



OFFICE OF THE DISTRICT ELECTION OFFICER & COLLECTOR, MAYURBHANJ

TENDER CALL NOTICE

No. 174 / Election / Dt. 01-02-2024

Sealed quotation in enclosed format are invited from the intending suppliers/Agencies/Firms for supply of Election Materials (Consumable and Non- Consumable) as depicted in "Annexure-A" for the ensuing Simultaneous General Election-2024.

SCHEDULED OF THE EVENT

1. Last date for receipt of the Quotations	20.02.2024 by 2.00PM
2. Opening of the Bids/Quotations	21.02.2024 at 11.00AM

The tender documents are available in the Mayurbhanj District Website: - [mayurbhanj.nic.in](http://mayurbhanj.nic.in). Interested bidders can download the tender documents from the district website and submit the sealed quotations in favour of the District Election Officer & Collector, Mayurbhanj during the office hours from 01/02/2024 to 20/02/2024 up to 2.00PM

Modifications/Corrigendum if any detected/felt necessary at a later stage will be published in district website and office Notice Board only. Hence the bidders are advised to visit frequently the district website i.e. [mayurbhanj.nic.in](http://mayurbhanj.nic.in) or contact District Election Office, Mayurbhanj to track any modifications/Corrigendum etc. or to know the details of articles as required this connection.

Canvassing in any form shall be liable for disqualification. **The last date of submission of tenders is 20/02/2024 by 2.00PM.**

The bidders are to submit sealed tender papers by the due date only by Speed Post/Regd. Post/Dropped in the assigned drop box kept in the District Election Office, Mayurbhanj along with security money (Refundable) of Rs.25000/- (Twenty-Five Thousand) only in shape of Bank Draft/Banker's Cheque and Rs.1000/- (Rupees One Thousand) only towards the cost of tender paper (Non-refundable) in favour of OIC, Election, Mayurbhanj.

District Election Officer & Collector, Mayurbhanj

District Election Officer  
Mayurbhanj, Baripada

## Terms and Conditions: -

1. The interested suppliers/forms should submit quotations in a sealed envelope. All the pages of the tender papers should be signed with seal of the firms/agencies.
2. The sealed envelope containing the proposals must be delivered to District Election Officer and Collector, Mayurbhanj by Speed Post/Regd. Post/Dropped in the assigned drop box kept in the District Election Office, Mayurbhanj with super scribed the items of quotation. Bid received after due date will not be entertained and shall liable for rejection.
3. The tender paper can be obtained from the office of the District Election Office, Mayurbhanj or download from the district website: - [mayurbhanj.nic.in](http://mayurbhanj.nic.in)
4. Photocopy of valid PAN CARD, GSTIN registration Certificate must be enclosed by the bidders/tenderers. The tenderers must submit GSTIN Return/ Income Tax clearance(proceeding 3 years) etc.
5. The tenderers must come with sample with specification at the time of opening of the tender
6. Any legal dispute arises put of this subject to jurisdiction of Mayurbhanj only.
7. The quotation should have not been black listed by any Government organization. If found later on the action shall be initiated against the firm as per law.
8. Delivery must be made to the district Election Office, Mayurbhanj within seven days from the date of order.
9. The District Election Officer and Collector, Mayurbhanj reserves the right to accept or reject any or all the quotations without assigning any reason thereof and also has the right to allot/distribute the work to L2 supplier/firm at the lowest (L1) rate in case of L1 bidder fails to deliver the items within the stipulated tome.
10. In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the District Election Officer, Mayurbhanj will have right to cancel the order/contract without assigning any reason thereof.

Memo No. 175

/date:- 01-02-2024

District Election Officer & Collector, Mayurbhanj

District Election Officer

Mayurbhanj, Baripada

Copy to all Sub-Collectors/All BDOs/All Tahasildars/All EO of ULBs and NAC for information with request to publish the notice in their office Notice Board for wide publicity among the general public.

