

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

No 695 / Dt. 8/03/19

**NOTICE INVITING TENDER**

Sealed tenders are invited from the intending reputed firms/manufacturers/ suppliers having CGST/OGST clearance certificate and requisite reputation to have work with Govt. Department and the credibility for supply of election materials as per the list enclosed to be used in the Simultaneous general election-2019. All rates shall be quoted in the prescribed format.

Tender paper should be submitted in sealed covered super scribed "TENDER FOR ELECTION MATERIALS". the envelope containing tender should be addressed to the District Magistrate-cum-District Election Officer, Collectorate, Cuttack-753002 on the top of the sealed envelope. Firm name and full address including telephone no. should be mentioned at the bottom of the left side of the envelope.

Tender should reach on or before 15.03.2019 by 5PM through register post/speed post only. No tender will be received by hand or by any other means. The tender receive after the stipulated time will not be entertained. The tender will be opened on 16.03.19 at 11 AM 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 the 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 be deposit security money amounting to Rs.10,000.00/- (Rupees Ten Thousand only) and Rs.1000/- (Rupees One Thousand only) towards Tender cost 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) 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 rights to accept or reject the tender within assigning any reason thereof.



**Collector & District Election Officer,  
Cuttack.**

**SPECIFICATION OF ELECTION MATERIALS**

<b>Sl. No.</b>	<b>Description of the Materials</b>	<b>Unit cost</b>	<b>Quantity to be required</b>
1	LED rechargeable lantern (power backup 10-12hrs)	per piece	
2	Transparent Duct tape (cello tape of 4 inch width having length of 10-15 metres)	per piece	
3	Transparent plastic container (14x10x5 inch)	per piece	
4	Transparent plastic container with pigeon holes (pigeon hole size-6x4x4 inch)	per piece	