



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

No. 809 /G.P.

Dt. 12 / 11 /2021

**QUOTATION CALL NOTICE**

Sealed quotations/tenders are invited from the intending registered whole salers/ suppliers for supply of the following stationery articles for General Elections to Panchayati Raj Institutions-2022 with the following terms & conditions. Intending Work Shop/Firm within the Bhadrak District 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 to the office of District Panchayat Officer, Bhadrak only by registered post/speed post on or before 26.11.2021 up to 5.30P.M. The undersigned will not be held responsible for any postal delay. The sealed quotations/tenders received by post 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 11.00A.M on 29.11.2021 in presence of the bidders or their authorized agents. The tenderers must write "TENDER FOR SUPPLY OF ELECTION & COUNTING MATERIALS FOR GENERAL ELECTIONS TO PRIs-2022" on the top of the envelope. The authority reserves the right to accept or reject any or all the tender papers without assigning any reason thereof.

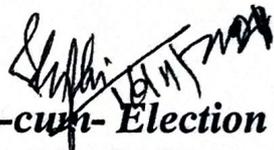
**LIST OF ARTICLES**

- |                     |                                      |
|---------------------|--------------------------------------|
| 1. Full scape paper | 16.Oil Container                     |
| 2. Pin              | 17.Metal Rule to detach Ballot Paper |
| 3. Sutuli           | 18.Wet Sponge                        |
| 4. Sealing wax      | 19. LED Lamp                         |
| 5. Gum Paste        | 20. Empty small plastic bottle       |
| 6. Match Box        | 21. Knife                            |
| 7. Carbon Paper     | 22. Paper weight                     |
| 8. Flexible Wire    | 23. Tray                             |
| 9. Candle           | 24. Rubber Band                      |
| 10.Pencil           | 25. Lock & Key                       |
| 11.Ball Pen         | 27. Thread Role                      |
| 12.Ink pad and Ink  |                                      |
| 13.Pusher           |                                      |
| 14.Blade            |                                      |
| 15.cloth            |                                      |

## Term & Conditions

1. The ceiling rate of each articles fixed by State Election Commission is mentioned at "Annexure-A". All the rates should be inclusive of GST and should not exceed the ceiling rates.
2. The quotationer should deposit Rs.5000 (Rupees Five thousand) only/- as earnest money in shape of Bank draft duly pledged in favour of District Panchayat Officer, Bhadrak.
3. The quotationer shall submit one sample of each material at the time of opening of the quotation.
4. The selected firm/person is to supply the articles within 7days from the date of issue of supply order, otherwise the said order will stand cancelled automatically.

Encl.: (1) Annexure-A.

  
**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. Secretary, State Election Commission, Odisha for favour of kind information.

**STATEMENT**

Sl. No	Name of Item	Quantity	Rate (in Rs)	Norms
(1)	(2)	(3)	(5)	(6)
1	Full scape paper	4 pieces	3.00	Consumable item for each booth
2	Pin	1 Small Packet	7.50	-do-
3	Sutuli	1 Small bundle	7.50	-do-
4	Sealing Wax	10 pieces	30.00	-do-
5	Gum Paste	1 bottle	15.00	-do-
6	Match box	1	1.00	-do-
7	Carbon Paper	4 sheets	5.00	-do-
8	Flexible wire	1 small piece	5.00	-do-
9	Candle	2 pieces	9.00	-do-
10	Pencil	3	6.00	Non Consumable item to use 3 times.
11	Ball Pen	3	10.00	-do-
12	Ink Pad and ink	2	30.00	-do-
13	Pusher	1	3.00	--do-
14	Blade	1	1.00	-do-
15	Cloth	1 Mtr	15.00	-do-
16	Oil container	1	15.00	-do-
17	Metal rule to detach ballot paper	1	5.00	-do-
18	Wet sponge	2	10.00	-do-
19	LED lamp	1	100.00	-do-
20	Empty small plastic bottle	1	3.00	-do-

**RATE & QUANTITY OF COUNTING MATERIAL FOR EACH TABLE**

Sl. No.	Name of Item	Quantity	Rate (in Rs)
(1)	(2)	(3)	(4)
1.	Knife	1	10.00
2.	Pencil/Ball Point Pen	3	10.00
3.	Full scape paper	4 pieces	3.00
4.	Paper weight	10	100.00
5.	Tray as per number of Candidates	10	500.00
6.	Rubber Band	1 packet	5.00
7.	Water Sponge	2	10.00