

OFFICE OF THE DISTRICT ELECTION OFFICER, BARGARH

NO 1279 /Elec. DATE 30.08.18

SHORT QUOTATION CALL NOTICE

APPLICATION FORM

IMPORTANT

1. Time & Date for closing of the receipt of quotations : 04.09.2018, 5 PM
2. Time & Date for opening of quotations : 05.09.2018, 1PM
3. Address to which the bids to be sent. If sent by Speed Post : District Election Officer & Collector, Bargarh
4. Place of deposit of sealed quotations if submitted in person : Quotation Box placed at the District Election Office, Bargarh. THE BOX WILL BE AVAILABLE DURING THE OFFICE HOURS ON THE WORKING DAYS ONLY
5. READ TERMS & CONDITIONS CAREFULLY BEFORE SUBMITTING SEALED QUOTATIONS

PART – A

1. Name of the firm/individual (in Block Capitals) :
2. Address of the firm/individual :
3. Name of the proprietor of the firm :
4. Permanent residential address :
5. Contact No. : Office:
Mobile:
6. Security paid : D.D. No./Date:
Amount: Rs.10,000/- (Ten thousand) only
Name of the issuing Bank

Name & Full signature of the bidder


District Election Officer
Bargarh

PART – B

Sl. No.	Materials	Quality Description	Rate
1	A4 size full page printing	Good Quality	Per 100 piece
2	A4 size half page printing	Good Quality	Per 100 piece
3	A4 size quarter page printing	Good Quality	Per 100 piece
4	A4 size 1/8 th page printing	Good Quality	Per 100 piece
5	Printing of Leaf let	Good Quality	Per 100 piece
6	Printing of Flex Banners	Good Quality	Per square feet
7	Printing of I-Cards with cover & band	Good Quality	Per unit
8	Printing of Certificates	Good Quality	Per unit
9	Printing of Tokens	Good Quality	Per 100 piece
10	Printing of letter pad (A4 size & ½ size of A4 page)	Good Quality	Per unit of 100 page/50 page/25 page

Name & Full signature of the bidder


District Election Officer
Bargarh


PART – C

Terms and Conditions

1. District Election Officer reserves the right to cancel the tender at any moment without assigning any reason thereof.
2. The bidder will produce the sample of the material at the time of opening of the sealed quotations.
3. All materials shall be delivered to District Election Officer at District Election Office, Bargarh within 7 days from the date of order or the date by which the District Election Officer desires.
4. The rates quoted must include taxes and other taxes payable. The supplier shall be solely responsible to make such payments to the appropriate authority.
5. No extra cost of any type to be charged at any point of time after finalization of the bid.
6. The decision of Purchase Committee shall be final and binding in all occasions.
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, Bargarh payable at SBI, Main Branch, Bargarh
8. The specification of materials above is tentative and subject to change as per actual requirement.
9. The rates quoted shall be valid for one year from the date of signing of agreement.
10. Order will be placed after final assessment of materials and on declaration of date of election.

PART – D DECLARATION

I, Sri _____, S/o. _____,
Proprietor of _____ (Mention name of the firm with address) do hereby
declare that;

1. Information given by me at Part-A are correct.
2. I have read the terms and conditions mentioned above and agree to abide by the same in case purchase order.

I have enclosed security deposit of Rs.10,000/- in favour of District Election Officer, Bargarh payable at SBI, Main Branch, Bargarh and the Demand Draft No. is _____ issued by (Mention name of the Bank) _____ on (Mention Date) _____.


District Election Officer
Bargarh

Name & Full signature of the bidder