

**OFFICE OF THE
DISTRICT ELECTION OFFICER &
COLECTOR, KEONJHAR.**



06766255498(O),

Email ID:- deokeonjhar@gmail.com

No. 357 /Elec. Dated: 21.02.2019.

QUOTATION CALL NOTICE

Sealed quotations in enclosed format are invited from the intending suppliers/ Agencies/ firms for supply of the articles for ensuing General Elections, 2019. The details of the articles to be required are given at Annexure-I and the Quotation format is given at Annexure - II.

SCHEDULE OF EVENTS	
1. Last date for receipt of Quotations:	11-03-2019 (By 2.00 PM)
2. Opening of Bids/Quotations:	11-03-2019 (4.00 PM)

The tender documents are available in the Keonjhar District website: kendujhar.nic.in Interested bidders can download the tender documents from the district website and submit the sealed Quotations duly filled in along with **EMD of Rs.5000/- (Rupees Five thousand) only** in shape of Demand Draft drawn in favour of Officer-in-Charge, Election, Keonjhar payable at Keonjhar .

Modifications/ Corrigendum if any detected/ felt necessary at a later stage will be published in district website & Office Notice board only. Hence the bidders are advised to visit frequently the district website i.e. kendujhar.nic.in or contact District Election Office, Keonjhar to track any modifications/ corrigendum etc. or to know the samples of articles in this connection.

Canvassing in any form shall be liable for disqualification.

Last date of submission of tenders is **11-03-2019 by 2.00 PM**. No tenders will be received after due date and time.

DEO & Collector reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

The bidders are to submit sealed tender papers by the due date only by Speed Post/ Regd. Post/ dropped in the assigned drop box kept in District Election Office, Keonjhar.


**District Election Officer &
Collector, Keonjhar**

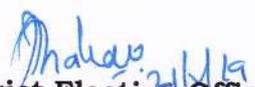
(Contd..P/2..)

Terms and Conditions:

1. The interested supplier/ firms should submit quotations in a sealed envelope. All the pages of the tender papers should be signed with seal of the firms/ agencies.
2. The sealed envelope containing the proposals must be delivered to the Collector & DEO, Keonjhar by registered post/ speed post/ drop box kept in District Election Office, Keonjhar. Bids received after due date will not be entertained and shall liable for rejection.
3. The tender paper can be obtained from the office of DEO & Collector, Keonjhar or can be downloaded from District website kendujhar.nic.in .
4. EMD of Rs.5000/- (Rupees Five thousand) only in shape of demand draft/ Bankers cheque in favour of Officer-in-Charge, Election, Keonjhar payable at Keonjhar must be furnished by the tenderer. The EMD of unsuccessful bidder will be refunded after finalization of tender.
5. Photocopy of valid PAN CARD, GSTIN registration certificate, IT return document (s) of last three years 2015-16, 2016-17 & 2017-18 must be enclosed by the tenderers.
6. The firms/ bidders whose tenders will be accepted shall have to execute an agreement with District Election Office & Collector, Keonjhar in non-judicial stamp paper worth of Rs.10 (Rupees Ten) only. After execution of agreement / instructions received from Government in Home (Elections) Department, Odisha, in this regard the supply order along with the quantity of materials to be supplied shall be issued. The rate quoted by the approved suppliers shall valid for a period of one year from the date of signing of agreement.
7. Any legal dispute arises out of this is subject to jurisdiction of Keonjhar only.
8. The bidder shall submit the sample of each item at the time of opening of the tender before the District Purchase Committee for verification of quality.
9. The bidder should have not been blacklisted by any Government organization. If found later on, the action shall be initiated against the firm as per the law.
10. The successful bidder shall not assign or sublet the contract to any other firm.
11. Time is the essence of the contract and delivery must not be later than the date specified in the order. If the supplier fails to deliver the items or any consignment thereof within the stipulated period, the District Election Officer & Collector will take action as deemed fit.

