



OFFICE OF THE COLLECTOR AND DISTRICT ELECTION  
OFFICER; CUTTACK



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Email Id : [districtelectionofficecuttack@gmail.com](mailto:districtelectionofficecuttack@gmail.com)

No. 01-IX/2024/ 104 /Elec./dtd. the 10th January, 2024

**TENDER CALL NOTICE**

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-2024. All rates shall be quoted in prescribed format enclosed with the Tender notice.

Tenders should be submitted in sealed cover superscribing "Tender for Election Materials for Cuttack District". 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 **25.01.2024** by **5.30 PM** through registered post/ speed only. The Tender paper will be not received by hand or by any other means. The Tender received after the stipulated date & time will not be entertained. The tender will be opened on **29.01.2024 at 11.30 A.M** in the Office chamber of the ADM (General) by the Tender Committee and in the presence of the Bidders/ authorized persons.

The Tenders should be accompanied with following documents.

1. Up to date CGST/ OGST clearance, Income tax return of last three years i.e. 2020-21, 2021-22, 2022-23, 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.
4. 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
5. The selected firms have to deposit security money amounting to **Rs. 10,000/- (Rupees Ten thousand) only** in shape of Bank Draft drawn in favour of the Deputy Collector, Election, Collectorate, Cuttack.
6. 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.
7. The successful Bidder should deliver the articles within 07 (Seven) days from the date of placement of supply order. Failure to deliver the items within the stipulated period shall result in forfeiture of the EMD to Govt. and alternative action will be taken by the authority.

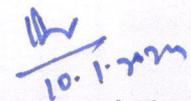
*Biswas*  
*10/1/24*  
**Deputy Collector,  
Election, Cuttack**

8. The intending Suppliers/Manufactures /firms may verify the sample of the election materials in District Election Section, Collectorate, Cuttack on any working day before submitting the Tender.

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

Memo No. 105 Date 10.01.24

Copy to Office Notice Board, Collectorate, Cuttack for wide publicity.

  
Collector and District  
Election Officer, Cuttack

Memo No. 106 Date 10.01.24

Copy forwarded to the Project Director, DRDA, Cuttack / Commissioner, CMC, Cuttack / all Sub-Collectors /all Tahasildars / all BDOs of Cuttack district for information and necessary action. They are requested to publish the notice in their Office Notice Board for public information.

  
Collector and District  
Election Officer, Cuttack

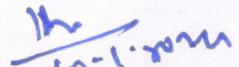
Memo No. 107 Date 10.01.24

Copy forwarded to D.I.P.R.O., Cuttack for information and wide publication of the Tender in their respective Notice Board and short Tender call notice enclosed herewith for publication in two news papers i.e. Odiya Daily and English Daily in minimum space on 10.01.2024.

  
Collector and District  
Election Officer, Cuttack

Memo No. 108 Date 10.01.24

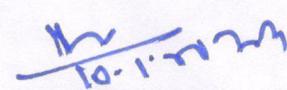
Copy forwarded to Executive Engineer, R&B, Division-I, Cuttack / General Manager, D.I.C., Cuttack / Distinct Treasury Officer, Cuttack for information and necessary action. They are requested to remain present during the opening and selection of said Tender on 22.01.2024 at 11.30AM in the Office chamber of the ADM (General).

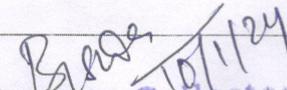
  
Collector and District  
Election Officer, Cuttack

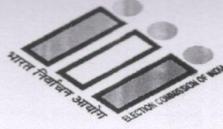
Memo No. 109 Date 10.01.24

Copy forwarded to DIO, NIC, Collectorate, Cuttack for information and she is requested to float the tender in district website for publication.

  
Collector and District  
Election Officer, Cuttack

  
Collector and District  
Election Officer, Cuttack

  
Deputy Collector,  
Election, Cuttack.



