

**DISTRICT ELECTION OFFICE, BALASORE**

N o. 659 /Elec. Dated. 01.10.20

**QUOTATION CALL NOTICE**

Sealed quotation in plane paper/letter pad are invited from intended Registered firms/authorised dealers/suppliers and agencies for supply of materials relating to COVID-19 for use in ensuing Bye-Election to 38-Balasore A.C,2020.

Sl.No.	Name of the materials	Rate to be quoted for
1	Bleaching Powder	Per Kg.
2	Sodium hypochlorite solution	Per Lit.
3	Wet chalk (to mark circle for social distancing)	Per Pc
4	Tissue Paper	Per packet containing 100 pc
5	Soap for hand wash (50gm)	Per pc
6	Dust bin with wheel 100ltr.	Per pc

The Quotation should be submitted in a sealed envelope super scribed in as "Quotation for supply of materials relating to COVID-19" containing the quotation and must be delivered to the District Election Office, Balasore on or before 07.10.2020 by 1.00P.M. through Registered Post/Speed Post of Indian Postal Deptt or dropped in the assigned box at the District Election Office, Balasore. No other mode of delivery shall be accepted. The quotation received after the stipulated date & time shall not be entertained. The quotations will be opened on the same day at 4.00 P.M. in the office chamber of Addl. District Magistrate, Balasore. Quotationers or their authorised agents may remain present at the time of opening of Quotation.

**TERMS AND CONDITION OF THE QUOTATION CALL NOTICE**

- 1) The Intending Quotationer must be bonafied registered body having valid GST Registration No. and IT return.. Self attested photo copy of the GST registration certificate and IT return should be attached.
- 2) The Intending Quotationer should have valid PAN Card. Attested photo copy of PAN Card should be attached.
- 3) The Intending Quotationer shall have to furnish their offer (rate) of the items as detailed in the table. The rate should be inclusive of all other charges for delivery of goods on receipt of the order issued by this office.
- 4) The Supplying Agency must not have been black listed by any Govt. Organisation. (Attach declaration in stamp paper of Rupees Ten).
- 5) The price quoted by the bidders shall be valid for the period of one year from the date of signing of agreement/finalisation of the quotation.
- 6) Samples of each material should be submitted at the time opening of quotation before the purchase committee for verification of quality.

- 7) The required quantity of materials need to be supplied by the suppliers within 02(two) days in the District Election Office, Balasore from the date of receipt of supply order for which the firms should be committed.
- 8) The quotationer shall deposit non-interest bearing earnest money of Rs.5,000/-(Rupees five thousand)only in shape of Account Payee Draft payable to the Dy. Collector Election, Balasore which will be refunded to the unsuccessful quotationer or whose quotations are not accepted. The EMD of the successful quotationer will be refunded after completion of the validity period.
- 9) On delivery, the products shall be inspected to ascertain the quality/specification for which the order was placed. If, it returns out to other wise, the acceptance or delivery shall be ordered and asked for explanation for supplying so.
- 10) Failure to supply the order in full within the stipulated period from the date of issue of supply order amounts to cancellation of order automatically.
- 11) If any dispute arises, the matter shall be referred to purchase committee for settlement of dispute.
- 12) The quotations received in incomplete from or after the scheduled date & time shall be summarily rejected.
- 13) The authority reserve right to reject any or all the quotations without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.

  
District Election Officer &  
Collector, Balasore

Memo No. 660 / Elec. Dt. 01.10.20

Copy forwarded to the Addl. Chief Electoral Officer-Cum-Addl. Secretary to Government, Home(Elections) Department, Odisha, Bhubaneswar for favour of information and necessary action.

  
District Election Officer &  
Collector, Balasore

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Memo No. 661 / Elec. Dt. 01.10.20 ✓

Copy forwarded to the D.I.O.,NIC,Balasore for information and necessary action. He is requested to publish it in the District Website for information of general public.

  
District Election Officer &  
Collector, Balasore

Memo No. 662 / Elec. Dt. 01.10.20

Copy to the Notice Board of the DEO & Collector, Balasore/  
S.P.,Balasore/PD, DRDA, Balasore/ Sub-Collector,Balasore/BDO, Sadar,  
Balasore/Tahsildar, Balasore/ E.O, Balasore, Municipality for wide publication.

Copy forwarded to D.I &P.R.O,Balasore for information and necessary wide  
publicity.

  
District Election Officer &  
Collector, Balasore

Memo No. 662 / Elec. Dt. 01.10.20

Copy forwarded to the all Members of Purchase Committee for information  
and necessary action

  
District Election Officer &  
Collector, Balasore