



OFFICE OF THE COLLECTOR & DISTRICT ELECTION OFFICER: KALAHANDI

No. 215 /Election.

Dt. 09-02-24

TENDER CALL NOTICE

Sealed tender on plain papers are invited from the bonafied suppliers/ firms having valid GST Registration No./IT Registration No. for supply of the following materials for use in connection with ensuing Simultaneous General Elections to Lok Sabha and OLA, 2024, so as to reach the undersigned on or before 19.02.2024 by 01.00 P.M. The tender will be opened on the same day at 04.00 P.M. in the Conference Hall of Collectorate, Kalahandi. Tenderers or their authorized agents shall remain present at the time of opening tender.

The sealed envelope containing the proposals must be delivered to the office of the DEO & Collector, Kalahandi by Registered Post/Speed Post of Indian postal Department or dropping in the assigned box at the District Election Office, Kalahandi. No other mode of delivery shall be accepted.

Sl. No.	Name of the materials	Quantity required	Rate quoted per piece/packet
01	Small Container Plastic Clear Box with lock lid (12 x 20 x 5 Cm) affixed with sticker showing election details, AC/PC details and list of articles	3102 Nos.	
02	Distinguish mark Rubber Stamp (Round shape) Size-3 Cm	3102 Nos.	
03	Mock Poll slip rubber stamp (size 2 x 3.5 cm)	3102 Nos.	
4	Big Container Plastic Clear Box with Lock lid (19 x 28 x 7 Cm) affixed with sticker showing election details, AC/PC details and list of articles)	3102 Nos.	
5	Stamp pad (purple colour) Size 8.8 x 5.4 cm	3102 Nos.	
6	Match box	3102 Nos.	
7	"Presiding Officer" Signboard with ECI logo. (200 GSM glossy Yellow Colour paper. Size 26.5 x 15 Cm)	3102 Nos.	
8	"Polling Officer-1" Signboard with ECI logo. (200 GSM glossy Yellow Colour paper. Size 26.5 x 15 Cm)	3102 Nos.	
9	"Polling Officer-2" Signboard with ECI logo. (200 GSM glossy Yellow Colour paper. Size 26.5 x 15 Cm)	3102 Nos.	
10	"Polling Officer-3" Signboard with ECI logo. (200 GSM glossy Yellow Colour paper. Size 26.5 x 15 Cm)	3102 Nos.	
11	Notice u/s 31(1)(a) of Conduct of Election Rules, 1961 Signboard with ECI logo. (200 GSM glossy Yellow Colour paper. Size 26.5 x 15 Cm)	3102 Nos.	
12	"Male" Signboard with ECI logo. (200 GSM glossy Yellow Colour paper. Size 26.5 x 15 Cm)	3102 Nos.	

13	"Female" Signboard with ECI logo. (200 GSM glossy Yellow Colour paper. Size 26.5 x 15 Cm)	3102 Nos.	
14	"Entry" Signboard with ECI logo. (200 GSM glossy Yellow Colour paper. Size 26.5 x 15 Cm)	3102 Nos.	
15	"Exit" Signboard with ECI logo. (200 GSM glossy Yellow Colour paper. Size 26.5 x 15 Cm)	3102 Nos.	
16	"Polling Agent" Signboard with ECI logo. (200 GSM glossy Yellow Colour paper. Size 26.5 x 15 Cm)	3102 Nos.	
17	"You are under CCTV Surveillance" Signboard with ECI logo. (200 GSM glossy Yellow Colour paper. Size 26.5 x 15 Cm)	6182 Nos.	
18	Ordinary Pencil A1 Deep Black HB		
19	Ball Pen-Blue	3102 Nos.	
20	Ball Pen-Red	3102 Nos.	
21	Ball Pen-Silver White	3102 Nos.	
22	1 packet containing 8 nos. of Blank white Paper sheets A4 size	3102 Nos.	
23	1 packet containing 25 Nos. of Pins		
24	1 packet containing 6 sticks of Sealing Wax	3102 Nos.	
25	Fevicol MR-white adhesive gum past (8 grams)	3102 Nos.	
26	Blade	3102 Nos.	
27	Packet containing 4 Nos. of Candle sticks (size 7.5 inch long with 0.5 inch thick)	3102 Nos.	
28	Thin twin thread (20 meters/15 grams) Roll		
29	12 inch Metal Rule	3102 Nos.	
30	Packet containing 3 sheet of Carbon Paper	3102 Nos.	
31	Cloth/rag for removing oil etc	3102 Nos.	
32	Packet containing 3 Nos. of packing paper sheet-A3 size	3102 Nos.	
33	Paper cup		
34	Packet containing 24 pieces of drawing Pins	3102 Nos.	
35	Packet containing 24 pieces of Rubber bands	3102 Nos.	
36	1 inch size Transparent adhesive tap	3102 Nos.	
37	Metal Seal for Presiding Officer	3102 Nos.	
38	Battery based (removable/changeable) LED lamp (ceiling price Rs.500/-)	4215 Nos.	

