



## DISTRICT ELECTION OFFICE: JAGATSINGHPUR

No. 2009 / Elec. Dt. 02 / 02 / 2024

### 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 / office stationeries for use in connection with Simultaneous General Election, 2024.

Sl. No.	Name of the materials	Rate to be quoted for
1	2	3
1	Stamp pad (Purple)	Per piece
2	Match Box	Per dozen
3	Ordinary pencil	Per dozen
4	Ball point pen (blue, red & silver white)	Per dozen
5	Blank Paper (A4)	Per packet(500 sheets)
6	Alpine packet(containing 25 pieces)	Per Packet
7	Sealing Wax	Per dozen
8	Gum Paste (Fevicol 8 gms.)	Per dozen
9	Blade	Per packet
10	Candle stick	Per dozen
11	Thin twine thread (bundle containing 20 mtrs)	Per bundle
12	Metal Rule (Steel scale)	Per piece
13	Carbon Paper	Per packet (100 pieces)
14	Piece of Cloth (1/4 metres for removing oil etc.)	Per piece
15	Packing Paper sheet	Per dozen
16	Cup/Empty Tin/plastic box for holding indelible ink bottle	Per dozen
17	Drawing pins (packet containing 25 pieces)	Per Packet
18	Rubber Band (Packet containing 20 pieces)	Per packet
19	Transparent Cello Tape (Big)	Per dozen
20	Transparent Cello Tape (Small)	Per dozen
21	Rubber stamp with arrow cross mark	Per piece
22	Metal Seal for Presiding Officer	Per piece
23	Rubber Stamp bearing distinguished mark of P.S.	Per piece
24	Rubber Stamp for marking MOCK POLL Slips	Per piece
25	Transparent Plastic Box (12" x 8")	Per piece
26	Transparent Plastic Box (8" x 5")	Per piece

27	Battery based LED Lamp (Within Rs.500/- per unit)	Per piece
28	Battery for LED Lamp	Per piece
29	Cotton thread	Per bundle
30	Niddle (Big size)	Per dozen
31	Nail	Per 100 pieces
32	Trunk (Size L=1'.28", W=1'.2", H=20")	Per piece
33	Lock and Key (Plain)	Per piece

### Sign Boards

1	Presiding Officer	
2	Polling Officer	
3	Entry	
4	Exit	
5	Polling Agent	
6	Miscellaneous Notice Specifying Area etc. as required by 31(i)(A) of CER, 1961	
7	You are on Webcasting / CCTV surveillance	
8	Male	
9	Female	
10	List of materials (To be pasted on the top of big box as mentioned at Sl. No.25)	
11	List of materials (To be pasted on the top of small box as mentioned at Sl. No.26)	

### Office Stationary articles

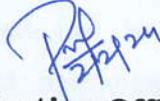
1	Tonner refilling	Per piece
2	Tag (50 nos. In bundle)	Per bundle
3	Register No.6, 8, 10, 16, 20	Per piece
4	Marker pen	Per piece
5	Stapler (Big)	Per piece
6	Stapler (Small)	Per piece
7	Chalk	Per packet
8	Knife	Per piece
9	Calculator	Per piece
10	Folder	Per piece
11	Writing Pad	Per piece
12	Flat file	Per piece
13	Fly leaf	Per piece
14	Budkin	Per piece
15	Highlighter	Per piece
16	Plastic Tray	Per piece
17	Scissors	Per piece
18	Staple pin	Per piece
19	Guard File	Per piece

The Quotation should be submitted in a sealed envelope super scribed in as "**Quotation for supply of election materials**" containing the quotation and must be delivered to the District Election Office, Collectorate, Jagatsinghpur on or before **21.02.2024, 1.30 PM** through Registered Post / Speed Post of Indian Postal Deptt. or dropped in the assigned box at the District Election Office, Collectorate, Jagatsinghpur. 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 **3.30 P.M.** in the office chamber of the Addl. District Magistrate, Jagatsinghpur in presence of members of Purchase Committee and the quotationers or their authorized representatives. The intended Registered firms/authorized dealers/suppliers/agencies may ascertain the specification of the items in the District Election Section, Collectorate, Jagarsinghpur during office hours.

**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 GST and all other charges.
- (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 shall be valid for the period of one year from the date of finalization of the quotation.
- (6) Samples of each material should be submitted before the purchase committee at the time of opening of quotation for verification of quality.
- (7) The required quantity of materials need to be delivered in the District Election Office, Collectorate, Jagatsinghpur by the selected supplier within 02 (Two) days from the date of receipt of supply order. The transportation, loading and unloading charges are to be borne by the selected supplier.
- (8) The quotationer is required **deposit non-interest bearing earnest money of Rs.20,000/-(Rupees Twenty thousand) only** in shape of Account Payee Demand Draft in favour of the District Election Officer and Collector, Jagatsinghpur payable at Jagatsinghpur which will be refunded to the unsuccessful quotationer on the day of finalisation of quotation. The EMD of the successful quotationer will be refunded only after satisfactory performance of supply.
- (9) On delivery, the products shall be inspected to ascertain the quality/specification for which the order was placed. If fails to qualify the quality, thsupply order may leads to cancellation.
- (10) 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 and forfeiture of EMD.

- (11) If any dispute arises, the matter shall be referred to purchase committee for settlement of dispute.
- (12) The quotations received in incomplete form or after the scheduled date & time shall be summarily rejected.
- (13) 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.

  
**District Election Officer and Collector,  
Jagatsinghpur**

**Memo No. 2010 /Elec. Dt. 02 / 02 /2024**

Copy to the District Office Notice Board, Collectorate Jagatsinghpur for wide publicity.

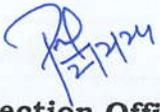
Copy forwarded to the S.P., Jagatsinghpur/P.D. DRDA, Jagatsinghpur/Sub-Collector, Jagatsinghpur/ C.D.M.O., Jagatsinghpur / C.D.V.O., Jagatsinghpur / All Tahasildar/ District Education Officer, Jagatsinghpur / D.P.C. SSA, Jagatsinghpur / All B.D.Os/Executive Officer, Jagatsinghpur / Paradeep Jagatsinghpur / all C.D.P.Os / Assistant Collector, Nizarat, Jagatsinghpur with a request to disseminate the quotation call notice for wide publicity.

Copy forwarded to the D.I.P.R.O. Jagatsinghpur for information and necessary wide publicity.

  
**District Election Officer and Collector,  
Jagatsinghpur**

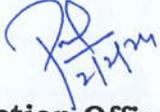
**Memo No. 2011 /Elec. Dt. 02 / 02 /2024**

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 public.

  
**District Election Officer and Collector,  
Jagatsinghpur**

**Memo No. 2012 /Elec. Dt. 02 / 02 /2024**

Copy forwarded to the Addl. Chief Electoral Officer and Addl. Secretary to Govt., Home (Elections) Dept., Odisha, Bhubaneswar for information and necessary action.

  
**District Election Officer and Collector,  
Jagatsinghpur**

**Memo No. 2013 /Elec. Dt. 02 / 02 /2024**

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

  
**District Election Officer and Collector,  
Jagatsinghpur**