

## OFFICE OF THE DISTRICT ELECTION OFFICER &amp; COLLECTOR, PURI

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

Ph. No. 06752-223260 / 7008981810

Quotation Call Notice No. 616 /Elec. Dt. 23.02.19

Sealed quotations in plain paper / letter pad are invited from intending Firms / Authorized Dealers / Suppliers and Agencies for supply of Election materials/ Items i.e (1) Plastic Box (Container),(2) White Colour Paper cards of Post Card size, (3) Big Container to keep Paper Cards,(4) Pigeon hole Boxes (20 holes) & (5) LED Lanterns (Rechargeable), Transparent duct tape (4 inch wide) etc. to the District Election Office, Puri for use in Simultaneous General Elections-2019. The details of materials with specification are indicated below:-

Sl. No.	Material/ Items	Specification /Size	Quantity To Be Procured
1	Plastic Box (Container)	14 inch X 10 inch X 5inch (length X breadth X height)	3823
2	White Colour Paper cards of Post Card size,	Post Card size	
3	Big Container to keep Paper Cards etc		3823
4	Pigeon hole Boxes (20 holes)	Size of each compartment 6inch X 4inch X 4inch)	3823
5	LED Lanterns (Rechargeable)		3823
6	Cello Tape of 4" inch width to bind the EVM interconnecting cables to the floor (Transparent duct tape (4" inch wide)	Not less than 10-15 meters	3823

**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 Quotation call Notice and in the enclosed **Format**. 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 2<sup>nd</sup> March-2019** and the same shall be opened on the 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 materials as mentioned above 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) All the Quotationers shall produce sample of above materials before the District Purchase Committee, Puri for verification by them before selection of the Firm/ Agency for the purpose.
- 11) 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 asked for explanation for supplying of such materials.
- 12) Failure to supply the order in full within the stipulated period shall lead to forfeiture of EMD and action as deemed proper shall be taken against the Firm / Agency.
- 13) The successful Firm / Agency must sign an agreement with the District Authority for a period of one year from the date of signing of agreement / finalization of tender and will complete the delivery of items within 5 (Five) days unfailingly after issue of work order, failing which the order will stand automatically cancelled. The rate of unit-wise item should be quoted distinctively.
- 14) If the quotation papers cannot be opened on the date fixed 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.

*[Signature]*  
DEO & Collector, Puri

**Memo No. 617 / Elec. Dt. 23.02.19**

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

Copy forwarded to the D.I&P.R.O, Puri for information and wide publicity.

*[Signature]*  
DEO & Collector, Puri

**Memo No. 618 / Elec. Dt. 23.02.19**

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.

*[Signature]*  
DEO & Collector, Puri

**Memo No. 619 / Elec. Dt. 23.02.19**

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

*[Signature]*  
DEO & Collector, Puri