

**OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, PURI**  
(Gram Panchayat Section)

Letter No. 1279 /GP Dt. 8.11.21

**QUOTATION CALL NOTICE**

Sealed quotations in plain paper are invited from the GST Registered intending Suppliers/Firms/ Co-operative Institutions for supply of Ballot Box Cover cloth bags, Screen and Election materials as listed in Annexure-I for use in General Election to PRIs-2022 with the following terms and conditions. The quotation in a seal enveloped superscribed at the top of it "**TENDER FOR SUPPLY OF ELECTION MATERIALS RELATING TO GENERAL ELECTION TO PRIS-2022**" will be sent to the District Panchayat Officer, Puri , At/PO/DIST.-Puri, Odisha, Pin-752002 by Registered Post / Speed Post. Quotation complete in respect should reached the office of District Panchayat Officer, Puri on or before **22.11.2021 by 5:30 PM** and it will be opened on **23.11.2021 at 11:00 AM** in presence of all the Quotationers or their authorized representatives and the members of purchase committee at the office Chamber of ADM (Gen.), Puri.

**TERMS & CONDITIONS**

1. The ideal size of the Ballot Box Cover cloth bag 12"x11" x 30". The size of the cloth bag will be spacious enough to store one bag size Ballot Box of ECI or SEC/ two medium size Ballot Boxes of ECI/three small size Ballot Boxes of ECI. The color of the 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 mtrs length, approximately 0.83 inches width. The color of Screen shall be uniform and word "SEC" shall be printed in "white Color" 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 materials of each item at the time of opening and finalization of quotation.
4. All the materials should be supplied freight on road delivery at the District Panchayat Office, Puri within 10 (Ten) days from the date of issue of supply order.
5. All quotationer shall have to deposit Rs.5000/- (Rupees Five Thousand) only as security deposit in shape of TDR/FDR/Bank Deposit in favour of District Panchayat Officer, Puri. The security deposit of the unsuccessful bidder will be refunded on completion of tender process.
6. The undersigned reserves the right to accept/reject any or all the Quotations without assign 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, Puri

Memo No. 1280 /GP Dtd. 8.11.21

Copy to Office Notice Board of Collector, Puri.

Copy to the Project Director, DRDA., Puri / Superintendent of Police, Puri / Sub-Collector, Puri / All Block Development Officers, Puri / All Tahasildars, Puri / General Manager, DIC, Puri / DIPRO., Puri / Executive Officer, Puri Municipality for information and publication in their office Notice Board.

  
Collector, Puri

Memo No. 1281 /GP Dtd 8.11.21

Copy to District informatics Officer, NIC., Puri for uploading the Quotation / Tender call notice in the District Website.

  
Collector, Puri

Memo No. 1282 /GP Dtd. 8.11.21

Copy submitted to the Secretary, State Election Commission, Odisha, Puri for information.

  
Collector, Puri

## Annexure-I

Sl.No.	Name of Item	Quantity / Number	Rate prescribed by SEC, Odisha in Rs. (Inclusive of Taxes & Transportation of delivery)
1	2	3	4
1	Full Scape Paper	4 pcs	3.00
2	Pin	1 small packet	7.50
3	Sutuli	1 Small bundle	7.50
4	Sealing Wax	10 pcs	30.00
5	Gum Paste	1 bottle	15.00
6	Match Box	1 pc	1.00
7	Carbon Paper	4 sheets	5.00
8	Flexible Wire	1 small piece	5.00
9	Candle	2 pcs	9.00
10	Pencil	3 nos.	6.00
11	Ball Pen	3 nos.	10.00
12	Ink-Pad & Ink	2 nos.	30.00
13	Pusher	1 no.	3.00
14	Blade	1 no.	1.00
15	Cloth	1 mtr.	15.00
16	Oil Container	1 no.	15.00
17	Metal rule to detach Ballot Paper	1no.	5.00
18	Water Sponge	2 nos.	10.00
19	Led Lamp	1 no.	100.00
20	Empty Small Plastic Bottle	1 no.	3.00
21	Knife	1 no.	10.00
22	Paperweight	10 nos.	100.00
23	Tray	10nos.	500.00
24	Rubber Band	1 packet	5.00
25	Screens	1 piece	45.00
26	Ballot Box Cover Cloth Bag	1 on	50.00



Collector, Puri