



DISTRICT ELECTION OFFICE: BALANGIR

E-mail Id: dcelections.blgr@gmail.com



No. 178 /Elec., Dated. 02/02/2024

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, Balangir 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, Balangir 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, Balangir or can be downloaded from Balangir District website www.balangir.nic.in

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**District Election Officer
& Collector, Balangir**

Memo No. 179 /Elec., Dated. 02/02/2024

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

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**District Election Officer
& Collector, Balangir**

Memo No. 184 /Elec., Dt.02/02/2024

Copy Submitted to the Deputy Secretary, I & PR Department., Odisha, Bhubaneswar with a request to get it published in two Leading Odia Daily and One No. of Local English Daily News Paper on Dt. 03.02.2024 for wide circulation of the Tender call Notice. Complimentary copy of the News Paper containing the Tender call Notice may please be sent to this office for reference and record.

[Handwritten signature]
**Deputy Collector,
Elections, Balangir**

DISTRICT ELECTION OFFICE: BALANGIR

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, Balangir.
3. The address to which the bids to be sent if sent by speed post : Office of the District Election Officer, Balangir.
4. Place of deposit of sealed quotations if submitted in person : Quotation box placed at the District Election office, Balangir.
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. _____



DEO & Collector, Balangir
*District Election Officer
& Collector, Balangir*

Name & Full Signature of the bidder

Annexure-A
Stationery Items
General Election to House of the People, 2024

PART-B

SI. No.	Item/Article	Qty	Price excluding GST	GST
i)	Stamp Pad (Purple)	01		
ii)	Match Box	01		
iii)	Sign Boards			
a.	Presiding Officer	01		
b.	Polling Officer	03		
c.	Entry	01		
d.	Exit	01		
e.	Polling Agent	01		
f.	Miscellaneous notice specifying area etc. as required by rule 31 (1) (a) of CER 1961	01		
g.	You are under CCTV surveillance	04		
h.	Male	01		
i.	Female	01		
iv)	Ordinary pencil	01		
v)	Ball pen (three blue, one red and one silver white	05		
vi)	Blank paper	08		
vii)	Pins	25		
viii)	Sealing wax	06		
ix)	Gum paste	01		
x)	Blade	01		
xi)	Candle sticks-04 sticks	04		
xii)	Thin twine thread	20 meters		
xiii)	Metal rule	01		
xiv)	Carbon paper	03		
xv)	Cloth or rag for removing oil etc.	Small quantity		
xvi)	Packing paper sheets	03		
xvii)	Cup/empty tin/plastic box for holding indelible ink bottle	01		
xviii)	Drawing pins	24 pieces		
xix)	Rubber bands	20		
xx)	Transparent Adhesive tape	01		
xxi)	Big Transparent Plastic Box (with levels) (as per samples supplied by CEO office)	01		

Annexure-B

Seals, Tags and Marks Items
General Election to House of the People, 2024
No. & Name of AC-
Within the _____ Parliamentary Constituency

SI. No.	Item/Article	Qty	Price excluding GST	GST
i.	Indelible ink	02 phials of 10 cc		
ii.	Rubber stamp with arrow cross mark	01		
iii.	Metal seal for Presiding Officer	01		
iv.	Distinguishing mark rubber stamp	01		
v.	Mock PollSlipStamp	01		
vi.	Small Transparent Plastic Box (with levels) (as per samples supplied byCEO office)	01		

DISTRICT ELECTION OFFICE: BALANGIR

PART-C

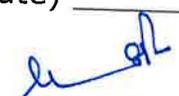
Terms & Conditions

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, Balangir payable at SBI, Main Branch, Balangir.
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, Balangir payable at SBI, Main Branch, Balangir and the Demand Draft No. is _____, issued by (mention name of the bank) _____ on (mention date) _____.


DEO & Collector, Balangir
District Election Officer
& Collector, Balangir

Name and Full signature of the bidder

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