

OFFICE OF THE DISTRICT ELECTION OFFICER & COLLECTOR, PURI

E-MAIL:- dist.electionspuri@gmail.com

Ph. No. 06752-223260 / 7008981810

Quotation Call Notice No. 704 /Elec. Dt. 03.08.18

Sealed quotations in plain paper / letter pad are invited from intending Firms / Authorized Dealers / Suppliers and Agencies for supply of Election materials / Forms & stationeries / Accessories etc. to the District Election Office, Puri for forthcoming General Elections-2019. The details of the items with specification are enclosed at **Annexure- I & II**.

Terms and conditions of the Quotation Call Notice.

- 1) The Quotationer should have valid GST No. (self attested copy of the GST Registration Certificate is to be submitted)
- 2) The quotationer must submit copy showing up to date deposit of GST.
- 3) The Quotationers should have valid PAN (copy to be submitted)
- 4) The quotationer shall have to furnish their offer (rate) of the items per unit as detailed in the format (**Annexure-I & II**). The total offer price per unit shall be inclusive of GST, transportation and delivery charges. The price quoted shall be valid for the period of one year from the date of issue of contract or till finalization of process of next Quotation whichever is later.
- 5) The Quotationer shall deposit non-interest bearing earnest money of **Rs.5,000/-** (Rupees five thousand) only in shape of Account Payee Bank Draft payable to the District Election Officer, Puri 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.
- 6) The Quotationer shall have to submit the list of experience certificates towards supply of office stationeries to different Departments / Offices of Govt. preferably in Odisha State during the last three years (only copy of work orders should be submitted).
- 7) The Quotations should reach in the **District Election Section, Collectorate, Puri on or before 2.00 PM of dated 17th August, 2018** and the same shall be opened on same day at **4.00 PM** in the presence of Purchase Committee and quotationers or his authorized representatives, if they so desire. The list of items as mentioned at **Annexure- I, & II** should be delivered at Dist. Election Section, Collectorate, Puri within 5 days positively after issue of work order.
- 8) The Quotations received in incomplete form or after the scheduled date & time shall be summarily rejected. The Purchase Committee reserves the right to reject all or any quotations without assigning any reason thereof.
- 9) The Purchase Committee are not bound to accept the lowest financial bid and reserves the right to negotiate the rates and other terms and conditions with the lowest quotationer.
- 10) On delivery, the products shall be inspected to ascertain the quantity / specification / quality for which the order was placed. If, it turns out to be otherwise, the acceptance or delivery shall be refused and ask for explanation for supplying so.
- 11) Failure to supply the order in full within the stipulated period may lead to forfeiture of EMD and action as deemed proper may be taken against the quotationer.
- 12) The successful firm / bidder must sign an agreement for a period of one year from the date of signing of agreement / finalization of tender and will complete the delivery of items 5 days unflinching after issue of work order, failing which the order will stand automatically cancelled. The rate of unit-wise item should be quoted distinctively.
- 13) If the quotation cannot be opened due to unforeseen reason, the same will be opened on the next working day at 11.00 AM or as per decision of the Chairman of Purchase Committee.

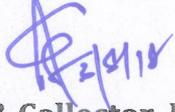

DEO & Collector, Puri

Memo No. 705 / **Elec. Dt.** 03.08.18

Copy to Dist. Office Notice Board & Notice Board of all offices in the District including Line Department for wide publicity.

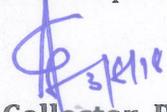
Copy forwarded to the SP, Puri / PD, DRDA, Puri / ERO & Sub-Collector, Puri / Executive Officer, Puri Municipality / DPC (SSA) Puri / Dist. Education Office, Puri / CDMO, Puri / CDVO, Puri / Dy. Collector, Nizarat, Puri / All Tahasildars / All BDOs / All CDPOs of Puri District for personal information with a request to disseminate the quotation call notice widely.

Copy forwarded to the DI&PRO, Puri for information and necessary wide publicity.


