

**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 PAN No for "Supply of Office Stationery & Consumable items" to the District Election Office, Koraput as detailed in the given format on following terms and conditions.

Sl.No.	Item & Specification	Rate in Rupee.
1	Envelope (size 5 inches X 10 inches) Thick paper	
2.	Plastic Box (size 10 inch X 8 inch X 4 inch) LxBxH	
3.	Rubber Bands (good quality)	
4.	White colour paper card (Post card size printed AS/AC No & Name and date of poll	
5	Big container to keep paper cards (Plastic size 14 inch X 10 inch X 5 inch) LxBxH.	
6	Rubber stamp (Mock Poll Slip) (3cms X 1.5 cms.)	
7.	Pigeonholes Frame (size of compartment 6" x 4" x 4" inches) made of sturdy transparent plastic.	
8	Presiding Officer's Metal Seal	

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.
- b. They should furnish the photocopy of PAN No, GST registration certificate from the competent Authority.
- c. The authority will evaluate, examine and compare the tender with the samples.
- d. The purchase order will be placed with the lowest bidder, as per decision of the Tender Committee.
- e. 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 5.2.2019**. 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 5.2.2019**.

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.

OFFICE OF THE DISTRICT ELECTION OFFICER & COLLECTOR, KORAPUT. 25.01.2019

No 157/2019 Elect.

Dated 25.01.2019.

Copy to the Notice Board of this office for wide publication.

Copy to the Sub-Collector, Koraput/Jeypore/All Block Development Officers/ Tahsildars/ Executive Officer, ULBs for wide publication.

Copy to the DIO, NIC, Koraput with a request to hoist in the district website.

DEO & COLLECTOR, KORAPUT.