



**ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଗଜପତି , ପାରଳାଖେମୁଣ୍ଡି**  
**COLLECTORATE,GAJAPATI,PARALAKHEMUNDI**  
**(ନିର୍ବାଚନ ଉପବିଭାଗ)**

No. 804 /Elec. (I- M/23)

Dated: 03.03.2024

**QUOTATION CALL NOTICE**

Quotations are invited from the interested Govt./ Registered Private Vendors for supply of materials in connection with Simultaneous General Election 2024 with in Gajapati District. The tender documents are displayed in this office Notice Board and Collectorate, Gajapati and District Website [gajapati.nic.in](http://gajapati.nic.in) .The intending vendors may submit their bids via Registered Post or may dropped in the drop Box on or before 12.03.2024 upto 4.00 PM in District Election Office, Collectorate, Gajapati. Registered Post shall be sent to " **The District Election Officer & Collector, Gajapati, Paralakhemundi District: Gajapati, Pin-761200.**

<b><u>SCHEDULE OF EVENTS</u></b>	
1. Last date of submission of Bids	<b>12.03.2024 at 4.00 PM</b>
2. Opening of General Bid:	<b>12.03.2024 at 5.00 PM</b>
3. Opening of Financial Bid	<b>12.03.2024 at 6.00 PM</b>
4. Venue for opening of Bids	<b>Office Chamber of District Election Officer &amp; Collector, Gajapati</b>

**Items to be supplied by the Vendor**

**Non-Consumable**

SI No	Item Name	Rate (In Rs)
1	Trunk	
2	Lock & Key (Small)	
3	Metal Seal for PO	
4	Distinguish mark of Polling Stations	
5	Cancelled seal of PO	
6	Pink Paper seal for sealing Black Envelope	
7	Mock Poll Slip Stamp	
8	Rubber stamp with Arrow Cross Mark	
9	Medium Size Transparent Box (Length-19cm,Breath-12cm,Height-5cm))	

**STATIONARY FOR OFFICE USE UPCOMMING GENERAL ELECTION 2024**

Sl No	ITEM	Quantity	Rate (In Rs)
1	Xerox paper (A4 Size, 70 GSM)	Per PKT	
2	Xerox paper (A4 Size, 75 GSM)	Per PKT	
3	Xerox paper (A3Size, 75 GSM)	Per PKT	
4	Xerox paper (Legal, 75 GSM)	Per PKT	
5	Gum Bottle (100 MI)	100 MI Bottle	
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 X 6	Per PKT	
10	Scissor (Big)	Per Piece	
11	Scissor (Small)	Per Piece	
12	Bodkin	Per Piece	
13	Fly leaf	Per 100 Piece	
14	Alpin (king)	Per PKT	
15	Saloo Cloth	Per MTR	
16	Guard File	Per Piece	
17	Cover File	Per Piece	
18	Register Size 1	Per Piece	
19	Register Size 2	Per Piece	
20	Register Size 3	Per Piece	
21	Register Size 4	Per Piece	
22	Register Size 5	Per Piece	
23	Register Size 6	Per Piece	
24	Register Size 8	Per Piece	
25	Flat File	Per Piece	
26	Lock & Key (Godrej) Small & Big	Per Piece	
27	Folder File	Per Piece	
28	Cello Tape (Small)	Per Piece	
29	Cello Tape (Medium)	Per Piece	
30	Cello Tape (bigh)	Per Piece	
31	Marker Pen	Per PKT	
32	CD marker	Per PKT	
33	Ball Pen(Red, Black & Blue)	Per Piece	
34	Gel Pen (Red, Black & Blue)	Per Piece	
35	Sutuli	Per KG	
36	Big Cover (16X12)	Per 100	
37	Envelope 9 x 4 <sup>1/2</sup> )	Per 100	
38	Envelope 10 x 4 <sup>1/2</sup> )	Per 100	
39	Writing Pad Medium(Plank)	Per piece	
40	Rubber Stamp(Big/Small)	Per piece	
41	Folder Good Quality	Per piece	
42	Sharpner	Per piece	
43	Pencil	Per Doz	
44	Eraser	Per doz	
45	Rubber Band	Per 100 GM	
46	Thin twine thread(Big/Small)	Per Doz	
47	Bucket	Per piece	
48	Plastic Mug	Per piece	
49	Calculator	Per piece	
50	Spike	Per piece	
51	Sponge	Per piece	

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

Sl No	Item Name	Quantity	Rate (In Rs)
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 (two paper)	1000	
10	Poster (Color)	1000	
11	List of Candidate	300	
12	Pass (Post card size)	100	
13	Pass (3.370"Wx 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 without photo (3.370"W x 2.125"L)	100	
18	DTP	Per Page	
19	Flexi Banner	Per Sqr. feet	

**CCTV , LIGHT & MIKE HIRING**

Sl.No	Items		Rate (In Rs)
1	Tube light -40 Wt	Per day, per piece	
2	Tube light- 20Wt	Per day, per piece	
3	Halogen Light – 500 Wt, 1000 Wt, 2000 Wt	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, 11 Wt, 15 Wt, 20 Wt, 30 Wt	Per day, per piece	
9	LED Bulb- 9 Wt, 11 Wt, 15 Wt, 20 Wt, 25Wt	Per day, per piece	
10	Generator for 5 Kw, 10Kw & 50 Kw with disel	Per hour	
11	Cooler (Big Size)	Per day, per piece	
12	Service connect per tent (including Electric dues)	Per day, per piece	