DEO & Collector, Puri

Memo No. 706 / **Elec. Dt.** 03.08.18

Copy to DIO, NIC, Puri for information and necessary action. He is requested to upload the quotation in the District NIC website (<https://puri.nic.in>) for wide publication.


DEO & Collector, Puri

Memo No. 707 / **Elec. Dt.** 03.08.18

Copy forwarded to the Joint Chief Electoral Officer-cum-Joint Secretary to Govt. in Home (Elections) Deptt. Odisha, Bhubaneswar for information.


DEO & Collector, Puri

Annexure-I

Sl. No.	Items	Specification / Make
1	Pencil	Apsara / Doms
2	Ball Pen (Blue & Red)	Goldex
3	Blank Paper	
4	Alpins (Box)	Kores
5	Sealing Wax	
6	Gum Tube	Camlin
7	Blade	Master
8	Candles	
9	Thin Twine Thread	
10	Metal Rule	
11	Carbon Paper	Cores Blue
12	Cloth for removing Oil	
13	Packing Paper	
14	Empty tin for holding indelible ink bottle	
15	Drawing pins	
16	Check list	
17	Rubber Bands	
18	Cello Tape (1/2", 1" & 2")	Cello
19	Stamp Pad (Purple) Plastic	Camel /Faber castle
20	Match Box	Top
21	Sutuli	
22	Niddle	
23	Lock and Key (Small)	Mobaj
24	Polythin Bag	
25	Stamp Ink	Camel /Faber castle
26	Tag (Pkt)	Kangaro
27	Aluminum Thread	
28	Nail	
29	Eraser Pen	Luxor
30	Room Freshener	Godrej
31	Marker	Luxor /Camlin
32	Gum Paste (Big Bottle)	Camlin
33	Highlighter Pen	Luxor
34	Guard File	Kolorline
35	Stapler (Big)	Kangaro (HD10D)
36	Stapler (Small)	Kangaro (45HP)
37	Stapler Pin (Big)	Kangaro
38	Stapler Pin(Small)	Kangaro
39	A4 Xerox Paper	JK-C-MAX (75 GSM)
40	LEGAL Xerox Paper	JK-C-MAX
41	FLAT File	
42	Fly Leaf	
43	Rubber Bands	
44	Eraser	Natraj
45	Pencil Cutter	Natraj
46	Budkin	
47	LOCK (7- Leaver Big Size)	NAVTAL
48	Scissor (Big Size)	Gorilla
49	Page Marker (Flag)	Calro
50	Sketch Pen Packet	Luxor
51	Knife	Gorilla
52	Fevi Stick (8 gm / 15 gm)	Fevi Stick

Sl. No.	Items	Specification / Make
53	White envelope (Medium Size)	
54	Binding Register (No.6 / No.8 / No.12)	Rajadhani
55	Tea Tray	Ankur
56	Cup & Plate	OASIS
57	Thermo flash (Big Size)	MILTON
58	Calculator (Big Size)	Casio
59	Calculator (Medium Size)	Casio
60	Table Bell	SHARP
61	Steel Scale	Kangaro
62	Exam Board	Class Mate
63	Folder (Plastic)	Kolor Nine, KN212F
64	Note Pad (Small)	Class Mate
65	Punching machine (Big Size)	Kangaro
66	Punching machine (Small Size)	Kangaro
67	Mosquito Liquid with Machine	Goodnight Active
68	Mosquito Candle	Care
69	Glass Tumbler	OASIS
70	Pen Drive (16 GB / 32 GB)	Scandisk
71	Steno Note Pad	Class Mate
72	Steno Pencil	Apsara
73	Emergency Light	Khaitan
74	LED Bulb (14 / 18 / 25 Watt)	Philips
75	Dustbin	Ankur
76	Towel for Chair	J.J
77	Floor Mat (Rubber)	
78	Bucket (Plastic)	Ankur
79	Mug (Plastic)	Ankur
80	Toilet Cleaner	Harpic
81	Phenyl	Nemile
82	Soap (Small)	Lifeboy

