

**OFFICE OF THE DISTRICT ELECTION OFFICER & COLLECTOR, PURI**

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

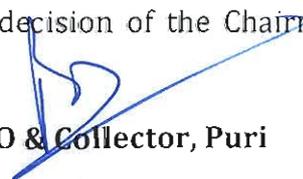
Ph. No. 06752-223260

**Quotation Call Notice No. 451 /Elec. Dt. 11.02.2024**

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 Simultaneous General Elections-2024. 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) Any other requirements as desired by the DEO & Collector, Puri, should be supplied by the successful bidder immediately as per local market price.
- 6) 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.
- 7) The Quotationer shall have to submit the list of experience certificates towards supply of office stationery to different Departments / Offices of Govt. preferably in Odisha State during the last three years (only copy of work orders should be submitted).
- 8) The Quotations should reach in the **District Election Section, Collectorate, Puri on or before 2.00 PM of dated 23.02.2024** and the same shall be opened on same day at **4.00 PM in the office Chamber of Addl. District Magistrate (Revenue)** 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** should be delivered at Dist. Election Section, Collectorate, Puri within 5 days positively after issue of work order.
- 9) 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.
- 10) The Purchase Committee is 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.
- 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 ask for explanation for supplying so.
- 12) 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.
- 13) 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 unfailingly after issue of work order, failing which the order will stand automatically canceled. The rate of unit-wise item should be quoted distinctively in **Annexure- II.**
- 14) 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.

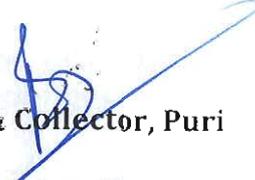
  
DEO & Collector, Puri

**Memo No. 452 / Elec. Dt.**

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

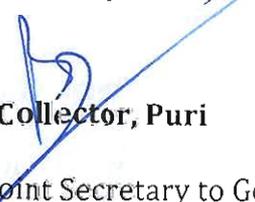
Copy forwarded to the SP, Puri / PD, DRDA, Puri / ERO & Sub-Collector, Puri / Executive Officer, Puri Municipality / DPC (SSA) Puri / Dist. Education Office, Puri / CDMO, Puri / CDVO, Puri / Dy. Collector, Nizarat, Puri / All Tahasildars / All BDOs / All CDPOs of Puri District for personal information 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. 453 / Elec. Dt.**

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. 454 / Elec. Dt.**

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

  
DEO & Collector, Puri

**List of Election Materials for Office use / Randomization of Polling Personnel / for all Trainings etc. in connection with Simultaneous General Elections-2024**

Sl. No.	Items	Total Quantity	Rate
1	Pencil (Apsara / DOMs)	2000 nos	
2	Ball pen (3 nos. (Blue), 1 no. (Red) and 1 no. (Silver white))	8790 nos	
3	Alpines (Kores)	60 Packet	
4	Sealing Wax (Grapes)	12000 Sticks	
5	Gum Paste (Camlin small Bottle)	2000 bottles	
6	Candles sticks	10000 pieces	
7	Rubber Bands	35160 nos	
8	Stamp Pad (Purple) Plastic (Faber-Castle)	3000 Nos.	
9	Transparent Adhesive tape or Cello Tape	1758 nos	
10	Blank Paper	15000 sheets	
11	Blade (Master)	2200 nos	
12	Thin Twine Thread	35160 Bundles	
13	Steel scale ( 12 cm.)	1900 nos	
14	Carbon Paper (Cores Blue)	6000 nos	
15	Cloth or Rag for removing Oil	6000 nos	
16	Packing Paper Sheets (Kraft)	5000 sheets	
17	Cup/Empty tin/plastic box for holding indelible ink bottle	2000 nos	
18	Drawing pins (cap)	42192 pieces	
19	Match Box (Top)	2500 nos	
20	Check list	5000 nos	
21	Metal seal for Presiding Officer	1850 nos	
22	Distinguishing mark rubber stamp	2000 nos	
23	Mock poll slip stamp	2000 nos	
24	Presiding Officer sign Boards	1800 nos	
25	Polling Officer-1 sign Boards	1800 nos	
26	Polling Officer-2 sign Boards	1800 nos	
27	Polling Officer-3 sign Boards	1800 nos	
28	Entry sign Boards	1800 nos	
29	Exit sign Boards	1800 nos	
30	Male sign Boards	1800 nos	
31	Female sign Boards	1800 nos	
32	Polling Agent sign Boards	1800 nos	
33	Notice Under Section 31 (1) (a) conduct of Election Rules 1961	1800 nos	
34	Plastic Container Big (12cm-8 cm)	1800 nos	
35	Plastic Container Small (8cm-6 cm)	1800 nos	
36	WEB CASTING/ CCTV Surveillance	7100 nos	
37	Plastic Container Mock poll Big (12cm-8 cm)	1800 nos	
38	Pigeon hole Boxes (20 holes) (6inch X 4inch X 4inch)	100 nos	
39	Plastic Container Big (15cm-10 cm)	30 nos	
40	Packing Paper big (Brown)	1800 nos	
41	Duplicate Paper	10 pkts	
42	File Leaf	500 nos	
43	Cover File	60 nos	
44	Sutuli	2500 Bundle	
45	Niddle (Rathan)	2500 piece	
46	Lock and Key (Small) (Mobaj)	1800 nos	
47	Polythene Bag	3000 nos	
48	Aluminum Thread	4000 nos	
49	Nail	3000 nos	
50	Guard File (Kolorline)	20 nos	

