

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE CUM DISTRICT ELECTION OFFICER, CUTTACK

No 522 / Dt. 29.08.2018

NOTICE INVITING TENDER

Sealed Tenders are invited from the intending reputed firms/ manufacturers/ suppliers having valid CGST/OGST Clearance Certificate and requisite reputation to have worked with Govt. Department and Credibility for supply of Election materials (List Enclosed) to be used in Simultaneous General Election-2019. All rates shall be quoted in prescribed format enclosed with the Tender notice.

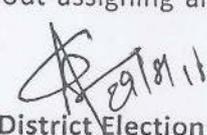
Tenders should be submitted in sealed cover superscribed "Tender for Election Materials". The envelope containing tender should be addressed to the District Magistrate cum District Election Officer & Collector, Collectorate, Cuttack, PIN-753002 on the top of the sealed envelope. Firm name & full address including Telephone number should be mentioned at the bottom of the left side of the envelope.

Tender should reach this office on or before 12/09/2018 by 5 P.M. through registered post/ speed post only. No Tender will be received by hand or by any other means. The Tender received after the stipulated time & date will not be entertained. The tender will be opened on 15/09/2018 at 11.A.M in the office chamber of the ADM by the Tender Committee and in the presence of the Bidders/ Authorized persons.

The Tenders should be accompanied with the following documents.

1. Up to date VAT/GST clearance, Income tax return of last three years i.e. 2015-16, 2016-17 & 2017-18 and copy of PAN card.
2. Sample is to be produced before the Committee at the time of opening of Tender for verification.
3. The rate of the article should be quoted inclusive of all taxes i.e. GST, Entry Tax etc. as per Govt. guidelines 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 Election Godown, Collectorate, Cuttack.
4. The selected firms have to deposit security money amounting to Rs.10,000.00(Rupees Ten Thousand only) in shape of Bank Draft drawn in favour of the District Election officer & Collector, Cuttack.
5. The firm whose quotation will be accepted shall have to execute an agreement with the DEO & Collector, Cuttack in non-judicial stamp paper with Rs. 10.00 (Rupees Ten only) in the next day of acceptance of the Tender.
6. The successful Bidder should deliver the articles within 07 (seven) days from the date placement of supply order. Failure to deliver within the stipulated period shall result in forfeiture of the EMD to Govt. and alternative action will be taken by the authority.

The authority reserves all the right to accept or reject the tender without assigning any reason thereof.


Collector & District Election Officer,
Cuttack.

SPECIFICATION OF ELECTION MATERIALS

| Sl. No. | Description of the Materials | Units | Quantity to be required |
|---------|--|------------|-------------------------|
| 1. | Trunk | Each | As per requirement |
| 2. | Lantern (Big) | Each | As per requirement |
| 3. | Kiroshine Oil container (5ltr. Plastic jar) | Each | As per requirement |
| 4. | Rubber stamp bearing distinguishing mark | | As per requirement |
| 5. | Spike (size 4") | Each | As per requirement |
| 6. | Lock & Key (Medium) | Each | As per requirement |
| 7. | Stamp Pad (Purple) | Each | As per requirement |
| 8. | Metal seals for Presiding officer | Each | As per requirement |
| 9. | Material for Voting Compartment | | As per requirement |
| 10. | Metal Ruler ADM | Each | As per requirement |
| 11. | Cup/Empty tin/ Plastic box for holding Indelible ink (empty cigarette tin plastic indelible ink) | Each | As per requirement |
| 12. | Match box | Each | As per requirement |
| 13. | Ordinary pencil | Each | As per requirement |
| 14. | Ball pen (Blue & Red), (Elkos use & through) | Each | As per requirement |
| 15. | Blank white paper (full scape) | per Pkts | As per requirement |
| 16. | Pins | per Pkts | As per requirement |
| 17. | Sealing wax | per Pkts | As per requirement |
| 18. | Gum paste 50ml. (Camel) | One bottle | As per requirement |
| 19. | Blade (Stainless steel) | Each | As per requirement |
| 20. | Candles (Big) | Four | As per requirement |
| 21. | Thin Twin Thread (20 mtrs) | Each | As per requirement |
| 22. | Carbon paper (Kores/ Camel) | per Pkts | As per requirement |
| 23. | Cloth for removing oil (1/4 mtr.) | per piece | As per requirement |
| 24. | Packing paper (D/F size) | per sheet | As per requirement |
| 25. | Drawing Pins | per Pkts | As per requirement |
| 26. | Rubber Bands | per Kg | As per requirement |
| 27. | Cello Tapes (small size) | per pkts | As per requirement |
| 28. | Stamp Ink | Each | As per requirement |
| 29. | Sutuli | per Kg | As per requirement |
| 30. | Needle (Big) | Each | As per requirement |
| 31. | Thread Ball (10 mtrs) | per Ball | As per requirement |
| 32. | Screen (White Colour not transperant) | Each | As per requirement |
| 33. | Knife (white wooden handle) | Each | As per requirement |
| 34. | Nail (size 6") | per sheet | As per requirement |
| 35. | Budkin (with wooden handle) | Each | As per requirement |

LIST OF OFFICE STATIONARIES

| Sl. No. | Name of the Items | Unit | Quantity to be required |
|---------|---------------------------------|------------|-------------------------|
| 1. | Xerox paper (JK copier) A4 size | per Pkts | As per requirement |
| 2. | Fly Leaf | per Piece | As per requirement |
| 3. | Gum paste 100ml | per Bundle | As per requirement |
| 4. | Flat file | per Piece | As per requirement |
| 5. | Binding Register (Small) | per Piece | As per requirement |
| 6. | Binding Register (Big) | per Piece | As per requirement |
| 7. | Guard file | per Piece | As per requirement |
| 8. | Stapler pin | per Pkts | As per requirement |
| 9. | Calculator | per Piece | As per requirement |
| 10. | VIP lights for vehicles | Each | As per requirement |
| 11. | Toner (Computer) | per Toner | As per requirement |
| 12. | Fax Roll 30 mtr. | Each | As per requirement |
| 13. | Gems clips | Each | As per requirement |
| 14. | Paper clip steel | Each | As per requirement |
| 15. | Paper weight | Each | As per requirement |
| 16. | Waste paper basket | Each | As per requirement |
| 17. | Scissors | Each | As per requirement |
| 18. | Budkin | Each | As per requirement |
| 19. | Stamp pad | Each | As per requirement |
| 20. | Eraser | per pkt | As per requirement |
| 21. | Correcting Fluid (White) | per Bottle | As per requirement |
| 22. | Salu cloth (Red) | per Mtrs | As per requirement |
| 23. | Cover file | Each | As per requirement |
| 24. | Rubber | Each | As per requirement |
| 25. | Folder file | Each | As per requirement |
| 26. | Writing pad | per Piece | As per requirement |