

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NUAPADA  
(GRAM PANCHAYAT SECTION)

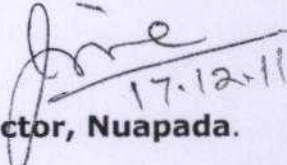
No. 1348 // Date 19.12.11

**TENDER NOTICE**

**FOR SUPPLY OF ELECTION MATERIALS FOR 3-tier GENERAL ELECTION to PRIs -2012.**

Sealed Tenders are invited from the intending local Suppliers/SSI units/Firms/ Co-operative Societies for supply of election materials to District Panchayat Officer, Nuapada as per the terms, conditions and quality & rate prescribed by the State Election Commission, Orissa, Bhubaneswar for use in ensuing 3-tier G.P. Election- 2012. The details regarding tender papers, terms conditions, earnest money deposit, and list & approximate quantity of materials etc can be obtained by downloading from the District Website i.e. <http://www.nuapada.nic.in> or office of the District Panchayat Officer, Nuapada. The rate of materials should be quoted including Transportation charges, loading, unloading charges and all taxes. The cost of tender paper is Rs 100/- (Rupees One hundred) only including 4% VAT which is non-refundable and should be submitted with the tender form in shape of Demand Draft/Banker Cheque made in favour of District Panchayat Officer, Nuapada payable at SBI Nuapada Main Branch. The Tender shall be addressed to the Addl. District Magistrate Nuapada and delivered in a sealed Envelop superscribed on the top of it:-

"TENDER FOR SUPPLY OF MATERIALS FOR G.P. ELECTION- 2012" and has to be placed in the Tender box kept in the Office Chamber of Dist. Panchayat Officer Nuapada on or before 3.00 P.M. on dt. ~~26/12~~ 26/12/2011. The sealed tender will be opened on the same day i.e on Dt. ~~26/12~~ 26/12/2011 at 5.00 P.M. by the Addl. District Magistrate, Nuapada in his Office Chamber in presence of Tenderers or their authorized representatives and Tender Committee members. The Addl. District Magistrate, Nuapada reserves the right to reject/cancel any or all the tenders without assigning any reasons there for.

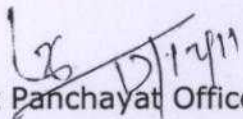
  
Collector, Nuapada.  
17.12.11

Memo No. 1349 // Date 19.12.11

Copy to Addl. District Magistrate, Nuapada for information and necessary action.

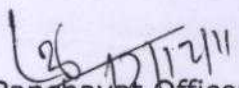
Copy to the P.D., D.R.D.A., Nuapada/ Sub-Collector, Nuapada/ All Block Dev. Officers/ All Executive Officers of N.A.C. of this District for passing in their notice Board at once. Copy to Notice Board of Collectorate, Nuapada.

Copy along with copy of terms & conditions enclosed separately forwarded to the DIO, NIC Nuapada with a request to upload in the Official Dist. website.

  
District Panchayat Officer  
Nuapada

Memo No 1350 Dt 19.12.11

Copy along with the sample copy of the above advertisement forwarded to the Advertising Manager SAMAJ, Sambalpur Edition for publication for one day only in size of 10 cm X 8 cm column only and submit bill in the Government approved rates for payment.

  
District Panchayat Officer  
Nuapada

## Terms and Conditions for printing of Electoral Rolls for G.P. Election 2012.

1. The rate of supply of all the items should be inclusive of all taxes transportation charges etc to be delivered at District Panchayat office store room.
2. Name of the brand should be mentioned in the tender clearly along with ISI registration number with company list.
3. The tender received beyond the date and time mentioned in the Tender notice shall not be taken into consideration.
4. The tenderer shall have to submit sample of the every items to be supplied at the time of opening of Tender Paper before the Tender Committee for examine.
5. Before issue of supply order an agreement in the prescribed form will have to be executed and security amount of 1% percent of the total value in shpe of cash shall be deposited by the selected supplier in the office of the District Panchayat Officer, Nuapada which will be kept till election are over in 2012.
6. Each Tenderer shall submit along with Tender offered, a bank draft for a sum of Rs 100/- (Rupees ~~One~~ hundred ~~—~~) including VAT only towards cost of tender paper in favour of "District Panchayat Officer, Nuapada" to be drawn at SBI main Branch Nuapada.
7. The Tenderer shall have to submit along with the Tender the following attested documents.
  - (i) Income Tax clearance certificate
  - (ii) VAT/TIN Registration No.
  - (iii) License /Registration of the Firm/ SSI /Units.
  - (iv) Past experience for supply of materials and financial status along with their Tender offer.
8. The Tenderers or their authorized representatives will have to produce the following original documents at the time opening of tender for verification and comparison.
  - A) Registration Certificate for the Unit/Firm/Questioner.
  - B) Service Tax Registration Certificate & Tax return of last 2 years.
  - C) Valid VAT CC in Form No.612 & VAT Registration (TIN/SIRN No.)
  - D) Photo copies of previous experience details.
  - E) Submit the address where his Firms/ Unit / SSI is located.

