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OFFICE OF THE DISTRICT ELECTION OFFICER, KANDHAMAL, PHULBANI

No. 68 / Elec. Date 06.01.2024

**TENDER/QUOTATION CALL NOTICE**

Sealed Quotations/Tenders are invited from the intending GST registered firms/Govt. recognized co-operative organizations for supply of Election materials (List enclosed) to be used during conduct of simultaneous election to Assembly and Parliamentary Constituency, 2024.

The sealed quotation/tenders should reach on or before **22.01.2024 1.00 PM in the District Election Office, Kandhamal, Phulbani through registered/speed post or courier only. No tender will be received by hand or by any other means.** The cover containing tender papers should be super scribed as "**TENDER FOR ELECTION MATERIALS**".

The quotation will be opened by the Purchase committee on 22.01.2024 **at 3.00 PM** in presence of the Quotationers or his/her authorized Agent in the office chamber of the ADM, Kandhamal. If nobody is present from the side of the quotationer/s at the scheduled date and time, the committee will not wait for opening of the tender.

Quotations/Tenders will not be accepted/ entertained after expiry of the due date and time as above.

The Quotations/Tenders should accompany with the following documents.

1. E.M.D of Rs.5000/- (Rupees five thousand) only in shape of Bank Draft in favour of the O.I.C, Election, Kandhamal, Phulbani.
2. Up to date VAT/GST clearance, Income tax return of last three years i.e. 2020-21, 2021-22 and 2022-23 and Copy of PAN card.
3. The materials (List Annexed-I) will be supplied as per Sample supplied by Home (Election) Deptt, Odisha Bhubaneswar.
4. The rate of the article should be quoted inclusive of all taxes i.e. GST, Entry Tax etc. as per Govt. guideline and rate should be valid for one year from the date of finalization of tender. No extra cost will be given for transportation of the article. The rate of the article is negotiable. Supply is to be made at District Election Office, Phulbani.
5. The quotation will be summarily rejected if sample is not produced.

The quotation received without fulfilling the above terms and conditions shall be treated as prima facie rejected and shall not be taken into consideration.

The successful tender/tenders should deliver the article within 15 (fifteen) days from the date placement of supply order, failure to deliver within the stipulated period shall result forfeiture of the EMD to Govt. and alternative action will be taken by the authority.

The authority reserves right to accept or reject the quotation without assigning any reason thereof. No intimation will be given to the party in this matter. The authority is also not bound to accept the lower price subject to quality.

  
**DEO&Collector,**  
**Kandhamal, Phulbani.**  
6.12.24

Memo. 69 /Date. 06.01.2024

Copy to the Joint CEO-cum-Joint Secretary to Govt. Home (Election) for information and necessary action with request to upload it into CE O web site.

Copy to the Notice Board of Collectorate/ Sub-Collector's Office, Phulbani/ Balliguda/DRDA, Phulbani/ All Tahasildars/ All Block Development Officers/ All CDPOs of Kandhamal district/ BM, TDCC, Balliguda/ DIPRO, Phulbani/ GM, DIC, Phulbani for information and wide publicity.

Copy to the DIO, NIC, Kandhamal, Phulbani for information with a request to publish the Advertisement in the district website [www.kandhamal.nic.in](http://www.kandhamal.nic.in).

Copy to the Steno to ADM, Kandhamal for information and necessary action.

Copy to members of purchase committee / DPO & Nodal Officer, Material Management, Kandhamal for information with request to remain present on 22.01.2024 at 3.00PM in the Chamber of the ADM, Kandhamal and finalize the process of tender.

  
**DEO-cum-Collector,  
Kandhamal, Phulbani**

**LIST OF MATERIALS PROCURED DISTRICT ELECTION OFFICE FOR SUPPLY TO  
BOOTH DURING SGE, 2024**

Sl no	Name of materials	@ per booths	Total Requirement for procurement
1	Stamp pad -(purple)	1	725
2	Match box	1	725
3	<b>Sign Boards</b> 1. Presiding Officer @ 1 per booth 2. Polling Officers-1 @ 1 per booth 3. Polling Officers-2 @ 1 per booth 4. Polling Officers-3 @ 1 per booth 5. Entry @ 1 per booth 6. Exit@ 1 per booth 7. Male@ 1 per booth 8. Female@ 1 per booth 9. Polling Agent@ 1 per booth 10. You are under Web Casting/CCTV Surveillance- @ 4 per booth 11. Miscellaneous notice specified area, etc as required by under Rule.31 (a) of the conduct of Election Rule, 1961-@ 1 per booth.	14	10150 pages
4	Ordinary Pencil	1	725
5	Ball Pen(Three Blue, one red and one silver white)	5	3625
6	Blank paper	8 sheets	5800
7	Pins	25	18125 nos
8	Sealing wax	6	4350
9	Gum paste	1	725
10	Blade	1	725
11	Candle sticks	4 sticks	2900 sticks
12	Thin twine thread	20 mtrs	14500 mtrs
13	Metal rule	1	725
14	Carbon Paper	3	2175
15	Cloth or rag for removing oil etc	Small quantity	As per requirement
16	Packing paper sheets	3 sheets	2175
17	Cup/ empty tin/plastic box for holding indelible ink bottle	1	725
18	Drawing pins	24	17400
19	Rubber bands	20	14500
20	Transparent Adhesive tape	1	725
21	Transparent Boxes( 7.5"x 11")	1	725
22	Transparent Boxes(5" x 7.5")	1	725
23	Sticker small for transparent box (14 cm x8 cm)	1	725
24	Sticker large transparent box (22 cm x13 cm)	1	725