

QUOTATION CALL NOTICE

DISTRICT OFFICE: SUBARNAPUR

(Gram Panchayat Section)

No. 701 date 25/10/2021

NOTICE

Sealed quotation in plain papers are invited from the interested registered firms for supply of election materials to be used for the ensuing PRI Election - 2022. The quotation should reach in the office of the District Panchayat Officer either by Speed Post or should be dropped in the Drop Box kept for the purpose on or before 08.11.2021 by 5 PM which shall be opened by the Tender Committee after stipulated time is over in presence of the tenderer or his authorized agent. The details of unit wise requirement and maximum rate fixed by the SEC are enclosed herewith for ready reference. The firms who quoted L1 rate shall be taken into consideration by the Tender Committee. The tenderer or his authorized agent must be present with sample of the articles to be supplied and display at the time of opening of the sealed tenders for quality checking and the sample submitted by L1 firms will be kept in the office for future reference. The Tender Committee while approving the rates will also take into consideration the quality of items to be supplied by the firms. There shall be two sealed envelops i.e. General Bid Envelop and another Financial Bid Envelop which should be clearly written on the top of the each envelop. Both General Bid and Financial Bid shall be kept in one envelop (sealed) clearly written on the top of envelop i.e. "Quotation for supply of election materials for PRI Election – 2022) . The quotation of successful firm who have qualified in General Bid shall be taken into consideration for opening of Financial Bid. The undersigned reserves the right to cancel or reject any or all the tender without assigning any reason thereof.

TERMS & CONDITIONS

1. The firm must be a registered one should enclosed photocopy of PAN Card, GSTIN and Registration Certificate.
2. The firm must submit audited financial statement of last three financial years up to the financial year ending 31st March, 2021.
3. The firm shall not be under declaration of ineligibility for corrupt or fraudulent practices and submit an undertaking in this regard.
4. The interested firm are required to deposit Rs.500/- (Non-refundable) n shape of Bank draft drawn in favour of district Panchayat Officer, Subarnapur payable in SBI, Sonepur.


5. Supply of election materials should be made available in the District Panchayat Office, Subarnapur within 10 days from the date of issue of supply orders.
6. Any difference between sample materials and actual supply if found, the orders will be rejected and earnest money deposited will be forfeited.
7. The successful supplier shall have to deposit 1% of the total costs of the order as earnest money immediately in the District Panchayat office, Subarnapur at the time of receipt of supply order which shall be refunded to him/her after successful delivery of the election materials.
8. The quotation received after schedule date and time will be rejected.
9. Penal action will be taken in case of default or any of the above terms and conditions.
Encl:- As above.


Collector, Subarnapur

Memo No. 702 date 25/10/2021

Copy to Notice Board of the Collectorate, Subarnapur/Project Director DRDA, Subarnapur/District Panchayat Officer, Subarnapur/All Sub-Collectors/All BDOs/All Tahasildars/All CDPOs/DIPRO of Subarnapur District for information and necessary action. They are requested to publish the copy of the notification in their respective office Notice Board for the information of general public.

Copy to DIO, NIC, Subarnapur for favour of information and necessary action. He is requested to upload the notice in the official website of the district.


Collector, Subarnapur

The interested tenderer has to quote the rate as follows:-

| Sl No. | Consumable items | Quantity required per Booth | Approximate rate fixed by the SEC | Total Quantity required to be procured |
|--------|------------------|-----------------------------|-----------------------------------|--|
| 1 | Full scape paper | 4 pieces | 3.00 | 6140 |
| 2 | Pin | 1 small Packet | 7.50 | 1535 |
| 3 | Sutuli | 1 small bundle | 7.50 | 1535 |
| 4 | Sealing Wax | 10 pieces | 30.00 | 15350 |
| 5 | Gum Paste | 1 bottle | 15.00 | 1535 |
| 6 | Match Box | 1 | 1.00 | 1535 |
| 7 | Carbon Paper | 4 sheets | 5.00 | 6140 |
| 8 | Flexible wire | 1 small piece | 5.00 | 1535 |
| 9 | Candle | 2 pieces | 9.00 | 3070 |

| Sl No. | Non-Consumable items | Quantity required per Booth | Approximate rate fixed by the SEC | Total Quantity required to be procured |
|--------|--------------------------------------|-----------------------------|-----------------------------------|--|
| 1 | Pencil | 3 | 6.00 | 4605 |
| 2 | Ball Pen | 3 | 10.00 | 4605 |
| 3 | Ink Pad and ink | 2 | 30.00 | 3070 |
| 4 | Pusher | 1 | 3.00 | 650 |
| 5 | Blade | 1 | 1.00 | 1535 |
| 6 | Cloth | 1 Mtr | 15.00 | 1535 |
| 7 | Oil Container | 1 | 15.00 | 650 |
| 8 | Metal rule to detaching ballot paper | 1 | 5.00 | 650 |
| 9 | Wet sponge | 2 | 10.00 | 3100 |
| 10 | LED lamp | 1 | 100.00 | 410 |
| 11 | Empty small plastic bottle | 1 | 3.00 | |

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25/10/24
Collector, Subarnapur