

OFFICE OF THE DISTRICT ELECTION OFFICER & COLLECTOR, PURI

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Ph. No. 06752-223260

2nd Quotation Call Notice No. 995 /Elec. Dt. 10.09.18

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 Quotationer 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 20th September, 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.

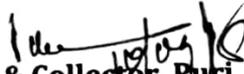
DEO & Collector, Puri

Memo No. 996 / Elec. Dt. 10.09.18

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. 997 / Elec. Dt. 10.09.18

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. 998 / Elec. Dt. 10.09.18

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	Rate
1	Pencil	Apsara / Doms	Per Pkt.
2	Ball Pen (Blue & Red)	Goldex	Per Pkt.
3	Blank Paper	Emami	Per Pkt.
4	Alpins (Box)	Kores	Per Pkt.
5	Sealing Wax	Grapes	Per Pkt.
6	Gum Tube	Camlin	Per 50 ML.
7	Blade	Master	Per Pkt.
8	Candles	Local Candle	Per Pkt.
9	Thin Twine Thread		Per Unit
10	Metal Rule	Iron	Per Unit
11	Carbon Paper	Cores Blue	Per Pkt.
12	Cloth for removing Oil		Per Unit/Piece
13	Packing Paper	Kraft	Per Sheet
14	Empty tin for holding indelible ink bottle	(Empty TOBACO Tin not admissible)	Per Unit
15	Drawing pins	Cap	Per Pkt.
16	Check list		Per Sheet
17	Rubber Bands	Balaji	Per Kg.
18	Cello Tape (1/2", 1" & 2")	Cello	Per Unit
19	Stamp Pad (Purple) Plastic	Camel /Faber castle	Per Unit
20	Match Box	Top	Per Pkt.
21	Sutuli		Per Kg.
22	Niddle	Rathna	Per Pkt.
23	Lock and Key (Small)	Mobaj	Per Unit
24	Polythin Bag		Per Kg.
25	Stamp Ink	Camel /Faber castle	Per 60 ml.
26	Tag (Pkt)	Kangaro	Per Bundle
27	Aluminum Thread		Per Kg.
28	Nail		Per Kg.
29	Eraser Pen	Luxor	Per Unit
30	Room Freshener	Godrej	Per Piece
31	Marker	Luxor /Camlin	Per Piece
32	Gum Paste (Big Bottle)	Camlin	Per Bottle
33	Highlighter Pen	Luxor	Per Piece
34	Guard File	Kolorline	Per Piece
35	Stapler (Big)	Kangaro (HD10D)	Per Unit
36	Stapler (Small)	Kangaro (45HP)	Per Unit
37	Stapler Pin (Big)	Kangaro	Per Box
38	Stapler Pin(Small)	Kangaro	Per Box
39	A4 Xerox Paper	JK-C-MAX (75 GSM)	Per Pkt.
40	LEGAL Xerox Paper	JK-C-MAX	Per Pkt.
41	FLAT File	Lotus	Per Unit
42	Fly Leaf		Per Piece
43	Rubber Bands	Balaji	Per 500gm
44	Eraser	Natraj	Per Pkt.
45	Pencil Cutter	Natraj	Per Pkt.
46	Budkin		Per Unit
47	LOCK (7- Leaver Big Size)	NAVTAL	Per Piece
48	Scissor (Big Size)	Gorilla	Per Piece
49	Page Marker (Color Flag)	Calro	Per Piece
50	Sketch Pen Packet (Big)	Luxor	Per Pkt.

Sl. No.	Items	Specification / Make	Rate
51	Knife	Gorilla	Per Unit
52	Fevi Stick (8 gm / 15 gm)	Fevi Stick	Per Unit (8gm)
53	White envelope (Medium Size)		Per Pkt.(Containing 1000 Piece)
54	Binding Register (No.6 / No.8 / No.12)	Rajadhani	Per Unit
55	Tea Tray	Ankur	Per Unit
56	Cup & Plate	OASIS	Per Set
57	Thermo flash (Big Size)	MILTON	Per Unit
58	Calculator (Big Size)	Casio	Per Unit
59	Calculator (Medium Size)	Casio	Per Unit
60	Table Bell	SHARP	Per Unit
61	Steel Scale	Kangaro	Per Unit
62	Exam Board	Class Mate	Per Unit
63	Folder (Plastic)	Kolor Nine, KN212F	Per Unit
64	Note Pad (Small)	Class Mate	Per Piece
65	Punching machine (Big Size)	Kangaro	Per Unit
66	Punching machine (Small Size)	Kangaro	Per Unit
67	Mosquito Liquid with Machine	Goodnight Active	Per Unit
68	Mosquito Candle	Care	Per Unit
69	Glass Tumbler	OASIS	Per Unit
70	Pen Drive (16 GB / 32 GB)	Scandisk	Per Unit
71	Steno Note Pad	Class Mate	Per Unit
72	Steno Pencil	Apsara	Per Pkt.
73	Emergency Light	Bajaj	Per Unit
74	LED Bulb (14 / 18 / 25 Watt)	Philips	Per Unit
75	Dustbin	Ankur	Per Unit
76	Towel for Chair	J.J	Per Piece
77	Floor Mat (Rubber)	Prestige	Per Unit
78	Bucket (Plastic)	Ankur	Per Unit
79	Mug (Plastic)	Ankur	Per Unit
80	Toilet Cleaner	Harpic	Per Unit
81	Phenyl	Nemile	Per Unit
82	Soap (Small)	Lifeboy	Per Piece