Copy to all members of the District Purchase Committee for information and necessary action.

Copy to DIO,NIC,Mayurbhanj for information and necessary dissemination of the information in the District website.

Copy to Notice Board of Collectorate,Mayurbhanj.

Memo No. 176

/date:- 01-02-2024

District Election Officer & Collector, Mayurbhanj

District Election Officer

Mayurbhanj, Baripada

Copy to the Joint Chief Electoral Officer & Nodal Officer for Material Management- Cum-Joint Secretary to Govt. Home (Elections) Department, Odisha for favour of kind information.

District Election Officer & Collector, Mayurbhanj

District Election Officer

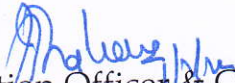
Mayurbhanj, Baripada

ANNEXURE-A

ELECTION MATERIALS (CONSUMABLE & NON-CONSUMABLE)

Sl No.	Name of the Election Material	Unit	Rate Quoted	Remarks.
1	Stamp Pad (Purple)	Per Piece		
2	Match Box	Per Piece		
3	Ordinary Pencil	Per Piece		
4	Ball Pen (3 Blue,1 Red ,1 Silver white)	Per Piece		
5	Blank Paper	Per Piece		
6	Pins	Per Piece		
7	Sealing Wax	Per Piece		
8	Gum Paste	Per Piece		
9	Blade	Per Piece		
10	Candle Sticks	Per Piece		
11	Thin Twine Thread	Per Piece		
12	Metal Rule	Per Piece		
13	Carbon Paper	Per Piece		
14	Cloth or Rag for removing oil etc	Per Piece		
15	Packing Paper Sheets	Per Piece		
16	Cup/empty box/Plastic Box for holding indelible ink bottle	Per Piece		
17	Drawing Pins	Per Piece		
18	Rubber Bands	Per Piece		
19	Transparent Adhesive Tape	Per Piece		
20	Stamping ink(30 ml.Camel)	Per Piece		
21	Card Board(2.5"x1.3")	Per Piece		
22	Flat File	Per Piece		
23	Tag	Per Piece		
24	Sketch Pen	Per Piece		
25	Gum Big Bottle	Per Piece		
26	Stapler (Big No.24)	Per Piece		
27	Stapler (Big No.10)	Per Piece		
28	Electric bulb (CFL) 15 watt	Per Piece		

29	Binding Register No.6 to 30)	Per Piece		
30	Guard File	Per Piece		
31	Fly leaf (A4)	Per Piece		
32	Xerox paper (A4 size, JK)	Per Piece		
33	Xerox paper, A3 size, (JK)	Per Piece		
34	Phoodani (Bodkin)	Per Piece		
35	Marker Pen, Blue Black Red (Small Point)	Per Piece		
36	Cash Book (No.30)	Per Piece		
37	Towel (big Size) super quality	Per Piece		
38	T-shirt (Volunteers)	Per Piece		
39	Metal Seal for Presiding Officer	Per Piece		
40	Rubber Stamp with arrow cross mark	Per Piece		
41	Distinguish Mark Rubber Stamp	Per Piece		
42	Mock Poll Slip Stamp	Per Piece		
43	Transparent Plastic Box with lid (with lable)(as per sample supplied by CEO office)(14 inchx10 inchx5 inch) (Length x breadth x height)	Per Piece		
44	Transparent Plastic Box with lid (with lable)(as per sample supplied by CEO office)(7.5 inch x 5 inch x 2 inch) (Length x breadth x height)	Per Piece		
45	Photo Identity Card	Per piece		
46	Knife	Per piece		
47	Pencil sharpener	Per piece		
48	Colour Flag	Per pkt.		
49	Vehicle Log Book	Per piece		
50	Lock Key(Big)	Per piece		
51	Lock Key(Small)	Per piece		

  
 District Election Officer & Collector, Mayurbhanj  
**District Election Officer**  
**Mayurbhanj, Baripada**