~~If necessary, the Tender Committee may visit the site of the Firm /Unit /SSI of the Bidder for inspection and verification of stock~~
9. Non-submission of required documents shall make the offer liable for cancellation.
10. The Selected Tenderer should supply the materials within a week from the date of placing of supply order. If the tenderer fail to supply the correct and complete indented materials with in the specific date mentioned in the supply order, the supply order should stand automatically cancelled and the EMD/security will be forfeited..

- 11 The tenderer should bear the responsibility for proper delivery of materials at D.P.O. office and he should bear the loss or damaged during transit.
- 12 Non delivery in time or any deviation for the work order OR/AND Terms & conditions of this tender shall make the Tenderers liable for forfeiture of the Security deposit in Toto.
- 13 Any dispute arising out of this offer shall be decided within the jurisdiction of Nuapada Court
- 14 The Authority reserves' the right to cancel the tender without any reason thereof.



17/12/17  
COLLECTOR, NUAPADA

## TENDER PAPER FORMAT

FOR SUPPLY OF MATERIALS FOR USE IN 3- TIER, PRIs GENERAL ELCTION-2012

1. Name of the Tenderer;
2. Father's Name:-
3. Address:-  
At-  
P.O.-  
P.S.  
Dist.  
Pin Code No.
4. Telephone No. /M. Number.
5. Rate be quoted for per Piece, per pocket, per bundle etc against the each materials
6. Copy of appropriate license relating to your firms/suppliers/Societies etc. be enclosed.
  - i)
  - ii)
  - iii)
7. Whether Individual/ Firm/Society/ Unit
8. Attested copies of up to date Clearance Certificate of Income Tax and VAT Registered No.
9. Financial instrument No.& Date towards
  - a) Cost of tender paper
  - b) Bid security money
10. Time of Delivery of Printing materials;
11. Details of other documents enclosed.

I Sri .....S/O.....of  
Village .....P.O.....P.S.....in the District of  
.....

do hereby solemnly declare that the particulars furnished above are true to the best of my knowledge and belief.

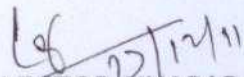
Signature of the Tenderer  
with date.& Seal

### List of materials with requirement of quantity

Sl.No.	Name of the Items	quantity (Approximate)	
1-	Full Scape paper	5820	pieces
2-	Pin	1455	Pocket
3-	Sutuli	1455	bundle
4-	Sealing Wax	14550	Pocket
5-	Gum (paste)	1455	Bottle
6-	Match Box	1455	Pieces
7-	Carbon	5820	Pieces
8-	Rubber band	1455	Pocket
9-	Flexible wire	1455	Pieces
10-	Candle	2910	Pieces
11-	Copying pencil	1455	Pieces
12-	Ball Pen	1455	Pieces
13-	Self Inkpade	970	Pieces
14-	Pusher	485	Pieces
15-	Blade	485	Pieces
16-	Cloth for cleaning finger	485	Mtr.
17-	Oil Container(Plastic Jirrycan of 2 ltrs.)	485	Nos.
18-	Metal Roll for detaching		
	Ballot paper	485	Pieces.
19-	Water sponge	970	Nos.
20-	Lantern	387	Nos.
21-	Cigarate Tin	387	Nos.
22-	Lock & Key	387	Pairs

N.B. (i) The quantity of the aforesaid items may be increased or decreased.

(ii) The sample of these items should be brought for evaluation of quality by the Tender Committee.

  
COLLECTOR, NUAPADA