

OFFICE OF THE DISTRICT ELECTION OFFICER, KORAPUT

Letter No 899 /XVII-5/2023

Dated. 19.12.2023

QUOTATION CALL NOTICE

In pursuance of letter No.1499 dated.17.02.2023 of Officer in Special Duty, Home (Elections) Department, Odisha, Bhubaneswar, the sealed quotation in plain paper are invited from intending reputed firms/ person having I.T/GST registration and up to date clearance certificates for taking up shredding work and purchase of old and obsolete election papers, forms, electoral rolls etc so as to reach the undersigned on or before **26.12.2023** by **5.00PM** through regd./speed/dropping in the quotation box of District Election Office, Koraput.

Quality and categories of the papers to be given for shredding are stored in the godown of District Election Office and District EVMs & VVPATs Warehouse, Koraput if any firms intends to inspect the quantum and category can do so on any working day from 10.00AM to 1.30PM & 2.00PM to 5.30PM.

The quotationers must quote per Kg rate of old paper. The shredding charges should be borne by the quotationer. The sealed quotations, so received shall be opened on **27.12.2023 at 4.00PM** in the Office Chamber of Addl.DEO & ADM Koraput. The quotationers or their authorized representative should remain present at the time of opening of the sealed quotation.

The successful firm, whose quotations shall be accepted, will do the shredding work in the Office premises of the undersigned in close supervision of responsible officer of this office, on the very next day of the finalization of the quotation.

The successful firm shall immediately deposit the total cost of paper after shredding as per the approved rate and after completion of the work he should lift the stock from this office immediately. Transportation charges shall be borne by the firm concerned.

The authority reserves the right to cancel any or all the quotation call notice without assigning any reason thereof.

Terms & Conditions

The following terms and conditions must be fulfilled by the successful quotation holder for shredding and purchase of old election papers and obsolete papers relating to past elections.

- 1 The quotationer should produce all necessary valid documents such as valid Registration Certificate up-to-date tax payment etc at the time of submission of quotation.
- 2 The quotationer has to file the copy of Valid IT/GST registration and up to date GST clearance certificate along with quotation.
- 3 The Department/Office shall not be responsible for any damage/loss caused to shredding of old and obsolete election papers.
- 4 The quotationer should furnish security deposit of Rs.2,000/- (Rupees two thousand) only in shape of DD drawn in favour of DEO & Collector, Koraput in the any nationalized bank of Koraput Branch which will be adjusted at the time of deposit of total cost shredding papers. The security deposit of unsuccessful bidders will be returned soon after the quotation is finalized.
- 5 All the expenditure including vehicle, labour if any will be borne by the firms only.
- 6 If the quotationer violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

The authority reserves the right to cancel any or all the quotation without assigning any reason thereof.


DEO & COLLECTOR, KORAPUT