articles not specified in this notice from the District Election office, Gajapati during office hours on any working day
7. The tenderers will be required to supply the articles within 7 days from receipt of the supply order.
8. The EMD of the selected Firm will be released only after satisfactory of execution of the work order, performance as well as supply of specification of articles.
9. In case of failure to supply the required no of articles and quantity in full as per specification within stipulated period the EMD of the tenderer will be forfeited and criminal liability as per Election rule will be fixed.
10. The price quoted in the tender will exclude the GSTIN.
11. The transportation and delivery of all the materials in the Office of the Sub-Collector, Paralakhemundi and the cost of transportation will be borne by the supplier and submit bill to this office for necessary payment.
12. The District Election Officer & Collector, Gajapati reserves the right to accept or reject any or all the tenders without assigning any reason thereof. He also reserves the right to increase or decrease the quantity of materials/ articles and execution of works. The decision of DEO & Collector, Gajapati shall be final.
13. The firm/ individual whose tender will be accepted shall have to execute an agreement with District Election Officer & Collector, Gajapati in non-judicial stamp paper with of Rs. 10/- (Rupees ten)only in the prescribed form on the next day of acceptance of the tender and supply order will be issued after receipt of the written order from the CEO, Odisha. The rates quoted by the bidders are valid for a period of one year from the date of signing of agreement / finalisation of tender.
14. Payment will be made only after receipt of necessary allotment/ funds from the Govt. in Home (Elections) Dept, Odisha.
15. Firms for items at Para-I will be separately decided whereas the authority may decide separate tenders for separate sub items as per convenience.

Dist. Election Officer & Collector,  
Gajapati.

**Annexure-A**

**A. Illustrative list of Polling materials for Polling Station for 573 + (Plus) 10% extra**

<b>(a) Consumable</b>		
Sl. No.	Items	Quantity
1	Pencil	Per Pkt
2	Ball pen (Blue & Red).	Per Pkt
3	Blank paper	One Ream
4	Pins	Per Pkt
5	Sealing Wax	Per Pkt
6	Gum paste	Bottle (50ml)
7	Blade	Per Pkt
8	Candles	Per Pkt
9	Thin Twine Tread	Per Pkt ( 20 mtrs)
10	Metal rule	Per Dozen
11	Carbon(cores/sapphire)	Per Pkt
12	Cloth for removing oil	Per piece (1/4 mtr)
13	Packing paper (Brown)	Per sheet
14	Empty tin for holding indelible Ink bottle tin	Per hundred
15	Drawing pins	Per Pkt
16	Rubber band	Per Pkt
17	Cello tape	Per Dozen
18	Stamp Pad (Purple) (Ordinary/ Faber Castell)	Per Pkt
19	Match Box(Home Lite small)	Per Pkt
20	Lantern Glass(Quantity in the pocket to be furnished)	Per Pkt

**(b) Non- Consumable Election Materials**

Sl. No.	Items	Quantity
1	Trunk(50 gauge) 1. Length -1' x 1.5" 2. Width - 1' x 1.2" 3. Height - 0 x 8.5"	1 Piece
2	Lantern	1 Piece
3	Jerkin ( 5 ltrs.)	1 Piece
4	Lock & key (small)	1 Piece
5	Metal Seal	1 Piece
6	Distinguished mark of polling station	Per piece
7	Cancelled seal of Presiding Officer	Per piece

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**ANNEXURE- B****STATIONERY FOR OFFICE USE UPCOMING GENERAL ELECTION 2019**

<b>Sl. No.</b>	<b>Items</b>	<b>Quantity</b>
1	Xerox Paper (A4 Size JK Essay)	Per Pkt
2	Xerox Paper (legal Size JK Essay)	Per Pkt
3	Gum bottle (700 ml)	Per Bottle
4	Paper Clip (11/2)	Per Piece
5	Paper Clip (3)	Per Piece
6	Stapler No.10 (Kangaroo)	Per Piece
7	Stapler No.24/6 (Kangaroo)	Per Piece
8	Stapler Pin No. 10	Per Pkt
9	Stapler Pin No.24 x6	Per Pkt
10	Waste paper Basket	Per piece
11	Scissor (big)	Per piece
12	Scissor (small)	Per piece
13	Bodkin	Per piece
14	Fly leaf	Per 100 piece
15	Alpine (king)	Per Pkt
16	Phenyl ( 1 litre)	One litter bottle
17	Gamaxine	Per Pkt
18	Saloo Cloth	Per mtrs
19	Phul Jhadu	Per piece
20	Guard File	Per piece
21	Cover File	Per piece
22	Register (Size-1,2,3,4,5,6,8)	Per number
	Flat file	Per piece
23	Fax Role (Kores)	Per piece
24	Lock & Key (Palam) Big Size	Per piece
25	Lock & Key (Godrej) Small Size	Per piece
26	Lock & Key (Palam) Big Size	Per piece
27	Lock & Key (Godrej) Small Size	Per piece
28	Folder File	Per piece
29	Cello Tape (Small)	Per piece
30	Cello Tape (medium)	Per piece
31	Cello Tape (big)	Per piece
32	Sketch Pen	Per Pkt
33	Ball Pen ( Use & Through), Red, Black & Blue	Per Pkt
34	Gel Pen, Red, Black & Blue	Per piece
35	High Tech Pen (Pilot)	Per piece
36	Marker	Per piece
37	Marker (CD) write	Per piece
38	Highlighted marker	Per piece
39	Sutuli (jute)	Per Kg.
40	Big Cover (16 x 12)	Per 100
41	Envelope (9 x 4 <sup>1/2</sup> )	Per 100
42	Envelope (10 x 4 <sup>1/2</sup> )	Per 100
43	Writing pad medium (Plank)	Per piece
44	Rubber Stamp (big/ small)	Per piece
45	Folder Good quality	Per piece

