

DISTRICT ELECTION OFFICE, KHORDHA

No. 1477 /Elec. Dated 28.12.2023

SHORT QUOTATION CALL NOTICE

Sealed quotations are invited from intending Registered Firms /Agencies / Suppliers / Proprietors for shredding of waste papers and purchase of shredded papers from the premises of District EVM/VVPAT Warehouse, Khordha as per the highest rate per quintal offer on the terms and conditions mentioned.

1.	Last date of the receipt of quotations :	by 05.01.2024 till 5:00 PM (Except Holidays)
2.	Time & Date for opening of quotations :	06.01.2024 at 3:00 PM
3.	Address to which the Sealed quotations to be submitted :	Collector & District Election Officer, Khordha, At/PO- Pallahata, District-Khordha, PIN-752056, Odisha
4.	Place of deposit of sealed quotations :	District Election Office, O/o the Collector and District Magistrate, Khordha
5.	Mode of Submission of application :	i. Through Quotation Box which will be available during the Office hours on working days only in the District Election Office, Khordha. ii. Through Speed post/ Regd. Post

***Note:** Please read the terms & conditions carefully before submitting sealed quotations.

Collector & DEO, Khordha

Memo No 1478 /Elec. Dated 28.12.2023

Copy to Notice Board of Collectorate, Khordha/ Sub-Collector Office, Khordha/ Bhubaneswar/ District Informatics Officer, NIC, Khordha for its publication.

Collector & DEO, Khordha



Terms and Conditions

1. The intending bidder shall apply in the Application Form (**Part A-General Bid**) & (**Part-B – Financial Bid**) separately.
2. The bidders has to submit the following documents along with (i) copy of the self attested valid VAT/GST registration certificate(ii) photo copy of PAN (iii)Undertaking regarding non black listed by any authority and EMD of Rs. 5000/- (Five Thousand) only in shape of Demand Draft in favor of District Election Officer, Khordha payable to SBI, Main Branch, Khordha.
3. The bidder shall quote the rate per quintal of the shredded papers in Application Form at **PART-B** as financial Bid in a sealed cover separately clearly mentioning on the envelope as "**Financial Bid-Form-B**"
4. The bid papers should reach this office by 05.01.2024 at 5 PM.
5. The bidder or his authorized person shall attend the bid at the time of opening the sealed quotations on dated 06.01.2024 at 3PM in the chamber of ADM(Gen)-cum-Addl. District Election Officer, Khordha.
6. The financial bid will be opened on the same day who will qualify in general bid.
7. The highest offer price per quintal will be taken into consideration for finalization of bidder.
8. The rates quoted must include all taxes payable. The supplier/service provider shall be solely responsible to make such payments to the appropriate authority.
9. No extra cost of any type to be charged at any point of time after finalization of the bid/tender.
10. The intending bidder must agree to bring his shredding machine for shredding of old election papers and take care of shredding & transporting the shredded papers at his own cost within 02(Seven) days from the date of issue of work order.
11. Quotation shall be rejected if security deposit of Rs.5000/- is not placed in shape of Demand Draft in favour of District Election Officer, Khordha payable to SBI, Main Branch, Khordha.
12. The decision of Tender Committee shall be final and binding in all occasions.
13. All formalities shall be completed and delivered to the District Election Officer; Khordha after selection of bidder from the date of work order is issued.
14. The Security Deposit of unsuccessful bidder shall be returned within 15 days from the date of bid.
15. The Security Deposit of the successful bidder shall be returned within 15 days after completion of assigned work in all respect and the Security Deposit shall be forfeited if the successful bidder fails to execute the work in time.
16. The District Election Officer, Khordha reserves all rights to cancel the tender/quotation call notice/ work order at any moment without assigning any reason thereof.

PART-A

APPLICATION FORM (General Bid)

1. Name of the firm/individual
(in Block Capitals) :
2. Address of the firm/individual :
3. Name of the Proprietor /Firm :
4. Permanent residential address
:
5. Contact No. : Mob:
Office:
6. GST No. :
7. PAN :
8. Security paid : D.D No./Date :
Amount: Rs. 5000/- (Five thousand) only
Name of the Issuing Bank :

Name & Full Signature of the Bidder

DECLARATION

I Sri _____ S/o _____
Proprietor of _____ of the firm with address) do hereby
declare that;

1. Information given by me at Part-A & B are correct.
2. I have read the terms and conditions mentioned above and agree to abide by the same in case of successful bidding in my favour.
3. I have enclosed security deposit of Rs.5,000/- in shape of bank draft in favour of District Election Officer, Khordha payable at SBI, Main Branch, Khordha and the Demand Draft No. is _____ Issued by (Mention name of the Bank) _____ on (Mention Date) _____.

Name & Full signature of the Bidder

PART-B

APPLICATION FORM (Financial Bid)

1. Name of the firm/individual
(in Block Capitals) :
2. Address of the firm/individual :
3. Name of the Proprietor /Firm :
4. Permanent residential address :
5. Contact No. : Mob:
Office:
6. GST No. :
7. PAN :
8. Rate of shredded papers per quintal
quoted (In Rs.)

Name & Full Signature of the Bidder