



XXX-105/2023

**ELECTION URGENT**

## **DISTRICT ELECTION OFFICE, SUBARNAPUR**

No. 1090/Elec, Date: 26.12.2023 .

### **TENDER CALL NOTICE**

Sealed tender in plain papers are invited from bonafide suppliers/Manufacturers//Agencies/Firms for supply of articles to execute following works in connection with ensuing Simultaneous General Elections, 2024.

1. Last date for filing of Tender : 11.01.2024.
2. Date of opening of tender: 11.01.2024 at 3.30 PM in the chamber of Addl.District Magistrate & ADEO, Subarnapur.

#### **Category of Tender:**

1. Supply of different stationery items and signboards in Annexure A.
2. Supply of different sealing materials in Annexure B.

Details of the category wise articles are enclosed in the Annexure.

The detailed list of articles to be supplied along with terms and conditions, method of filing tenders etc. available in the District Portal can be downloaded from the website [www.subarnapur.nic.in](http://www.subarnapur.nic.in)

Preference will be given to the firms/suppliers of Subarnapur District Headquarters' in respect of tenders in Categories bearing Sl. No.1,4 & 5 in view of Election exigency and immediate supply of materials.

Any tenderer can cover file tender for all category or a single category of item but should contain separate sealed cover for each category super-scribing category of item on each envelope. A big envelope should contain all such envelopes or single envelope containing category wise tender and supporting documents (as the case may be) along with the earnest money and cost of tender paper in shape of Bank Draft.

Interested firms should submit their General proposal and financial proposal in separate sealed envelopes for each tender as detailed above.

The sealed envelope containing the proposal should be sent by Regd. Post/Speed Post of Indian Postal Department to District Election Office, Subarnapur to be delivered by the stipulated date and time stated above. No other mode of delivery shall be accepted.

**Terms and Conditions:**

1. Each Bidder is required to deposit cost of tender paper of Rs.200/- (Rupees Two Hundred) only and Earnest Money of Rs.10,000/- (Rupees Ten Thousand) only in shape of Bank Draft/Demand Draft drawn in favour of Officer-in-Charge, Election, Subarnapur payable at SBI Main Branch, Subarnapur for each category. Tender Paper without cost of Tender Papers and EMD will be summarily rejected. The Earnest Money deposited by unsuccessful bidders will be refunded /returned on the very day of finalisation of tender.
2. Self-attested photocopy of Pan Card, GSTIN, No dues certificate from Income Tax Department and clearance of any other Tax dues up to 31.03.2023 should be submitted along with the tender paper failing which the tender will not be taken into consideration.
3. The tender should be accompanied with samples of Election materials/Stationeries to be supplied which should be furnished in separate sealed packets super-scribed 'SAMPLE OF THE ARTICLES' and name of firm/supplier and to be produced before the Tender Committee on or before 11.01.2024 at 1.00PM.
4. The tenderers may ascertain the probable quantity/ requirement, specification of the articles not specified in this notice from the ERO, Subarnapur, Birmaharajpur and DEO Office, Subarnapur during Office hours on any working day as per their requirement
5. The tenderers will be required to supply the articles within 7 days from the receipt of Supply Order.
6. The EMD of the selected firm/supplier will be released specified only after satisfactory execution of the work order, performance as well as supply of specified articles.
7. In case of failure to supply of the required No. of articles and quantity in full as per specification within stipulated period the EMD will be forfeited and criminal liability as per Election Rules will be fixed.
8. The price quoted in the tender should not include the GST but must be shown in separate column.
9. So far as Consumable Election materials /Stationeries and printing of forms are concerned District Level Firms will be given preference in view of timely supply of Election related materials and local printing of forms.
10. All the articles materials are to be delivered at the office of ERO cum Sub Collector, Subarnapur and Birmaharajpur on requisition and the cost of transportation will be borne by the successful tenderer. The Firm having past experience in the case of supply of such materials should quote details of work done during past Elections for consideration by the Tender Committee.
11. The District Election Officer & Collector, Subarnapur reserves the right to accept or reject any or all tenders or a part thereof without assigning any reason

there for. He also reserves the right to increase or decrease the quantity of any material/article/execution of works. The decision of the District Election Officer & Collector, Subarnapur shall be treated final.

12. The firm/supplier whose tender will be accepted shall have to execute an agreement with the District Election Officer, Subarnapur or his authorised Officer in non-judicial stamp worth Rs.10/- (Rupees Ten only) in the prescribed form on the next day of acceptance of the tender and supply order will be issued.

