



OFFICE OF THE SUB-COLLECTOR PARALAKHEMUNDI, Gajapati

TENDER CALL NOTICE

Tender Call No.. 2611 /Elec. (I- /18)

Dated: 12.9.2018

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 **The sealed Tenders will be opened in the Conference hall of Collectorate, Gajapati in presence of all tenderers or their authorised persons on the following date and time.**

Date of Opening of the following Tender papers on 19.09.2018 at 3.00PM

- (h) Procurement of Election Materials (Consumable / Non-Consumable). Annexure -A
- (i) Stationary for office use for upcoming General Election -2019 Annexure-B
- (j) Printing of Forms/ Postal Ballot paper (Non Statutory) Annexure -C
- (k) Installation of CCRI's and web-casting of the Critical and vulnerable Polling Stations.

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 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.
12. The tender should be accompanied by samples of Election materials to be supplied which should be furnished in separate sealed packet superscribe "Sample of the Articles" and name of the party and to be produced before the Tender committee on or before **19.09.2018 at 2.00 PM.**
13. 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
14. The tenderers will be required to supply the articles within 7 days from receipt of the supply order.

15. 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.
16. 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.
17. The price quoted in the tender will exclude the GSTIN.
18. 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.
16. 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.
17. 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.
18. Payment will be made only after receipt of necessary allotment/ funds from the Govt. in Home (Elections) Dept, Odisha.
19. 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

(a) Consumable		
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 Doz
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(Plastic)	Per hundred
15	Drawing pins	Per pkt
16	Rubber band	Per pkt
17	Cello tape	Per Doz
18	Stamp Pad (Purple) (Ordinary/ Faber Castell)	Per pkt
19	Match Box(Home Lite small)	Per pkt
20	Lantern Glass	Per pkt

(b) Non- Consumable Election Materials

Sl. No.	Items	Quantity
1	Trunk(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

Sl. No.	Items	Quantity
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	Alpin (king)	Per pkt
16	Phenyl (1 ltr)	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
58	Flat file	Per pice
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 ^{1/2})	Per 100
42	Envelope (10 x 4 ^{1/2})	Per 100
43	Writing pad medium (Plank)	Per piece
44	Rubber Stamp (big/ small)	Per piece

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

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	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 with out photo (Post card size)	100	
16	I Card with photo (3.370"W x 2.125"L)	100	
17	I Card with out photo (3.370"W x 2.125"L)	100	
18	DTP	Per page	
19	Flexy Board	Per mtr.	

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