46	Sharpener	Per piece
47	Pencil	Per Dozen
48	Eraser	Per Dozen
49	Goodnight Liquid & machine (Mosquito)	Per piece
50	Rubber band	Per kg.
51	CD/ DVD	Per piece
52	Thin twine thread (Big/ Small)	Per Dozen
53	Bucket	Per piece
54	Plastic mug	Per piece
55	Calculator (Orpat 10 Diz)	Per piece
56	Paper Weight	Per piece
57	Spike	Per piece
58	Water Sponge	Per Dozen

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**ANNEXURE- C**

Items	Description	Remarks
CC TVS & WEB-CASTING	Installation of CC TVs & Web-Casting per piece- per day Critical and Vulnerable Polling Stations including service charges	per piece- per day
VIDEOGRAPHY	(Probable requirement 25 Videography team) Videography with CD (with Videographer)	per piece- per day

**3. PRINTING OF FORMS, BALLOT PAPERS & PASS**

SI No.	Particulars	Quantity	Rate
1	Ballot paper printing	100	
2	Ballot Paper number	100	
3	Binding	1 Book	
4	1/4 DM size form (one side)	1000	
5	1/4 DM size form (both side)	1000	
6	1/8 DF size form (one side)	1000	
7	1/8 DM size form (both side)	1000	
8	Sticker	500	
9	Log Book(each containing 12 pages)	1000	
10	Poster (Color)	1000	
11	List of Candidate	300	
12	Pass (Post card size)	100	
13	Pass (3.370"W x 2.125"L)	100	
14	I Card with photo (Post card size)	100	
15	I Card without photo (Post card size)	100	
16	I Card with photo (3.370"W x 2.125"L)	100	
17	I Card without photo (3.370"W x 2.125"L)	100	
18	DTP	Per page	
19	Flexy Board	Per Meter	

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**ANNEXURE- D**

**LIGHT & MIKE HIRING**

SI No.	Items	Quantity
1	Tube light- 40 Wt	Per day, per piece
2	Tube light – 20 Wt	Per day, per piece
3	Halogen Light – 500 Wt,1000 Wt,2000Wt	Per day, per piece
4	Metal Halogen	Per day, per piece
5	Ceiling Fan	Per day, per piece
6	Stand Fan (Big)	Per day, per piece
7	Stand Fan (Small)	Per day, per piece
8	CFL Bulb- 9Wt,11Wt,15Wt,20Wt,30Wt	Per day, per piece
9	LED Bulb-9Wt,11Wt,15Wt,20Wt,25 Wt,30Wt	Per day, per piece
10	Generator for 5 Kw,10Kw & 50 Kw with diesel	Per hour
11	Cooler (Bog Size)	Per day, per piece
12	Service connect per tent house ( including Electric dues)	Per day, per piece
13	Sound –Horn-4/Box-4/Micro phone-3 (1set)	Per day, per piece
14	Emergency light	Per day, per piece

**TENTS & BARRICADES FOR DISPOSAL/ Counting CENTRE & Stron Room of  
polled EVMs**

SI No.	Items	Quantity
1	Bamboo Frame Tarpaulin shed with cloth ceiling (up & side)	Rate per Sqr.ft per day
2	Bamboo barricading with bamboo posts & runners 6 height	Rate per running meter per day
3	Grill barricade	Rate per Sqr.ft per day
4	Floor covering (carpet)	Rate per Sqr.ft per day
5	Bamboo with G.I sheet Barricade	Rate per running meter per day
6	Plastic Table	Per piece, Per day
7	Plastic Chair	Per piece, Per day
8	Folding Iron Tab le	Per piece, Per day
9	Net Covering Counting Hall	Per piece, Per day

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