



DISTRICT ELECTION OFFICE: JHARSUGUDA
Phone No. 06645-273123, Fax- 06645-273123
E-mail Id: ditelectionjsg@gmail.com



No. 166 /Elec. Dated. 01.02.2024

Short Tender Call Notice

Short Sealed tenders are invited from interested reputed suppliers/ Manufacturers/ Agencies/ Co-operatives in prescribed format Part-A, B & C for supply of articles for use in the upcoming Simultaneous General Elections, 2024. The sealed tender paper along with relevant paper should be dropped in the tender box meant for the purpose kept in the office of the District Election Officer, Jharsuguda (1st floor of Collectorate, Jharsuguda) by 1.30 pm on 12.02.2024 during office hour which will be opened on the same day at 4.00 pm i.e. on 12.02.2024 in the presence of the ADEO & ADM, Jharsuguda and by the purchase committee. The quotationers or his authorized agent should be present at the time of opening of the quotation on the date and time fixed. Negotiation may be made for finalization of rate with the quotation. Tender received after stipulated time shall not be accepted. Detail format can be obtained from District Election Office, Jharsuguda or can be downloaded from Jharsuguda District website www.jharsuguda.nic.in

DEO & Collector, Jharsuguda

Memo No. 167 /Elec. Dated. 01.02.2024

Copy to Asst. Collector, Nizarat, Collectorate, Jharsuguda/ Sub-Collector Office, Jharsuguda to affix the tender call notice in their notice board and copy to DIO, NIC, Jharsuguda for information requested to web host the tender call notice in the District website.

DEO & Collector, Jharsuguda

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Application Form

IMPORTANT

1. Time & Date for closing of the receipt of quotations : 1.30 pm on 12.02.2024.
2. Time & Date for opening of sealed quotations : 4.00 pm on 12.02.2024 in the office of ADEO-cum-ADM, Jharsuguda.
3. The address to which the bids to be sent if sent by speed post : Office of the District Election Officer, Jharsuguda.
4. Place of deposit of sealed quotations if submitted in person : Quotation box placed at the District Election Office, Jharsuguda.
5. READ TERMS AND CONDITIONS CAREFULLY BEFORE SUBMITTING SEALED QUOTATIONS.

PART-A

1. Name of the firm/ individual (in BLOCK CAPITALS) : _____
2. Address of the firm/ individuals : _____
3. Name of the Proprietor of the firm : _____
4. Permanent residential address : _____
5. Contact No. Office: _____ Mobile: _____
6. Security Deposit D.D. No. _____ / Amount Rs.10,000/- (Ten thousand only)
Dated: _____ Name of the issuing bank. _____

Name & Full Signature of the bidder

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PART-B
List of Materials

Sl. No.	Name of item	Quantity Required	Rate quoted per unit
1	Stamp Pad (Purple)	580	
2	Match Box	580	
3	Pencil	580	
4	Ball Pen Blue	1740	
5	Ball Pen Red	580	
6	Ball Pen Silver White	580	
7	Pins	580	
8	Sealing Wax	580	
9	Gum Paste (Fevicol White adhesive 8 gm)	580	
10	Blade	580	
11	Candle Stick	2320	
12	Thin twine thread	580	
13	Metal Rule	580	
14	Carbon Paper	1740	
15	Cloth 0.5 meter	580	
16	Packing Paper Sheet	1740	
17	Plastic box for indelible Ink	580	
18	Drawing Pins	580	
19	Rubber Bands	580	
20	Transparent Adhesive Tape	580	
21	LED Lamp (Battery)	580	
22	Small Plastic Box of Size 8" 5" 2"	580	
23	Small Plastic Box of Size 12" 8" 4"	580	
24	ID Card cover with Strap	3000	

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PART-C

Terms & Conditions

1. District Election Officer reserves the right to cancel or modify the tender at any moment without assigning any reason thereof.
2. The bidders will produce the sample of the material at the time of opening of the sealed quotations for inspection of the purchase committee.
3. All materials shall be delivered to District Election Officer at District Election Office within 3 days from the date of supply order or the date by which the District Election Officer desires.
4. The rate quoted must include GST. The supplier shall be solely responsible to make such payment to the appropriate authority.
5. No extra cost of any type to be charge at any point of time after finalization of the bid.
6. The decision of the purchase committee shall be final and bidding to all.
7. Quotation shall be rejected if security deposit of Rs.10,000/- is not placed in shape of Demand Draft in favour of District Election Officer, Jharsuguda payable at SBI, Main Branch, Jharsuguda.
8. The quantity and specification of material mention above are tentative and subject to change as per actual requirement.
9. Xerox paper of PAN Card.

Declaration

I Sri _____/son of Sri _____ proprietor of _____ (mention name of the firm with address) do hereby declare that

1. Information given by me at Part-1 are correct.
2. I have read the terms and conditions mention above and agree to abide the same in case purchase order is placed with me. I have enclosed security deposit of Rs.10,000/- in favour of District Election Officer, Jharsuguda payable at SBI, Main Branch, Jharsuguda and the Demand Draft No. is _____, issued by (mention name of the bank) _____ on (mention date) _____.

Name and Full signature of the bidder