/P3/

12. The District Election Officer & Collector, Keonjhar reserves the right to accept or reject any or all the quotations without assigned any reason thereof and also has the right to allot / distribute the work to L2 supplier/ firm at the Lowest (L1) rate in case of L1 bidder fails to deliver items within the stipulated time.
13. In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the District Election Officer, Keonjhar will have the right to cancel the order/ contract without assigning any reason thereof and nothing will be paid by this office in that event and the EMD will also be forfeited.
14. The transportation cost of materials will be borne by the supplier.
15. The decision of District Purchase Committee formed by the Collector & DEO, Keonjhar on selection/ rejection of bidders would be final basing on the quotation submitted by the bidders and the quality of items to be supplied by them.
16. The purchase order shall be placed to the selected bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price. The District Purchase Committee shall also not to be bound to accept the lowest rate but the acceptance of the quotation shall be based on quality of materials as examined by the Committee.
17. The actual quantity of the materials will be intimated to the successful bidder on placement of supply order.
18. The Bids are liable to be rejected if any of the above conditions are not complied with proper manner.
19. The intending bidders may contact District Election Office, Keonjhar for any queries, if necessary.
20. The selection of bidder will be made on the basis of financial bid and the order will be issued to person/ supplier with Lowest Rate quoted in respect of individual article/item mentioned in **Annexure-I**.


**District Election Officer &
Collector, Keonjhar**

Memo No. 358 /**Elec. Dated:** 21-02-2019.

Copy to all the Sub-Collectors/ all BDOs/ all Tahasildars/ all Executive Officers of ULBs for information with a request to publish the Notice in their Office Notice Board for wide publicity among the General Public.

Copy to DIO, NIC, Keonjhar, for information and necessary dissemination of the information in the District website.

Copy to Notice Board, Collectorate, Keonjhar.

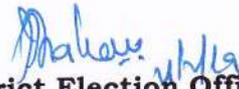

**District Election Officer &
Collector, Keonjhar**

(Contd...P/4..)

/P4/

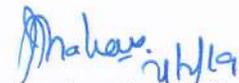
Memo No. 359 /**Elec. Dated:** 21.02.2019

Copy to all members of the District Purchase Committee for information and necessary action.


**District Election Officer &
Collector, Keonjhar**

Memo No. 360 /**Elec. Dated:** 21.02.2019.

Copy to the Joint Chief Electoral Officer-Cum-Joint Secretary to Government, Home (Elections) Department, Odisha for favour of kind information.


**District Election Officer &
Collector, Keonjhar**

Annexure - II
FORMAT FOR QUOTATION

Quotation Call Notice No.

Name of the Supplier/ Firm/ Agency:

Address of Supplier/ Firm/ Agency:

PAN No.

GSTIN No. of Supplier/ Firm/ Agency:

Rate Quoted for MATERIALS/ ARTICLES TO BE PROCURED (Item Wise):

Sl. No.	Name of the articles/Materials	Rate to be quoted for	Rate (in Rs.) (Including all Taxes)
1	Plastic Box with lid. This container should be made of sturdy transparent material like plastic etc. for Black Paper Envelope Sealing. The picture of sample box is given at Annexure-III. (14 inch×10 inch×5 inch) (length×breadth×height)	Per Piece	
2	Special Plastic Box for keeping VVPAT Paper Slips of Mock Poll (Minimum 50 VVPAT Paper slips) contained in Black Paper Envelope and to be sealed by Pink Paper Seal.	Per Piece	
3	Black Paper Envelopes (For accommodation of around 1400 Printed Paper Slips) which will kept inside the box as detailed above at Sl. No.1	Per Piece	
4	Black Paper Envelopes (For accommodation of minimum 50 Printed Paper Slips) which will kept inside the box as detailed above at Sl. No.2	Per Piece	
5	White Colour Paper Cards of Postcard Size. The Paper Cards shall have pre-printed Assembly Constituency/ Assembly Segment Number, AC/AS name and date of Polling on the top, and the Polling Station number in the centre. Each digit of the Polling Station number shall be atleast 1"×1" (1 inch by 1 inch) Size and Printed in black ink.	Per 100 Pieces	
6	Big Container to keep paper cards: This container shall have the capacity to accommodate around 350 white colour paper cards as detailed above at Sl. No.5	Per piece	
7	Pigeonhole structure made of sturdy transparent material like plastic etc. having a fixed base & certain no. of compartments. The no. of compartments in the pigeonhole structure is equal to the no. of candidates in an/a Assembly Constituency/ Parliamentary Constituency + 2. The size of each compartment is equal to (6 inch × 4 inch × 4 inch). The no. of compartments will be finalized after last date of withdrawal of nomination. The picture of a sample of pigeonhole structure is enclosed at Annexure-III.	Per piece	

