



**DISTRICT ELECTION OFFICE: JHARSUGUDA**  
At-Collectorate Building (1<sup>st</sup> Floor) PO- OMP Line (768204)  
E-mail Id: [ditelectionjsg@gmail.com](mailto:ditelectionjsg@gmail.com)

**BYE-ELECTION URGENT**  
BY FAX/BY E-MAIL



No. 360 /Elec. Dated. 05.04.2023

## 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 by-election to 07-Jharsuguda Assembly Constituency. 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, Jharsuguda (1<sup>st</sup> floor of Collectorate, Jharsuguda) by **11.30 AM of dated 10.04.2023** during office hour which will be opened on the same day i.e. on **10.04.2023** at **12.00 Noon** in the office of the District Election Officer, Jharsuguda in presence of purchase committee and tenderers or their authorized representatives. Tender received after stipulated time shall not be accepted. Detail format can be obtained from District Election Office, Jharsuguda or can be downloaded from Jharsuguda District website [www.jharsuguda.nic.in](http://www.jharsuguda.nic.in)

*me 5.4.2023*  
**DEO & Collector, Jharsuguda**

**Memo No. 361 /Elec. Dated. 05.04.2023**

Copy to Dy. Collector, Nizarat, Collectorate, Jharsuguda/ Sub-Collector Office, Jharsuguda/All Tahasildars/All BDOs/EOs of Municipalities of Jharsuguda to affix the tender call notice in their notice board and copy to DIO, NIC, Jharsuguda for information requested to web host the tender call notice in the District website.

*me 5.4.2023*  
**DEO & Collector, Jharsuguda**

# DISTRICT ELECTION OFFICE: JHARSUGUDA

## Application Form

### IMPORTANT

1. Time & Date for closing of the receipt of quotations : 11.30 AM on 10.04.2023.
2. Time & Date for opening of sealed quotations : 12.00 Noon on 10.04.2023 in the Office Chamber of the Addl. District Election Officer-cum-ADM, Jharsuguda
3. The address to which the bids to be sent if sent by speed post : Office of the District Election Officer, Jharsuguda.
4. Place of deposit of sealed quotations if submitted in person : Quotation box placed at the District Election Office, Jharsuguda.
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. : \_\_\_\_\_
6. Security Deposit : \_\_\_\_\_

Office: \_\_\_\_\_ Mobile: \_\_\_\_\_  
D.D. No. \_\_\_\_\_ / Amount Rs.5,000/- (Five thousand only)  
Dated: \_\_\_\_\_ Name of the issuing bank. \_\_\_\_\_

DEO & Collector, Jharsuguda

Name & Full Signature of the bidder

# DISTRICT ELECTION OFFICE: JHARSUGUDA

## PART-B

### List of Materials

Sl No.	Name of the Item	Quantity Required	Rate quoted per unit
1	Stamp Pad	300	
2	Match Box	300	
3	Pencil	300	
4	Ball pen Blue	900	
5	Ball pen Red	300	
6	Pins	300 Pkts (25 pcs in each)	
7	Sealing Wax	300 Pkts (6 pcs in each)	
8	Gum paste( 25 ML)	300	
9	Blade	300	
10	Candle sticks	1200	
11	Thin twine thread	300 (20 M)	
12	Carbon paper	900	
13	Cloth 0.5 mtr	300	
14	Packing paper sheet	300	
15	Drawing pins	300 Pkts (24 pcs in each)	
16	Rubber bands	300 Pkts (20 pcs in each)	
17	Cello Tape	300	
18	Charger Lamp	300	
19	Metal Rule	300	

# DISTRICT ELECTION OFFICE: JHARSUGUDA

## 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/Sub-Collector's office within 5 days from the date of 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.5,000/- is not placed in shape of Demand Draft in favour of District Election Officer, Jharsuguda payable at SBI, Main Branch, Jharsuguda.
8. The quantity and specification of material mention above are tentative and subject to change as per actual requirement.
9. Photo Copy of PAN Card.

### Declaration

I Sri \_\_\_\_\_/son \_\_\_\_\_ of Sri \_\_\_\_\_ (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 mention above and agree to abide the same in case purchase order is placed with me. I have enclosed security deposit of Rs.5,000/- in favour of District Election Officer, Jharsuguda payable at SBI, Main Branch, Jharsuguda and the Demand Draft No. is \_\_\_\_\_, issued by (mention name of the bank) \_\_\_\_\_ on (mention date) \_\_\_\_\_.

DEO & Collector, Jharsuguda

Name and Full signature of the bidder