



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE  
BHADRAK  
(G.P SECTION)**

No. 704 /G.P.

Dt. 27 / 10 / 2021

**QUOTATION CALL NOTICE**

Sealed quotations/tenders are invited from the intending Firms/Individuals for **procurement of Ballot Box cover and Screens** for General Elections to Panchayati Raj Institutions-2022 with the following terms & conditions. Intending Firms/Individuals may apply in the prescribed format along with Registration Certificate, valid PAN Number & updated GST clearance certificate. The quotations/tenders duly filled in with all the required documents must be addressed to District Panchayat Officer, Bhadrak and should reach the office of District Panchayat Officer, Bhadrak by registered post/speed post/courier on or before 06.11.2021 up to 5.30P.M. The undersigned will not be held responsible for any postal delay. The sealed quotations/tenders received within the stipulated dateline will be opened by the Tender Committee in the DRDA Conference Hall under the chairmanship of the Collector-cum-District Election Officer, Bhadrak at 06.30P.M on 06.11.2021 in presence of the bidders or their authorized agents. The tenderers must write "TENDER FOR PROCUREMENT OF BALLOT BOX COVER AND SCREENS FOR GENERAL ELECTIONS TO PRIs-2022" on the top of the envelope containing tender papers. The authority reserves the right to accept or reject any or all the tender papers without assigning any reason thereof.

**Term & Conditions:**

1. The ideal size of the Ballot Box Cover (cloth bag) is 12"×11"×30". The size of cloth bag would be specious enough to store one big size ballot box of

- SEC or ECI/ two medium size ballot box of ECI / three small size ballot box of ECI.
2. The upper ceiling towards cost of one cloth bag & Screen as fixed by the SEC, Odisha is Rs.50/- and Rs.45/- respectively.
  3. The word SEC shall be printed in white colour in the middle portion of the Ballot box cover and screen so that it can be visible clearly.
  4. The quotationer should deposit Rs.5000/- (Rupees Five thousand only/-) as earnest money in shape of Bank draft in S.B.I, Bhadrak branch duly pledged in favour of District Panchayat Officer, Bhadrak.
  5. The Sample of Ballot Boxes cover and screen are available in District Panchayat Office, Bhadrak. Interested bidders may see the sample in any working days from 10 A.M to 5.30P.M.
  6. The Sample quality of Ballot Boxes cover and screen are to be produced by the bidder separately at the time of opening of the tender.

Encl.: (1) Prescribed Format.

  
**Collector-cum Election officer,  
Bhadrak**

Copy along with enclosure to:

1. D.I.O, NIC, Bhadrak with a request to publish the quotation in the District website.
2. Notice board of Collectorate, Bhadrak/ Project Director, DRDA, Bhadrak/ Sub-Collector, Bhadrak/ Tahasil Office, Bhadrak/ Panchayat Samiti, Bhadrak/D.I & P.R.O, Bhadrak & District Panchayat Office, Bhadrak for wide publication.
3. All the members of the Tender Committee.
4. Secretary, State Election Commission, Odisha for favour of kind information.

**Prescribed Format for Quotation of "procurement of Ballot Box cover and Screens"**

Sl. No.	Name of Item	Quantity of item to be procured	Ceiling rate of the Item fixed by SEC	Rate Quoted per one item	Remark, if any
1	Ballot Box Cover	3075	Rs.50/-		
2	Screen	700	Rs.45/-		

  
Collector-cum-Election officer,  
Bhadrak