

**OFFICE OF THE DISTRICT ELECTION OFFICER & COLLECTOR,
DEOGARH**

No 362

/ Elec.

Date- 01.03.2024

SHORT QUOTATION CALL NOTICE

Sealed quotations are invited from intending Registered Firms/Agencies/Suppliers/Proprietors for shredding of waste papers and purchase of shredded papers from the premises of Store Room of District Election Office at Govt. Poly Technic, Deogarh as per the highest rate per quintal offer on the terms and conditions mentioned.

1	Last date of the receipt of quotations	By 06.03.2024 till 12.30 PM(Except Holidays)
2	Time & Date for opening of quotations	06.03.2024 at 04.00 PM
3	Address to which the Sealed quotations to be submitted	Collector & District Election Officer, Deogarh. PIN 768108
4	Place of deposit of sealed quotations	District Election Office, O/o Collector and District Magistrate, Deogarh
5	Mode of Submission of application	i. Through quotation box which will be available during the Office hours on working days only in the District Election Office, Deogarh ii. Through Speed Post/ Regd. Post.

Note: Please read the terms & conditions carefully before the submitting sealed quotations.



**District. Election Officer & Collector,
Deogarh**

Memo No- 363

Elec./ Dated. 01.03.2024

Copy to Notice Board of Collectorate, Deogarh / Sub-Collector, Deogarh / NIC, Deogarh for its publication.



**District. Election Officer & Collector,
Deogarh**

TERMS AND CONDITIONS

1. The intending bidder shall apply in the Application Form (**Part A General Bid**) & **Part B Financial Bid**) separately.
2. The bidden has to submit the following documents along with copy of the self attested valid VAT/GST registration certificate photo copy of PAN Undertaking regarding non black listed by any authority and EMD of Rs. 5000/- (Five Thousand) only and application fee Rs. 500/-(Five hundred) only in shape of Demand Draft in favor of District Election Officer, Deogarh payable to SBI, Main Branch Deogarh.
3. The bidder must shall quote the rate per quintal of the shredding machine papers in Application Form at **Part- B** as financial Bid in a sealed cover separately clearly mentioning on the envelope as "**Financial Bid Form B**"
4. The bid papers should reach this office by 06.03.2024 at 12.30 PM.
5. The bidder of his authority person shall attend the bid at the time of opening the sealed quotation on dated 06.03.2024 at 04.00 PM in the chamber of ADM (Gen) –cum-Addl. District Election Officer, Deogarh.
6. The financial bid will be opened on the same day who will qualify in general bid.
7. The highest offer price per quintal will be taken into consideration for finalization of bidder.
8. The rates quoted must include all taxes payable. The supplier/service provider shall be solely responsible to make such payments to the appropriate authority.
9. No extra cost of any type to be charged at any point of time after finalization of the bid/tender.
10. The intending bidder must agree to bring his shredding machine for shredding of old election papers and take care of shredding & transporting the shredded papers at his own cost within 03 (Three) days from the date of issue of work order.
11. Quotation shall be rejected if security deposit of Rs. 5000/- is not placed in shape of Demand Draft in favor of District Election Officer, Deogarh payable to SBI Main Branch, Deogarh.
12. The decision of Tender Committee shall be final and binding in all occasions.
13. All formalities shall be completed and delivered to the District Election Officer, Deogarh after selection of bidder from the date of work order is issued.
14. The security Deposit of unsuccessful bidder shall be returned within 15 days from the date of bid.
15. The security Deposit of the successful bidder shall be returned within 15 days after completion of assigned work in all respect and the Security Deposit shall be forfeited if the successful bidder fails to execute the work in time.
16. The District Election Office, Deogarh reserves all right to cancel the tender/quotations call notice work order at any moment without assigning any reason thereof.



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