

**INVITATION OF TENDER FOR SUPPLY OF OFFICE STATIONERY  
& CONSUMABLE/NON-CONSUMABLE ITEMS.**

Sealed tenders are invited from the reputed firm/agencies having valid GST registration No. and clearance certificate from Sales Tax Authority for "Supply of Office Stationery & Consumable items" to the District Election Office, Koraput as detailed in the prescribed format at Annexure-I on following terms and conditions.

**Terms & Conditions**

- a. The rate quoted by the firm/agency shall be in Indian Rupees only and GST or any other tax should be clearly mentioned separately in the terms of percentage and amount. The rate quoted in the tender shall be valid for a period of one year from the date of approval.
- b. They should furnish the attested photocopy of I.T Clearance Certificate/PAN No, up-to-date clearance certificate from the Sales Tax Authority.
- c. The authority will evaluate, examine and compare the tender with the samples.
- d. The bidder shall submit **EMD of Rs.5000/-** through Bank Draft in favour of the **Collector, Koraput** which will be refunded after successful supply of all items in good condition and full satisfaction of the authority.
- e. The purchase order will be placed with the lowest bidder, as per decision of the Tender Committee.
- f. The items shall be delivered at District Election Office, Koraput.

Interested firm/agency may submit their sealed tender in the prescribed format on the cover mentioning "Tender for supply of Office Stationery and Consumable/Non-Consumable items" through **Registered post/Speed post** only latest **by 20.8.2018**. Tender paper shall not be received in the office by hand.

The concerned firm/agency who have participated in the tender should be present in person or through representative during the opening of quotation at **3.30 P.M on 25.8.2018**.

**DECLARATION**

I/We agreed to supply the above goods in good condition as per quoted price within a period of 15 days from the receipt of office order.

I/We agree to other terms and conditions of the tender and also confirm I/We will provide the materials as per the standard specification in the document.

Name of the Firm/Agency

Address

Contact No.

 Signature of the Firm/Agency  
With date and seal.

		Annexure-I
FORMAT		
Sl. No.	Name of the Election materials	Unit Price.
1	Rubber Stamp Arrow Cross Mark (both side)	
2	Stamp Pad ( Purple Size-4 inches)	
3	Distinguishing Mark Rubber Stamp ( one side)	
4	Match Box.	
5	Pencil (MRP Rs.3/-)	
6	Ball Pen (MRP-Rs.10/- (Red & Blue )	
7	White Paper ( fullscape) ( per ream)	
8	Alpin (25 pieces)	
9	Sealing Wax ( 5 sticks )	
10	Gum Paste ( MRP Rs.10/- )	
11	Candles sticks ( 5 sticks MRP-15/-)	
12	Thin Twine Thread (20 mts.)	
13	Metal Rule	
14	Carbon Paper ( packet)	
15	Cloth for removing oil ( cotton per 1 meter )	
16	Packing paper sheets ( big size per ream)	
17	Empty tin/Plastic Box for holding idelible ink bottle	
18	Drawing pins (24 pieces) (1 pkt. )	
19	Rubber Bands (20 pieces) ( 1 pkt.)	
20	Cello tape Rs.5/-	
21	Iron Box ( 3 x 2 x 1 ) feet	
22	Lantrin	
23	Jarkin ( 1 litre) per piece	
24	Material for voting compartment (plastic board in 3folds each fold having minimum dimension of 23"x24")	