Sl. No.	Items	Total Quantity	Rate
51	Eraser (Apsara)	50 nos	
52	Pencil Cutter (Apsara)	50 nos	
53	Page Marker (Clour Flag)	100 nos	
54	Knife (Gorilla)	10 nos	
55	Tea Tray (Ankur)	2 nos	
56	Pen Drive (64 GB/ 32 GB)	10 nos each	
57	Steno Note Pad (Class mate)	10 nos	
58	Dustbin (Ankur)	10 nos	
59	Towel for Chair long (J.J)	20 nos	
60	Floor mat Rubber (Prestige)	10 nos	
61	Bucket (plastic)	5 nos	
62	Mug (plastic)	5 nos	
63	Toilet Cleaner (Harpic)	5 nos	
64	Phenyl (Nemile)	5 nos	
65	Small Soap (Lifeboy)	5 nos	
66	Eraser Pen (Luxor)	50 nos.	
67	Highlighter (Faber-castell)	50 nos.	
68	Stapler (Big Size) kangaro	20 nos.	
69	Stapler (Small Size) kangaro	40 nos.	
70	Stapler Pin (Big Size) kangaro	100 Box	
71	Stapler Pin(Small Size) kangaro	100 Box	
72	A4 size Paper (JK-C-MAX)	40 Box	
73	LEGAL (JK-C-MAX)	5 Box	
74	FLAT File (Lotus)	300 nos.	
75	Budkin	20 nos.	
76	NAVTAL LOCK (7- Leaver Big Size)	50 nos.	
77	Scissor ( Gorilla Big Size)	10 nos.	
78	Stamp Ink (Camel /Faber castle)	2000 nos	
79	Tag	4000 bundle	
80	Fevi Stick	10 Boxes	
81	White envelope ( Medium Size)	1000 nos.	
82	Envelope A4 size	300 nos	
83	6/8/12 Number Binding Register (Rajadhani)	100 nos. each	
84	Fevi Gum (Tube)	50 nos.	
85	Cup Plate (oasis)	6 Sets	
86	Thermo flash ( MILTON) ( Big Size)	2 nos.	
87	Thermo flash ( MILTON) ( Small Size)	1 nos	
88	Casio Calculator (Big Size)	20 nos.	
89	Casio Calculator (Medium Size)	30 nos.	
90	Table Bell (Sharp)	3 nos.	
91	Exam Board (Class mate)	20 nos.	
92	Folder (Plastic) Kolor Nine, KN212F	1500 nos.	
93	Writing Pad (Small)	1500 nos.	
94	Punching machine ( Big Size) ( kangaro)	10 nos.	
95	Punching machine ( Small Size) ( kangaro)	5 nos.	
96	Mosquito Liquid with Machine (Goodnight Active)	20 nos.	
97	Mosquito Candle (Care)	20 nos.	
98	Glass ( for Drinking water) (oasis)	30 nos.	
99	Sketch pen (Luxor)	50 nos	
100	Hand wash	6 nos	
101	Dettol	1 ltrs.	
102	Floor Cleaner	5 ltrs.	
103	Toilet Brush	5 Nos	
104	Broom (phula jhadu & kharika jhadu)	10 nos each	
105	Korlin	3 nos	

Sl. No.	Items	Total Quantity	Rate
106	Milton Lunch container	1 nos	
107	Steel Tiffin	1 nos	
108	Hanging Steel Tiffin	1 nos	
109	Lunch Plate	12 nos	
110	Sweet camphor	1 kgs	
111	Fruit salad plate	12 nos	
112	Steel spoon	24 nos	
113	Water bottle	12 nos	
114	Binding cloth (Red)	2 Thana	
115	Pencil battery	6 dozen	
116	Remote battery	3 dozen	
117	Wall clock	2 nos	
118	Extension cord	2 nos	
119	Hand wash Towel	10 nos	
120	Paper weight flat	30 nos	
121	White Board Marker (Blue, Black, Green & Red)	6 nos each	
122	Alpine Remover	12 nos	
123	Permanent Marker (Blue, Black, & Green )	20 pkts	
124	Cello tape Dispenser small & big)	3 nos each	
125	Paper cutter (Big & Medium)	12 nos each	
126	Paper cutter (Small)	100 nos	
127	CD Marker	20 pkts	
128	Binding Rubber	3 kg	
129	Plastic Tray Big size(15 inch-12 inch)	20 nos	
130	Cello tape (white & brown-1 inch each)	100 nos	
131	Cello tape (white & brown-2inch each)	100 nos	
132	Pen stand	6 nos	

DEO & Collector, Puri