Name & Full Signature of the Bidder

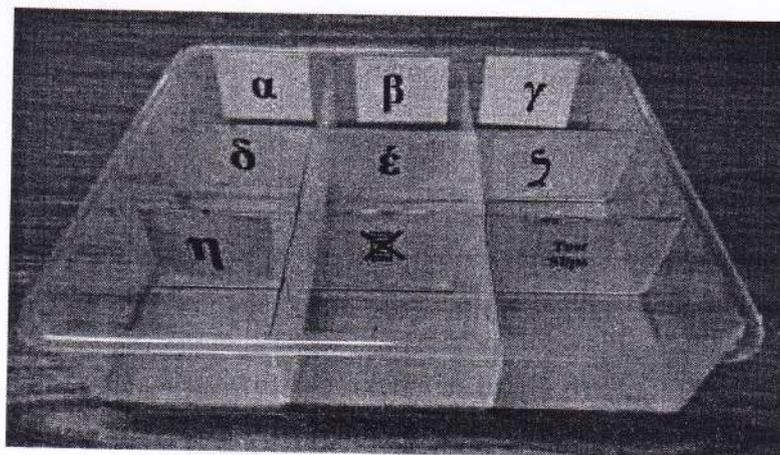
Annexure-I

LIST OF MATERIALS/ ARTICLES TO BE PROCURED/HIRED

Sl. No.	Name of the articles/Materials	Rate to be quoted for
1	Plastic Box with lid. This container should be made of sturdy transparent material like plastic etc. for Black Paper Envelope Sealing. The picture of sample box is given at Annexure-III. (14 inch×10 inch×5 inch) (length×breadth×height)	Per Piece
2	Special Plastic Box for keeping VVPAT Paper Slips of Mock Poll (Minimum 50 VVPAT Paper slips) contained in Black Paper Envelope and to be sealed by Pink Paper Seal.	Per Piece
3	Black Paper Envelopes (For accommodation of around 1400 Printed Paper Slips) which will kept inside the box as detailed above at Sl. No.1	Per Piece
4	Black Paper Envelopes (For accommodation of minimum 50 Printed Paper Slips) which will kept inside the box as detailed above at Sl. No.2	Per Piece
5	White Colour Paper Cards of Postcard Size. The Paper Cards shall have pre-printed Assembly Constituency/ Assembly Segment Number, AC/AS name and date of Polling on the top, and the Polling Station number in the centre. Each digit of the Polling Station number shall be atleast 1"×1" (1 inch by 1 inch) Size and Printed in black ink.	Per 100 Pieces
6	Big Container to keep paper cards: This container shall have the capacity to accommodate around 350 white colour paper cards as detailed above at Sl. No.5	Per piece
7	Pigeonhole structure made of sturdy transparent material like plastic etc. having a fixed base & certain no. of compartments. The no. of compartments in the pigeonhole structure is equal to the no. of candidates in an/a Assembly Constituency/ Parliamentary Constituency + 2. The size of each compartment is equal to (6 inch × 4 inch × 4 inch). The no. of compartments will be finalized after last date of withdrawal of nomination. The picture of a sample of pigeonhole structure is enclosed at Annexure-III.	Per piece



Sample Container -14 inch X 10 inch X 5 inch (length X breadth X height)



Sample Pigeonholes (Size of each compartment 6 inch X 4 inch X 4 inch)