



Bye-Election Urgent -2022

**GREATER PARTICIPATION FOR STRONGER DEMOCRACY**  
**OFFICE OF THE DISTRICT ELECTION OFFICER & COLLECTOR,**  
**BHADRAK**



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Quotation Call Notice No. 715/Elec. Dated: 12/10/2022

Sealed quotations in plain paper / letter pad is invited from the intending Firms / Authorized Dealers / Suppliers and Agencies for supply of Election Materials to the District Election Officer & Collector, Bhadrak to be used by the Polling Officials/ Counting Officials during Bye- Election to 46-Dhamnagar(SC) Assembly Constituency. The detail requirement of Election Materials with specification is indicated below:-

Sl. No.	Material/ Item	Specification	Quantity to be Procured
1	Rubber band		5kg
2	White colour paper cardf	Post card size	500piece
3	Big container to keep paper cards		4 piece
4	Rubber stamp having inscription	"TESTING VVPAT SLIP VVPAT commissioning"	50piece
5	Rubber stamp having inscription	"MOCK POLL SLIP -EVM commissioning"	50piece
6	Pigeonhole(Plastic Box)	Each compartment 6"x 4" x 4"	20piece
7	Ordinary Pencil @1 (piece)		300 pcs
8	Ball Pen(Blue)@3 (Piece)		900 Pcs
9	Red Pen@1(Piece)		300 pcs
10	Blank paper @8 sheets		2218 pcs (Approx.7pkts)
11	Alpines @25 (piece)		300 Pkts
12	Sealing wax@6 sticks		300 Pkts
13	Gum paste @1 (piece)		300 bottle
14	Blade @1 (piece)		300 pcs
15	Blade @1 (piece)		3000 pcs
16	Candle sticks @4 (piece)		350 bundles
17	Thin twine thread @20 Mtr		834 pcs (10pkts)
18	Carbon paper @3		834 pcs(1ft.x1 ft.)
19	Cloth or rag for removing oil etc @3		834 sheets
20	Packing paper sheets @3(piece)		300 pkts
21	Drawing pin @24 (piece)		300 pkts
22	Rubber band @20 (piece)		300 pcs
23	Cello tape @1 (piece)		300 pcs
24	Stamp pad		100 gm per bundle (300 bundle)
25	Sutuli @1		300 nos.
26	Spike		300 nos.
27	Match Box		300 nos.
27	Stationary Bag-5kg. size		

**Terms and conditions of the Quotation Call Notice.**

- 1) The Quotationer should have valid GST No. ( self attested copy of the GST Registration Certificate is to be submitted)
- 2) The quotationer must submit copy showing up to date deposit of GST.



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- 3) The Quotationers should have valid PAN ( copy to be submitted)
- 4) The quotationer shall have to furnish their offer (rate) of the items per unit as detailed in the Quotation call Notice and in the enclosed Format. The total offer price per unit shall be inclusive of GST, transportation and delivery charges. The price quoted shall be valid for the period of one year from the date of issue of contract or till finalization of process of next Quotation whichever is later.
- 5) The Quotationer shall deposit non-interest bearing earnest money of Rs.**1000/- (Rupees one thousand)** only in shape of Account Payee Bank Draft payable to the District Election Officer, Bhadrak which will be refunded to the unsuccessful quotationer or whose quotations are not accepted. The EMD of the successful quotationer will be refunded after completion of the validity period.
- 6) The Quotationer shall have to submit the list of experience certificates towards supply of office stationeries to different Departments / Offices of Govt. preferably in Odisha State during the last three years (only copy of work orders should be submitted).
- 7) The Quotations should reach in the office of District Election Officer & Collector, Bhadrak on or before **2.00 PM of dated 14/10/2022** and the same shall be opened on **the same day at 4.00 PM** in the presence of Purchase Committee and Quotationers or his authorized representatives, if they so desire. The list of materials as mentioned above should be delivered at, District Election Officer & Collector, Bhadrak within 5 days positively after issue of work order.
- 8) The Quotations received in incomplete form or after the scheduled date & time shall be summarily rejected. The Purchase Committee reserves the right to reject all or any quotations without assigning any reason thereof.
- 9) The Purchase Committee is not bound to accept the lowest rate and reserves the right to negotiate the rates as per quality of the material.
- 10) All the Quotationers shall produce sample of above materials before the Purchase Committee, Bhadrak for verification by them before selection of the Firm/ Agency for the purpose on the day of opening.
- 11) On delivery, the products shall be inspected to ascertain the quantity/ specification/ quality for which the order was placed. If it turns out to be otherwise, the acceptance or delivery shall be refused and EMD amount will be forfeited.
- 12) Failure to supply the order in full within the stipulated period shall lead to forfeiture of EMD and action as deemed proper shall be taken against the Firm /Agency.
- 13) The successful Firm / Agency must sign an agreement with the undersigned for a period of one year from the date of signing of agreement / finalization of tender and will complete the delivery of items within 5 (Five) days unflinching after issue of work order, failing which



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the order will stand automatically cancelled. The rate of unit- wise item should be quoted distinctively.

- 14) If the quotation papers cannot be opened on the date fixed due to unforeseen reason, the same will be opened on the next working day at **11.00 AM** or as per decision of the Chairman of Purchase Committee.

12/10/22  
Addl. District Election Officer -cum-ADM  
Bhadrak

Memo No. 716 / Dt. 12/10/2022

Copy to Office Notice Board, Collectorate, Bhadrak & Notice Board of all offices in the District including Line Department for wide publicity. Copy forwarded to the D.I&P.R.O, Bhadrak for information and wide publicity.

12/10/22  
Addl. District Election Officer -cum-ADM  
Bhadrak

Memo No. 717 / Dt. 12/10/2022

Copy to DIO, NIC, Bhadrak for information and necessary action. He is requested to upload the quotation in the District NIC website (<https://bhadrak.nic.in>) for wide publication.

12/10/22  
Addl. District Election Officer -cum-ADM  
Bhadrak

Memo No. 718 / Dt. 12/10/2022

Copy to all members of the purchase committed constituted for the ensuing Bye-Election to 46-Dhamnagar(SC) Assembly Constituency.

12/10/22  
Addl. District Election Officer -cum-ADM  
Bhadrak