N.B: The additional 10% material may be order at same cost to the District with same time up to 6 month with District Election Office, Kalahandi.

Conditions:

1. The interested supplier/firms should submit tender in a sealed envelope. All the pages of the tender papers should be signed with seal of firms/agencies.
2. The sealed envelope containing the proposals must be delivered to the District Election office, Kalahandi by registered post/speed post/drop box kept in District Election Office, Kalahandi with super scribed the item of tender. Bids received after due date will not be entertained and shall liable for rejection.
3. Photo copy of valid PAN Card, GISTIN registration certificate, must be enclosed by the tenderers. The tenderers must submit GISTIN Return/Income Tax clearance (preceding 3 years) etc.
4. The rate should be inclusive of all, taxes and all other charges for delivery of goods at Sub-Collector Office, Bhawanipatna and Dharamgarh.
5. The required quantity of aforesaid materials need be supplied by the supplier within five days from the date of receipt of supply order for which the firm should be committed.
6. Samples (4 sets) of each material should be submitted at the time of opening of quotation before the Purchase Committee for verification of quality as per specification.
7. The authority reserve the right to approve or cancel any or part/ full of the quotations without assigning any reason thereof and also has the right to allot/distribute the work to L2 bidder/firm at the Lowest (L1) rate in case of L1 bidder fails to deliver items within the stipulated time.
8. The rates quoted by the bidders are valid for a period of one year from the date of signature of agreement/ finalization of tender.
9. The actual work orders for supply of materials are given to the selected vendors, well in time and at the appropriate time after the announcement of polls.
10. In case of failure to supply the required no. of articles and quantity in full as per specification within stipulate period the security money will be forfeited and criminal liability as per Election rule will be fixed.
11. The intending tenderers may ascertain the specification of articles from District Election Office, Kalahandi.

- ✓ 12. The required quantity of election material in full with specification within the stipulated period shall be delivered in good condition.
13. The Selected vender has to deposit security money (refundable) amounting to Rs.30,000/- (Rupees thirty thousand) only and Rs.500/- (Rupees Five hundred) only towards cost of tender paper (Non-Refundable) in shape of Bank Draft drawn in favour of the District Election Officer, Kalahandi payable at Bhawanipatna.
14. The firm whose quotation will be accepted shall have to execute an agreement with the Collector & District Election Officer, Kalahandi in non-judicial stamp paper worth Rs.10/- (Rupees Ten) only in the next day of acceptance of the tender and supply order will be issued after receipt of the written order from the CEO, Odisha.



**Collector & District Election Officer,
Kalahandi.**

Memo No. 214 /Election. Dt. 09-02-24/

Copy to Notice Board of the District Election Kalahandi/all Sub-Collector/all BDOs/all Tahasildars/all EOs NAC & Municipality for wide publication.

Copy to the DIO, NIC, Kalahandi for information and necessary action. He is requested to web host the tender call notice in the District website for wide publication.



**Collector & District Election Officer,
Kalahandi.**