## List of Election Materials Procurement for Simultaneous General Election -2024

Sl. No.	Items	Quantity	Rate Quoted
1	Stamp Pad (purple)	Per Piece	
2	Match box	Per Piece	
3	Glossy Paper -(300 Gsm ) 26" x 15" with colour print	Per Piece	
4	Ordinary pencil	Per Piece	
5	Ball pen	Per Piece	
6	Blank paper	Per Ream	
7	Pins (25 pieces)	Per Pkt.	
8	Sealing wax ( 6 pieces)	Per Pkt.	
9	Gum paste ( small )	Per Piece	
10	Blade	Per Piece	
11	Candle sticks (4 sticks)	Per Pkt.	
12	Thin twine thread ( 20 meters )	Per Set	
13	Metal ruler	Per Piece	
14	Carbon paper	Per Pkt.	
15	Cloth or rag for removing oil etc. (48'x 20' )	Per Piece	
16	Packing paper sheets (22' x 17')	Per Ream	
17	Cup/empty tin/plastic box for holding indelible ink bottle (If any )	Per Piece	
18	Drawing pins (24 Pieces)	Per Pkt.	
19	Rubber bands (20 nos.)	Per Pkt.	
20	Transparent Adhesive tape (size 1 " )	Per Piece	
21	Plastic Box (20cmx13cmx5cm) past with Sticker containing the list of Seals tags & Marks (as specific by CEO, Office)	Per Piece	
22	Plastic Box (29cmx19cmx 8cm) past with Sticker containing the list of Stationary Items (as specific by CEO, Office)	Per Piece	
23	Rubber stamp with arrow cross mark	Per Piece	
24	Metal seal for Presiding Officer	Per Piece	
25	Distinguishing mark rubber stamp	Per Piece	
26	Mock Poll Slip Stamp	Per Piece	
27	LED Lamps (Battery based )	Per Piece	
28	Presiding Officer Stamp	Per Piece	

*B. S. S.*  
10/11/2024  
Deputy Collector,  
Election, Cuttack

*M*  
Collector and  
District Election Officer,  
Cuttack

29	GI Trunk (Medium)	Per Piece	
30	GI Trunk (for BU & CU)	Per Piece	
31	Lock and Key (Medium)	Per Piece	
32	Spike (4" Size)	Per Piece	
33	Knife (Small )	Per Piece	
34	Needle (Big size)	Per Piece	
35	Bodkin (wooden handle)	Per Piece	
36	Sutuli (Rasi Ball)	Per Bundle	
37	Cello Tapes (small size)	Per Piece	
38	Nail (6" size)	Per Piece	
39	Thread Ball (10 mtrs for sealing)	Per Piece	
40	Stamp Ink	Per Piece	
41	Pigeon Hole Plastic Box	Per Piece	
42	Envelops (25" x10 " )	Per Piece	
43	Full Scape Paper (white)	One Box	
44	Xerox paper (A4 size )	One Box	
45	Xerox paper (A3 size )	one Box	
46	Fly leaf	Per Piece	
47	Gum paste (100ML)	Per Piece	
48	Gum Paste (1 Kg)	Per Piece	
49	Flat File	Per Piece	
50	Biding Register (Thin)	Per Piece	
51	Biding Register (Tick)	Per Piece	
52	Guard File	Per Piece	
53	Stapler (Big size)	Per Piece	
54	Stapler (Small size)	Per Piece	
55	Stapler Pin(24/6)	Per Piece	
56	Stapler Pin (10 No.)	Per Piece	
57	Calculator	Per Piece	
58	VIP light for vehicle (Orange Colour )	Per Piece	
59	Tonner Cartridge	Per Piece	
60	Fax Roll (30mtr)	Per Pkt.	
61	Paper Clip (Steel)	Per Piece	
62	Paper Weight (Glass)	Per Piece	
63	Dustbin (Plastic)	Per Piece	
64	Scissors	Per Piece	
65	Eraser	Per Piece	

66	Correction Pen (White)	Per Piece	
67	Salu Cloth	Per mtr.	
68	Cover File	Per Piece	
69	Folder File	Per Piece	
70	Writing pad	Per Piece	
71	Marker	Per Piece	
72	Lock & Key (Brass -7 lever )	Per Piece	
73	Lock & Key (Small for Trunk )	Per Piece	

*Shree*  
*10/1/24*  
 Deputy Collector,  
 Election, Cuttack.

*Shree*  
*10-1-24*  
 Collector and District  
 Election Officer, Cuttack  
 District Election Officer  
 Cuttack