



ନିର୍ବାଚନ ପଞ୍ଜିକରଣ ଅଧିକାରୀ ତଥା ଉପ-ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ମାଲକାନଗିରି

OFFICE OF THE ERO-CUM-SUB-COLLECTOR, MALKANGIRI



No. 5248 /XXVI-13/2018 Date. 18 .09.2018

QUOTATION CALL NOTICE

Sealed quotations in plain paper / letter pad are invited from intending Authorized dealers / Suppliers for supply of the Office stationary articles along with samples for use in the upcoming simultaneous General Election 2019. The quotations should reach the undersigned on or before **22.09.2018 by 1.00 P.M. through Registered /speed post only (Indian postal Deptt.)** and the same shall be opened on the same day i.e. on **22.09.2018 at 4.00 P.M.** in the presence of the Quotationers or their authorized representatives in the Office chamber of Sub-Collector, Malkangiri. The Quotations should be super scribed on the top of the envelope that "**Quotation for Office Stationary articles**". The details of the items, specification is enclosed at Annexure-A.

Terms and conditions of the quotation call Notice

- 1) The quotationers should have valid GST No (self attested copy of the GST registration certificate is to be attached).
- 2) The Quotationers must submit copy showing up to date deposit of GST & Income Tax should be furnished along with the quotations. (Self attested copy to be attached)
- 3) The quotationers should have valid PAN (Self attested copy to be attached).
- 4) The Quotationers shall have to furnish their offer (rate) of the items per unit. The total offer price per unit shall be inclusive of GST, transportation and delivery charges. The price quoted shall be valid for the period of one year from the date of signing of agreement/ finalization of tender.
- 5) The Quotationer shall deposit non-interest bearing earnest money of Rs.5000/- (Rupees five thousand) only in shape of Account payee Bank Draft payable in favour of the Sub-Collector, Malkangiri which will be refunded to the Unsuccessful quotationers whose quotations are not accepted/Rejected. The EMD of the successful quotationer will be refunded after completion of the validity period.
- 6) The actual work orders for supply of material are given to the selected vendor well in time and at the appropriate time after the announcement of polls. The materials are to be delivered at Office of the Sub-Collector, Malkangiri within 7 days from the date of issue of supply order.
- 7) The Quotations received in incomplete form or after the scheduled date & time shall be summarily rejected. The purchase committee reserves the right to reject all or any quotationer without assigning any reason thereof. The purchase committees not bound to accept the lowest financial bid and reserve the right to negotiate the rates and other terms and conditions with the lowest quotationer. The quantity of the items will be informed to the successful Quotationer well in advance.
- 8) The firm whose quotation will be accepted shall have to execute an agreement with the ERO & Sub-Collector, Malkangiri in non-judicial stamp paper with Rs.10.00 (Rupees ten) only in the next day of acceptance of tender
- 9) On delivery, the products supplied shall inspect to ascertain the quantity/specification/quality for which the order was placed, if, it turns out to be otherwise, the acceptance of delivery shall be refused and ask for explanation supplying so.
- 10) If the Quotationer fails to supply the order in full and good condition within the stipulated period may lead to forfeiture of E.M.D and action as deemed proper may be taken against the quotationer.


ERO-Cum-Sub-Collector,
Malkangiri

Memo No 5249 /2018

Date. 18.09.2018

Copy submitted to the District Election Officer & Collector, Malkangiri / G.M. DIC, Malkangiri / District Treasury Officer, Malkangiri for information and necessary action.

Copy forwarded to the Joint Chief Electoral Officer-cum-Joint Secretary to Government, Home (Elections) Department, Odisha, Bhubaneswar for information and necessary action.


ERO-Cum-Sub-Collector,
Malkangiri

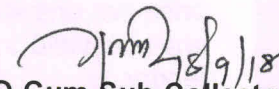
Memo No 5250 /2018

Date. 18.09.2018

Copy forwarded to all the Tahasildars, B.D.Os & CDPOs of this District/ Executive Officer, NAC, Balimela/ Executive Officer, Municipality, Malkangiri / Project Director, DRDA, Malkangiri / Project Administrator., ITDA, Malkangiri / DI & PRO, Malkangiri/ GM, DIC, Malkangiri for information. They are requested to display the quotation call notice in their office notice board for wide publicity.

Copy of the quotation call notice forwarded to this office notice board for wide publicity among the general public.


Copy to the member of purchase committee for information with request to remain present on 22.09.2018 at 4.00 PM in Officer Chamber of Sub-Collector, Malkangiri and finalize the process of tender.


ERO-Cum-Sub-Collector,
Malkangiri

Memo No 5251 /2018

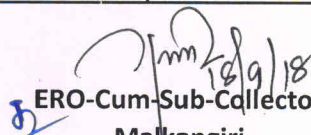
Date. 18.09.2018

Copy along with enclosures is forwarded to the District Informatics Officer, N.I.C, Malkangiri for information and he is requested to upload this quotation call Notice in the District Website www.malkangiri.nic.in for wide circulation.


ERO-Cum-Sub-Collector,
Malkangiri

LIST OF OFFICE STATIONARY ARTICLE FOR USE IN THE UPCOMING SIMULTANEOUS GENERAL ELECTION 2019

Sl.No	Name of the Items	Specification	unit	Quote Rate
1	Xerox Paper	A4 size (JK Essay)	Per packet	
2	Xerox Paper	Legal size (JK Essay)	Per packet	
3	Gum Bottle	(700 ML)	Per Bottle	
4	Paper Clip	11/2 size	Per piece	
5	Paper Clip	3 Size	Per piece	
6	Stappler	No.10 size (Kangaroo)	Per piece	
7	Stappler	No.24x6 size (Kangaroo)	Per piece	
8	Stappler Pin	No.10 size (Kangaroo)	Per packet	
9	Stappler Pin	No.24x6 size (Kangaroo)	Per packet	
10	Dustbin (Waster paper Basket)	Normal size	Per piece	
11	Scissor	Big size	Per piece	
12	Scissor	Small size	Per piece	
13	Budkin	Normal size	Per piece	
14	Fly leaf	Normal	Per piece	
15	Alpin	King	Per packet	
16	Phenyl	1 Liter Bottle	Per Bottle	
17	Gamaxine		Per packet	
18	Saloo Cloth		Per meter	
19	Phula Jhadu		Per piece	
20	Guard file		Per piece	
21	Cover file	Normal size	Per piece	
22	Register	Size-1,2,3,4,5,6 & 8	Per piece	
23	Flat file	Normal size	Per piece	
24	Folder file	Normal size	Per piece	
25	Cello Tape	Medium size	Per piece	
26	Cello Tape	Big size	Per piece	
27	Sketch Pen	Normal size	Per packet	
28	High Tech Pen	Pilot	Per piece	
29	Marker	Permanent	Per piece	
30	Marker	CD write	Per piece	
31	Highlighted Pen	Normal	Per piece	
32	Big cover	16x12 Size	Per piece	
33	Envelope	9x4 size	Per piece	
34	Envelope	10x4 size	Per piece	
35	Writing Pad	Medium (Plank)	Per piece	
36	Rubber stamp	Big size	per piece	
37	Rubber stamp	Small size	Per piece	
38	Carbon Paper	Normal size	Per packet	
39	Tag	Cotton	Per Bundle	


 ERO-Cum-Sub-Collector
 Malkangiri