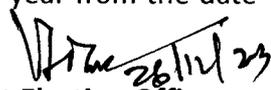
13. The Firms filing tenders are required to remain present through their authorised representatives during the finalisation of the tenders by the District Tender Committee on the stipulated date & time.

14. Payment of cost of the articles/works executed will be made after receipt of necessary allotment/funds from Govt. in Home (Elections) Department, Odisha, Bhubaneswar and certificates from the competent authority.

15. The rates quoted by the bidders are valid for a period of one year from the date of signing of the agreement/finalisation of the tender.

**Enclosure-Annexure-A&B**

Memo No. 10<sup>91</sup>/Elec, Date. 26.12.2023.

  
District Election Officer  
& Collector, Subarnapur

Copy to the DIO, NIC, Subarnapur with a request to hoist this Notice in the District Portal for wide publicity.

**Enclosure-Annexure-A&B**

Memo No. 10<sup>92</sup>/Elec, Date. 26.12.2023.

  
District Election Officer  
& Collector, Subarnapur

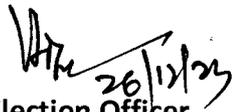
Copy to Sub-Collectors, Sonepur/Birmaharajpur for information with request to publish the notice along with its Annexure in the Notice Boards of their respective offices.

Copy to all BDOs/Tahasildars/ CDPOs/<sup>EOs of NBs.</sup> of this District for publication in their Office Notice Boards.

Copy to this Office Notice Board.

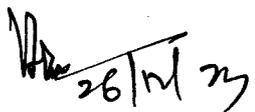
**Enclosure-Annexure-A&B**

Memo No. 10<sup>93</sup>/Elec, Date. 26.12.2023.

  
District Election Officer  
& Collector, Subarnapur

Copy forwarded to the Jt. CEO -cum-Jt. Secretary to Govt., Home(Elections), Department, Odisha, Bhubaneswar for information and necessary action.

**Enclosure-Annexure-A&B**

  
District Election Officer  
& Collector, Subarnapur

Annexure-A  
Stationery Items  
General Election to House of the People, 2024  
Total 586 P.S.(Birmaharajpur 267 PS, Sonapur 319 PS)

Sl. No.	Item/Article	Qty	Price excluding GST	GST
i)	Stamp Pad (Purple)	01		
ii)	Match Box	01		
iii)	Sign Board			
a.	Presiding Officer	01		
b.	Polling Officer	03		
c.	Entry	01		
d.	Exit	01		
e.	Polling Agent	01		
f.	Miscellaneous notice specifying area etc. as required by rule 31 (1) (a) of CER 1961	01		
g.	You are under CCTV surveillance	04		
h.	Male	01		
i.	Female	01		
iv)	Ordinary pencil	01		
v)	Ball pen ( three blue, one red and one silver white	05		
vi)	Blank paper	08		
vii)	Pins	25		
viii)	Sealing wax	06		
ix)	Gum paste	01		
x)	Blade	01		
xi)	Candle sticks-04 sticks	04		
xii)	Thin twine thread	20 meters		
xiii)	Metal rule	01		
xiv)	Carbon paper	03		
xv)	Cloth or rag for removing oil etc.	Small quantity		
xvi)	Packing paper sheets	03		
xvii)	Cup/empty tin/plastic box for holding indelible ink bottle	01		
xviii)	Drawing pins	24 pieces		
xix)	Rubber bands	20		
xx)	Transparent Adhesive tape	01		
xxi)	Big Transparent Plastic Box ( with levels) (as per samples supplied by CEO office)	01		

**Annexure-B**  
**Seals, Tags and Marks Items**  
**General Election to House of the People, 2024**  
**Total 586 P.S.(Birmaharajpur 267 PS, Sonapur 319 PS)**

<b>Sl.No.</b>	<b>Item/Article</b>	<b>Qty</b>	<b>Price excluding GST</b>	<b>GST</b>
i.	Indelible ink	02 phials of 10 cc		
ii.	Rubber stamp with arrow cross mark	01		
iii.	Metal seal for Presiding Officer	01		
iv.	Distinguishing mark rubber stamp	01		
v.	Mock Poll Slip Stamp	01		
vi.	Small Transparent Plastic Box ( with levels) (as per samples supplied by CEO office)	01		