

PRI Election urgent

COLLECTORATE, JAJPUR

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E-mail Id. dm-jajpur@nic.in web site www.jajpur.nic.in

No. 1930 Dt. 30/12/21

QUOTATION CALL NOTICE

Sealed quotations/tenders are invited by registered post/ Speed post only addressed to the District Panchayat Office, Jajpur for supply of materials (list enclosed) for General Elections to Panchayati Raj Institutions- 2022 with the following term and conditions. Intending Firms/Individuals within the Jajpur District area may apply in the prescribed format along with valid update VAT-612 clearance certificate. The quotations/tenders duly filled in with all required documents should reach the District Panchayat Officer, Jajpur by post on or before **15.11.2021 up to 4 P.M.** The undersigned will not be held responsible for any postal delay. The sealed quotations/tenders received by post within the stipulated dateline will be opened on **16.11.2021 at 5 PM** in the office of the Collector, Jajpur in presence of the quotationers /tenderers or their authorized representatives. The tenderers must write on the top of the envelope containing "**TENDER FOR SUPPLY OF MATERIALS FOR GENERAL ELECTIONS TO PRIs - 2022 .**" The tenderers are required to deposit **Rs.5000/-** (Rupees five thousand) only towards EMD in shape of Bank Draft in favour of the District Panchayat Officer, Jajpur payable at Central Bank of India ,Jajpur. The successful tenderer(s) will be required to execute an agreement with the District Panchayat Officer, Jajpur to supply the item in the stipulated period. The authority reserves the right to accept or reject all the tenders without assigning any reason thereof.

TERM AND CONDITIONS

01. The rate quoted should be inclusive of all taxes, loading and unloading and transportation charges till delivery to District Panchayat Office, Jajpur.
02. The Tenderer(s) are required to submit sample of all items on the date of opening of quotation.
03. The District Panchayat Officer, Jajpur may be contacted during the office hour from **31.10.2021 to 15.11.2021** for the contents and sample of the materials.
04. The materials will be good quality as per specification.

05. The tenderers are required to deposit Rs.5000/- (Rupees five thousand) only towards EMD in shape of Bank Draft/Bankers Cheque in favour of the District Panchayat Officer, Jajpur payable at Central Bank of India, Jajpur. The EMD deposited will be forfeited in case a duly selected bidder does not accept the supply order or fails to comply with the orders as per agreement. This deposit shall be returned after the materials are delivered. The deposit will be refunded to the unsuccessful bidder(s) after finalization of process.
06. The required materials shall be delivered at District Panchayat Office, Jajpur within the stipulated period as per issue of purchase order. In case of delay a penalty of 2 and ½ percent of value of unexecuted portion of the order per day shall be imposed and will be deducted from the bill.
07. Before delivery of materials, the selected firm shall supply one sample of each item to the District Panchayat Office, Jajpur to check the quality.
08. In case of any dispute, the decision of the Collector-cum- District Election Officer, Jajpur is final.

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Collector-cum-District
Election Officer, Jajpur.

Memo No. 1931 / dt. 30/12/21

Copy forwarded to the Additional District Magistrate, Jajpur/Project Director, DRDA, Jajpur/Sub-Collector, Jajpur/DIPRO, Jajpur for information and necessary action with a request to affix the quotation/tender call notice on their respective office notice boards for wide publicity.

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Collector-cum-District
Election Officer, Jajpur

Memo No. 1932 / dt. 30/12/21

Copy forwarded to the all Block Development Officers/all Tahasildars / Executive Officer, Vyasagar & Jajpur Municipality for information and necessary action with a request to affix the quotation/tender call notice on their office notice board for wide publicity.

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Collector-cum-District
Election Officer, Jajpur

Memo No. 1933 / dt. 30/12/21

Copy forwarded to D.I.O., NIC, Collectorate, Jajpur for information with request to upload the tender notice in the District Web site for wide publicity .

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Collector-cum-District
Election Officer, Jajpur

Memo No. 1934 / dt. 30/12/21

Copy submitted to the Special Secretary, State Election Commission, Odisha for favour of information.

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Collector-cum-District
Election Officer, Jajpur

APPLICATION FORM

(Ref. Quotation Call Notice No _____ dt. _____)

- | | |
|----|--|
| 1. | Last date for submission of application before 4 PM of 15.11.2021. |
| 2. | Opening of Quotations on 16.11.2021 at 5 PM in the Collector's Office, Jajpur. |

1. Name of the Firms/ Supplier -
2. Full address with Mobile No. -
3. D.D. No. & date
4. Registration No. of VAT or GST-
5. Past experience in executing orders with District Panchayat Officer or any other authority conducting elections
(Details to be furnished in separate sheet)-

Sl. No.	Particulars	Rate inclusive of all taxes, loading and unloading and transportation charges
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Declaration: Certified that the information furnished above are true to the best of my knowledge and belief and in case of any wrong information are noticed therein , the Collector-Cum-District Election Officer, Jajpur is at liberty to take such action as it may deem proper.

I also certify that I abide by the terms and conditions of the tender.

Full signature

With seal & date.

LIST OF MATERIALS TO BE PROCURED FOR THE GENERAL ELECTION TO
PRIs,2022

Sl. No.	Name of the item Item	Unit	Ceiling Rates prescribed
01	Full scape paper	4 pieces	3.00
02	Alpin (Small Pkt.)	Per Pkt	Rs.7.50
03	Sutuli	Per bundle	Rs.7.50
04	Sealing wax	Per Pkt.(10 no. each pkt.)	Rs.30/-
05	Gum paste	Per bottle	Rs.15/-
06	Match box	Per piece(small)	Rs.1/-
07	Carbon Paper	4 sheets	Rs.5/-
09	Flexible wire	1 small piece	Rs.5/-
10	Candle	Per piece	Rs.4.50
11	Pencil	Per piece	Rs.2/-
12	Ball pen	Per piece 3 pcs	Rs.10/-
13	Ink Pad & ink	Per piece	Rs.15/-
14	Pusher	Per piece	Rs.1/-
15	Blade	Per piece	Rs.1/-
16	Cloth	Per mtr.	Rs.15/-
17	Oil Container	Per piece	Rs.15/-
18	Metal Rule for detaching ballot paper	Per piece	Rs.5/-
19	Wet sponge	Per piece	Rs.5/-
20	LED lamp	Per piece	Rs.100/-
21	Knife	Per piece	Rs.10/-
22	Lock and Key	Per piece	Rs.10/-
23	Nail	Per kg	Rs.50/-
24	Cotton Thread	Per bundle	Rs.10/-

25	Pencil	3 pieces	Rs.10/-
26	Paper weight	1	Rs.10/-
27	Plastic Tray	1	Rs.50/-
28	Rubber Band	1 packet	Rs.5/-
29	Water sponge	1	Rs. 5/-
30	G.I. Trunk	1	-