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**OFFICE OF THE COLLECTOR, CUTTACK**

No 695 /GPI Dt 23.11.2021

**QUOTATION CALL NOTICE**

Sealed quotation are invited form the intending supplier/firms/Co-operative outlets for supply of election materials for ensuing General Election to PRIs,2022 through registered post /speed post only as per list mention below of Cuttack District with following term and conditions.

Sl. No	Name of the ITEM	Approx. Rate quoted by the State Election Commission	
		Qty.	Rate(in Rs.)
1	Full Scape paper	4 pieces	Rs.3.00
2	Pin	1 Small Packet	Rs.7.50
3	Sutuli	1 Small Bundle	Rs.7.50
4	Sealing wax	10 pieces	Rs.30.00
5	Gum Paste	1 Bottle	Rs.15.00
6	Match Box	1 Piece	Rs.1.00
7	Carbon Paper	4 Sheets	Rs.5.00
8	Flexible Wire	1 Small Piece	Rs.5.00
9	Candle	2 Pieces	Rs.9.00
10	Pencil	3 nos	Rs.6.00
11	Ball point Pen	3 nos	Rs.10.00
12	Ink Pad and Ink	2 nos	Rs.30.00
13	Pusher	1 nos	Rs.3.00
14	Blade	1 nos	Rs.1.00
15	Cloth	1 mtr	Rs.15.00
16	Oil Container	1 piece	Rs.15.00
17	Metal Rule to detach ballot paper	1 piece	Rs.5.00
18	Wet Sponge	2 nos	Rs.10.00
19	LED Lamp	1 no	Rs.100.00
20	Empty Small Plastic Bottle	1 no	Rs.3.00
21	Paper Weight	10no	Rs.100
22	Try (plastic)	10 no	Rs.500
23	Rubber Band	1 Packet	Rs.5.00

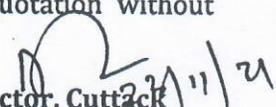
**TERMS & CONDITIONS**

1. The rate Quoted should be inclusive of all taxes, Packing, Loading, Unloading & transportation charges till delivery to District Panchayat Officer, Cuttack.
2. The quantity shown in the quotation call notice is indicative and may vary from the actual requirement.
3. The tender (s) are required to submit sample of all items on the date of opening of quotation.
4. The materials shall be of good quality as per specifications.
5. The tenders are required to deposit Rs.10,000/- (Rupees Ten thousand) only towards EMD in shape of Bank draft/Bankers Cheque in favour of District Panchayat Officer, Cuttack payable at HDFC Bank, Buxi Bazar, Cuttack. The EMD deposited shall be forfeited if the selected bidder does not accept the order or fails to comply with the orders as per the agreement. The EMD shall be returned only after delivery of materials after through check up by the officials. The deposit will be refunded to the unsuccessful bidder(s) soon after finalization of the process.

*Handwritten signature*

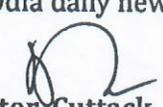
6. The consumable items mention in the table will be supplied in one packet- the packet may be either in thick Cotton/ jute bag.
7. The required materials shall be delivered at District Panchayat Officer, Cuttack within the stipulated period as per issue of purchase order. In case of delay, a penalty of 2.50% of value of unsupplied portion of order per day shall be imposed & will be deducted from the bill.
8. In case of any dispute, the decision of the Collector-Cum-District Election Officer, Cuttack will be final & binding.
9. The committee reserves the right to award the supply order to one or more firms at L1 Rate provided the bidding firms submit their willingness in writing to supply at L1 Rate.
10. Intending firms(s)/individuals within Cuttack District area may apply in the prescribed format along with valid up-to date VAT clearance certificate. The tenders duly filled in with all required documents should reach the District Panchayat Officer, Cuttack latest by 2 PM on. 30.11.2021 . The sealed tenders within the dead line will be opened on. 30.11.2021 at 4.PM in the P.D, DRDA, Conference Hall, Cuttack in the presence of the tenders (s) or any other person authorized on behalf of the concerned firms. The cover of the envelope containing the leader documents must indicate the heading "TENDER FOR SUPPLY OF MATERIALS FOR GENERAL ELECTION TO PRIs-2022". On finalization, the successful renderers(s) shall execute an agreement with District Panchayat Officer, Cuttack to execute the work.

The Authority reserves the right to cancel any or all the quotation without assigning any reason thereof.

  
Collector, Cuttack

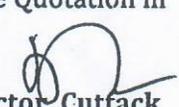
Memo No. 696 / GP Dt. 23.11.2021

Copy forwarded to the D.I. & PRO, Cuttack for information and necessary action. He is directed to take immediate steps for advertisement of the quotation in any two Odia daily news paper in minimum size at Govt. rate.

  
Collector, Cuttack

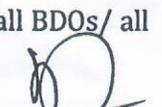
Memo No. 697 / GP Dt. 23.11.2021

Copy forwarded to the D.I.O, NIC, Cuttack with an instruction to publish the Quotation in the District Web-site.

  
Collector, Cuttack

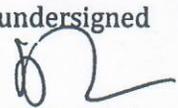
Memo No. 698 / GP Dt. 23.11.2021

Copy forwarded to the Notice Board of the Collectorate, / P.D.DRDA/DPO/ all BDOs/ all Sub-Collector for publication.

  
Collector, Cuttack

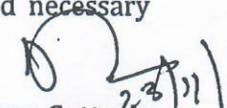
Memo No. 699 / GP Dt. 23.11.2021

Copy forwarded to P.D.DRDA, Cuttack/Addl. PD (ADMIN)/ Sub-Collector, Sadar, Cuttack / Addl. PD(Finance)/DPO, Cuttack for information and necessary action. They are directed to attend the said meeting sharp at 4 PM on 30.11.2021 in the office Chamber of the undersigned for finalisation of procurement of Election Materials.

  
Collector, Cuttack

Memo No. 700 / GP Dt. 23.11.2021

Copy submitted to the State Election Commission, BBSR for information and necessary action. with reference to your letter No.2940/SEC dt.22.10.2021

  
Collector, Cuttack