

# OFFICE OF THE DISTRICT MAGISTRATE AND COLLECTOR: DEOGARH

(Gram Panchayat Section)

No. 439 /G.P.

Dated 09.11.2021

## QUOTATION CALL NOTICE

Sealed Questioners in plain paper are invited from the local GST Registered intending Suppliers/ Firms/ Co-operative Institutions for supply of Ballot Box Cover Cloth Bags, Screens and Election Materials as listed in Annexure-I for use in General Election to PRIs-2022 with the following terms and condition. The Quotation in a sealed envelope super-scribed at the top of it "TENDER FOR SUPPLY OF ELECTION MATERIALS RELATED TO GENERAL ELECTION TO PRIS-2022" will be sent to the District Panchayat Officer, Deogarh through Speed Post/ Registered Post/ Courier or by person on or before 23.11.2021 by 03.00 PM. Quotation received after due date and time shall not be entertained and the authority shall not be held responsible for delay. The quotation will be opened by the undersigned or any other authorized officer on the same day at 04.00 PM in presence of quotationers or their authorized representatives in the office of Collectorate, Deogarh.

### TERMS & CONDITIONS

1. The ideal size of the Ballot Box Cover cloth bag is 12" X 11" X 30". The size of the cloth bag will be spacious enough to store one big size Ballot Box of ECI or SEC/ two medium size ballot boxes of ECI/ three small size ballot boxes of ECI. The colour of Ballot Box cover cloth bag shall be uniform. The sample Ballot Box Cover cloth bag will be provided to the selected bidders.
2. The ideal size of the Screen is 2 metres length, approximately 0.83 inches width. The colour of Screen shall be uniform and word "SEC" shall be printed in 'White Colour' in the middle portion of the screen. The sample Screen will be provided to the selected bidders.
3. All Quotationers shall have to attend with sample material of each item at the time of opening and finalization of quotations.
4. The rates quoted are inclusive of all taxes as would be applicable and in vogue.
5. The supplier will borne the transportation, loading and unloading charges of materials and no claim in this regard will be entertained.
6. The delivery of indented materials will be at District Panchayat Office, Deogarh at the risk of the supplier within 10 (ten) days from the date of issue of Supply Order
7. The rates of lowest quotationer will remain valid for a period of 3 (three) months from the date of approval.
8. The payment of quotationer will be made soon after receipt of claim allotment from the appropriate authority.
9. All Quotationers shall have to deposit Rs.5000/- (Rupees five thousand) only as Security Deposit in shape of Demand Draft/ Bank Draft in favour of District Panchayat Officer, Deogarh. The Security Deposit of the unsuccessful bidder will be refunded on completion of tender process.
10. The undersigned reserved the right to accept/ reject any or all the quotations without assigning any reason thereof, or cancel the quotation process at any point of time.

### Documents to be enclosed with the quotation.

1. GST Registration Certificate
2. GST Return copy of last 3 months
3. PAN Card Copy
4. MSME/ GIC Registration Certificate (if any)

  
Collector, Deogarh

Memo No 440 /GP

Dated 09.11.2021

Copy to the Additional District Magistrate, Deogarh/ Project Director, DRDA, Deogarh/ Sub-Collector, Deogarh/ all Block Development Officers/ all Tahasildars/ DI & PRD, Deogarh/ General Manager, DIC, Deogarh/ E.O. Municipality for information and necessary action. They are requested to affix the Quotation Call Notice in their Notice Board for wide publicity.

Copy to Notice Board of Collectorate, Deogarh for information of General Public.

  
Collector, Deogarh

Memo No 441 /GP

Dated 09.11.2021

Copy to the District Informatics Officer, NIC, Deogarh for uploading the Quotation Call Notice at the District web portal.

  
Collector, Deogarh

Memo No 442 /GP

Dated 09.11.2021

Copy submitted to the Secretary, State Election Commission, Odisha, Bhubaneswar for information and necessary action.

  
Collector, Deogarh

**ANNEXURE-I**

Sl. No.	Name of Item	Quantity/ Number	Rate prescribed by SEC, Odisha in Rs. (inclusive of Taxes & Transportation of Delivery)	Total No of Materials Required
1	Full Scape Paper	4 Pieces	3.00	$(880+ 33) \times 4= 3652$ Pieces
2	Pin	1 Small Packet	7.50	$880 \times 1= 880$ Small Packet
3	Sutuli	1 Small bundle	7.50	$880 \times 1= 880$ Small bundle
4	Sealing Wax	10 pieces	30.00	$880 \times 10= 8800$ pieces
5	Gum Paste	1 bottle	15.00	$880 \times 1= 880$ Bottle
6	Match Box	1 piece	1.00	$880 \times 1= 880$ Piece
7	Carbon Paper	4 sheets	5.00	$880 \times 4= 3520$ Sheets
8	Flexible wire	1 small piece	5.00	$880 \times 1= 880$ Small piece
9	Candle	2 pieces	9.00	$880 \times 2= 1760$ Pieces
10	Pencil	3 pieces	6.00	$330 \times 3=990$ Pieces
11	Ball pen	3 pieces	10.00	$(330 + 33) \times 3= 1089$ Pieces
12	Ink Pad and ink	2 pieces	30.00	$330 \times 2=660$ Pieces
13	Pusher	1 piece	3.00	$330 \times 1=330$ Pieces
14	Blade	1 piece	1.00	$330 \times 1=330$ Pieces
15	Cloth	1 mtr.	15.00	$330 \times 1=330$ Mtr. Cut piece
16	Oil Container	1 piece	15.00	$330 \times 1=330$ Pieces
17	Metal Rule to detach ballot Paper	1 piece	5.00	$330 \times 1=330$ Pieces
18	Wet Sponge	2 nos	10.00	$(330+ 33) \times 2=726$ Nos.
19	LED lamp	1 nos	100.00	$330 \times 1=330$ Nos.
20	Empty Small Plastic Bottle	1 nos	3.00	$330 \times 1=330$ Nos.
21	Knife	1 No.	10.00	$33 \times 1=33$ Nos.
22	Paper weight	10 No.	100.00	$33 \times 10=330$ No.
23	Tray as per number of candidates	10 No.	500.00	$33 \times 10=330$ No.
24	Rubber Band	1 Packet	5.00	$33 \times 1=33$ Packets
25	Screens	1 piece	45.00	$107 \times 1=107$ Pieces
26	Ballot Box Cover Cloth Bag	1 No.	50.00	$836 \times 1=836$ Nos

  
Collector, Deogarh