

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, JAGATSINGHPUR**

(Gen &amp; Misc. Section)

No 2907 Gen & Misc., Dt. 03.03.2022**QUOTATION CALL NOTICE**

Sealed quotation in plain paper/ letter pad are invited from intended Registered firms/authorized dealers/suppliers and agencies for supply of the following election materials for use in connection with ensuing **General Election to ULBs, 2022.**

Sl. No.	Name of the materials	Rate to be quoted for
1	2	3
<b>Consumable materials</b>		
1	Copying pencil	Per dozen
2	Self inking pad	Per dozen
3	Ball point pen (blue & red)	Per dozen
4	A 4 size paper	Per packet
5	Alpine packet(containing 25 pieces)	Per dozen
6	Thin twine thread (bundle containing 2 mtrs)	Per bundle
7	Candle stick	Per dozen
8	Sealing Wax	Per dozen
9	Match Box	Per dozen
10	Blade	Per dozen
11	Carbon Paper	Per 100 pieces
12	Rubber Band (Packet containing 20 pieces)	Per packet
13	Gum Paste(100 ml)	Per dozen
14	Cloth (1/2 metre for cleaning finger of voters)	Per dozen
<b>Non Consumable Materials</b>		
1	Lock and Key (Plain)	Per dozen

The Quotation should be submitted in a sealed envelope super scribed in as **“QUOTATION FOR SUPPLY OF ELECTION MATERIALS FOR GENERAL ELECTION TO ULBs-2022”** containing the quotation and must be delivered to the **Deputy Collector (Gen & Misc.), Collectorate, Jagatsinghpur** on or before **08.03.2022** by **1.00 P.M.** through Registered Post / Speed Post of Indian Postal Deptt. and Courier only. No other mode of delivery shall be accepted. The quotation received after the stipulated date & time shall not be entertained. The quotations will be opened on the same day at **04.00 P.M.** in the office chamber of the Addl. District Magistrate, Jagatsinghpur. Quotationers or their authorized agents may remain present at the time of opening of Quotation.

TERMS AND CONDITIONS OF THE QUOTATION CALL NOTICE.

- (1) The Intending Quotationer must be bonafied registered body having valid GST Registration No. and IT return. Self attested photo copy of the GST registration certificate and IT return should be attached.
- (2) The Intending Quotationer should have valid PAN Card. Attested photo copy of PAN Card should be attached.
- (3) The Intending Quotationer shall have to furnish their offer (rate) of the items as detailed in the table. The rate should be inclusive of all other charges for delivery of goods on receipt of the order issued by this office.
- (4) The Supplying Agency must not have been blacklisted by any Govt. organization. (Attach declaration in Stamp Paper of Rupees Ten).
- (5) The price quoted by the bidders should be inclusive of all taxes and shall be valid for the period of one year from the date of signing of agreement/ finalization of the quotation.
- (6) Samples of each material should be submitted at the time opening of quotation before the purchase committee for verification of quality.
- (7) The required quantity of materials need to be supplied by the suppliers within 02 (Two) days in the Deputy Collector (Gen & Misc.), Collectorate, Jagatsinghpur from the date of receipt of supply order for which the firms should be committed.
- (8) The quotationer **shall deposit non-interest bearing earnest money of Rs.2,000/- (Rupees Two thousand) only** in shape of Account Payee Draft payable to the Collector and District Magistrate, Jagatsinghpur 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.
- (9) The quotationer shall have to submit the list of experience certificate towards supply of office stationeries to different Departments/officers of Govt. preferable in Odisha State during the last three years (only copy of work orders should be submitted).
- (10) The materials should be delivered in this office and on delivery, the products shall be inspected to ascertain the quality/specification for which the order was placed. If, it returns out to otherwise, the acceptance or delivery shall be ordered and asked for explanation for supplying so.

- (11) Failure to supply the order in full within the stipulated period from the date of issue of supply order amounts to cancellation of order automatically.
- (12) If any dispute arises, the matter shall be referred to purchase committee for settlement of dispute.
- (13) The quotations received in incomplete form or after the scheduled date & time shall be summarily rejected.
- (14) The authority reserve right to reject any or all the quotations without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.

  
Collector & District Magistrate  
Jagatsinghpur

Memo No. 2908 /Dt. 03.03.2022

Copy forwarded to the ADM, Paradeep / Project Director, DRDA, Jagatsinghpur/ Sub Collector, Jagatsinghpur / All Tahasildars/ All BDOs/All CDPOs of Jagatsinghpur district /DI & PRO of Jagatsinghpur / Executive Officer, Jagatsinghpur Municipality / Executive Officer, Paradeep Municipality / General Manager D.I.C, Jagatsinghpur for information and request to publish the Quotation Call Notice in the Notice Board of their offices for wide publicity.

  
Collector & District Magistrate  
Jagatsinghpur

Memo No. 2909 /Dt. 03.03.2022

Copy forwarded to the D.I.O. NIC. Jagatsinghpur for information. He is requested to publish it in the District Web site for information of general publish.

  
Collector & District Magistrate  
Jagatsinghpur

Memo No. 2910 /Dt. 03.03.2022

Copy forwarded to the Election Officer Jagatsinghpur and Paradeep Municipality for information and necessary action.

  
Collector & District Magistrate  
Jagatsinghpur

Memo No. 2915 /Dt. 03.03.2022

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

  
3/3/22

**Collector & District Magistrate  
Jagatsinghpur**

Memo No. 2916 /Dt. 03.03.2022

Copy forwarded to the all Members of Purchase Committee for information and necessary action.

  
3/3/22

**Collector & District Magistrate  
Jagatsinghpur**