13	Sound –Horn-44/Box-4/Micor phone-3 (1 set)	Per day, per piece	
14	Emergency light	Per day, per piece	
15	CCTV (All requirement per Camera)	Per day, per piece	

**TENTS & BARRICADES FOR DISPARSAL /COUNTING CENTRE & STRONG ROOM OF POLLED EVMS**

Sl.No	Items		Rate (In Rs)
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 Sqr. ft per day	
6	Plastic Table	Per piece, Per day	
7	Plastic Chair	Per piece, Per day	
8	Folding Iron Table	Per piece, Per day	
9	Net Covering Counting Hall	Per piece, Per day	

The Quotations received after beyond the date & time fixed shall not be entertained. The bidders or their authorised agents are requested to remain present during bid opening process as per date, time and venue fixed.

*OH*  
*02/10/2024*

**DISTRICT ELECTION OFFICER & COLLECTOR,**

Memo No. *805*

Dated: *03.03.2024*

Copy to DIO, NIC Gajapati for hosting in district website.

Copy to office notice Board for information of General Public.

Copy to CDO-cum-EO, ZP, Gajapati/ Sub-Collector, Paralakhemundi / Tahasildar Paralakhemundi / EO Municipality Paralakhemundi /EO NAC Kashinagar for publication in their Notice Board for information of General Public.

*OH*  
*03/10/2024*

**DISTRICT ELECTION OFFICER & COLLECTOR,**

## Terms & Conditions

- Valid GST/Income Tax number should be furnished with the Quotation.
- The quoted rate of the firm will be considered by the Evaluation Committee.
- The rate to be quoted should be valid for the financial year 2023-24 and 2024-25.
- The rated must be including GST.
- The undersigned shall have the right to modify / reject all or any of the quotation without assigning any reason thereof.
- Items to be supplied by the selected bidder by order of DEO & Collector, Gajapati & ERO-cum-Sub-Collector, Paralakhemundi.
- The bidder shall not be under declaration of ineligibility for corrupt or fraudulent practice.
- Every page of the bid paper must be signed by the firm with official seal.
- EMD of Rs.5000/- shall be deposited by the intending bidder in shape of Account Payee Bank Draft drawn in favour of the **Nizarat Officer A/C Election**, and submitted along with the tender. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- A sum of Rs.10000/-(Rupees ten thousand) only shall be deposited as security deposit by the successful bidder.

**In absence of any one of the above, the offer will be treated as non-responsive and bid of the bidder shall be rejected. Only successful pre-qualifiers will be called for financial evaluation.**

The General proposal should include the following documents:

1. Detailed profile of the Company as per Annexure-I
2. Letter of Authorized Representative as per Annexure-II
3. Declaration of ineligibility for corrupt or fraudulent practice as per Annexure-III
4. Financial Bid in Annexure-IV

### **Disqualification or Rejection Of Proposals**

The proposal is liable to be rejected or the firm disqualified at any stage on account of the following:

- (i) If the Proposal is not accompanied by the requisite EMD.
- (ii) If it is not signed with seal, on all the pages of the Proposal document.
- (iii) If it is received after the expiry of due date and time.
- (iv) If it is incomplete and required documents are not furnished.
- (v) If misleading or false statements/ representations are made as part of pre-qualification requirements.
- (vi) If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced financial failures etc.
- (vii) While selection of the Computer Firm the DEOs & Collectors are at liberty whether to consider any particular firm having past record of poor performance.

ANNEXURE – I

**PROFILE OF THE FIRM**

Sl. No.	Particulars	Details
1	Name of the Firm/Company	
2	Year of Establishment	
3	Address of Office	
4	Telephone /Mobile No.	
5	Fax No.	
6	Email Address	
7	Website Address	
8	PAN No.	
9	GST registration certificate No.	

Signature of Witness

Signature of the Tenderer

Date:

Date:

Place:

Place:

Company Seal

**REPRESENTATIVE AUTHORIZATION LETTER**

To

The District Election Officer & Collector,

Gajapati.

Ms./Mr. \_\_\_\_\_ is hereby authorised to sign relevant documents on behalf of the company in dealing with Quotation No. \_\_\_\_\_, Dt: \_\_\_\_\_. She/He is also authorised to attend meetings & submit required information as may be required by you in the course of processing above said application.

Authorised Signatory

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Representative Signature

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Signature attested

Company Seal



**SELF DECLARATION**

To  
The District Election Officer & Collector,  
Gajapati.

In response to the RFP No. \_\_\_\_\_, Dt: \_\_\_\_\_ of  
Ref. Ms./Mr. \_\_\_\_\_, as a  
\_\_\_\_\_, I / We hereby declare that our company  
\_\_\_\_\_ is having unblemished past record  
and was not declare ineligible for corrupt & fraudulent practices either  
indefinitely or for a particular period of time.

Signature of Witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

## FINANCIAL BID

## Non-Consumable

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Authorised Signatory of Vendor