

OFFICE OF THE COLLECTOR & DISTRICT ELECTION OFFICER, NUAPADA
e-mail: electionnuapada@gmail.com

No. 691 /Elec. Dt 04.10.25

Short Tender Call Notice

Short Sealed tenders are invited from interested reputed registered suppliers/ Manufacturers/ Agencies/ Co-operatives in prescribed format Part-A, B & C for supply of articles for use in the upcoming Bye-Election to 71-Nuapada AC-2025. The sealed tender paper along with relevant paper sealed envelope super scribed with **"TENDER FOR ELECTION MATERIALS FOR BYE-ELECTION TO 71-NUAPADA ASSEMBLY CONSTITUENCY-2025, DISTRICT-NUAPADA"** should be reached in the office of the District Election Officer, Nuapada through Registered/Speed Post or assigned drop box kept at Dist. Election Office, Nuapada by 01.30 pm on dt. 12.10.2025 during office hour which will be opened on the same day at 05.00 pm i.e. on 12.10.2025 in the Office Chamber of ADM(General), Nuapada and by the purchase committee. The intended bidder or his authorized agent should be present at the time of opening of the Tender Paper on the date and time fixed. Negotiation may be made for finalization of rate with the Firm. Tender received after stipulated time shall not be accepted. Detail format can be obtained from District Election Office, Nuapada or can be downloaded from Nuapada District website <https://nuapada.odisha.gov.in>

24.10.25
District Election Officer & Collector
Nuapada

Memo No. 692/Elec., Dated. 04.10.25

Copy to Asst. Collector, Nizarat, Collectorate, Nuapada/ Sub-Collector Office, Nuapada/DIPRO, Nuapada/ All Tahasildars to affix the tender call notice in their notice board and copy to DeGM, Nuapada for information and requested to web host the tender call notice in the District website.

24.10.25
District Election Officer & Collector
Nuapada

DISTRICT ELECTION OFFICE: NUAPADA

Application Form IMPORTANT

1. Time & Date for closing of the receipt of quotations
1.30 pm on 12.10.2025
2. Time & Date for opening of sealed quotations.
5.00 pm on 12.10.2025
3. The address to which the bids to be sent if sent by speed post
Office of the District Election Officer, Nuapada.
4. READ TERMS AND CONDITIONS CAREFULLY BEFORE SUBMITTING SEALED TENDER PAPAERS.

PART-A

1. Name of the firm/ individual (in BLOCK CAPITALS)

2. Address of the firm/ individuals

3. Name of the Proprietor of the firm

4. Permanent residential address

5. Contact No. _____
Office: _____ Mobile: _____
6. Security Deposit

D.D. No. _____
Dated: _____

Amount of Rs.10,000/- (Ten thousand only)
Name of the issuing bank. _____

DEO & Collector, Nuapada

Name & Full Signature of the bidder

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Annexure-A
Stationery Items
Bye-Election to 71-Nuapada AC, 2025
Total 358 P.S

Sl. No.	Item/Article	Qty	Price excluding GST	GST
i)	Stamp Pad {Purple} (CAMEL)	01		
ii)	Match Box (AIM)	01		
iii)	Sign Board (With ECI Logo)			
a.	Presiding Officer	01		
b.	Polling Officer	03		
c.	Entry	01		
d.	Exit	01		
e.	Polling Agent	01		
f.	Miscellaneous notice specifying area etc. as required by rule 31 (1) {a} of CER 1961	01		
g.	You are under CCTV surveillance/Web Casting	04		
h.	Male	01		
i.	Female	01		
iv)	Ordinary pencil	01		
v)	Ball pen { three blue, one red and one silver white} Set	05 in One Set		
vi)	Blank paper (A-4 size xerox paper) Set	08		
vii)	Pins Set	25		
viii)	Sealing wax Set	06		
ix)	Gum paste	01		
x)	Blade	01		
xi)	Candle sticks-04 sticks	04		
xii)	Thin twine thread (Matha Suta)	20 meters		
xiii)	Metal rule	01		
xiv)	Carbon paper Set	03		
xv)	Cotton Cloth or rag for removing oil etc. (12X12 Inch)	Small quantity		
xvi)	Packing paper sheets Set	03		
xvii)	Cup/empty tin/plastic box for holding indelible ink bottle	01		
xviii)	Drawing pins	24 pieces		
xix)	Rubber bands	20		
xx)	Transparent Adhesive tape (1 inch width)	01		
xxi)	Big Transparent Plastic Box { with levels} {as per samples supplied by CEO office) (11x7.5x3 inch)	01		
xxii)	Lock with key	01		
xxiii)	Battery for LED Lamp (For 400 Nos. of Lamp)	04		
xxiv)	Mobile Holder Plastic Box (Transparent)	01		

Annexure-B
Seals, Tags and Marks Items
Bye-Election to 71-Nuapada AC, 2025
Total 358 P.S

Sl.No.	Item/Article	Qty	Price excluding GST	GST
i.	Rubber stamp with arrow cross mark	01		
ii.	Metal seal for Presiding Officer	01		
iii.	Distinguishing mark rubber stamp	01		
iv.	Mock Poll Slip Stamp	01		
v.	Small Transparent Plastic Box (with levels) (as per samples supplied by CEO office) (7x4.5x2 inch)	01		

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DISTRICT ELECTION OFFICE: NUAPADA

PART-C

Terms & Conditions

1. District Election Officer reserves the right to cancel or modify the tender at any moment without assigning any reason thereof.
2. The bidders will produce the sample of the material at the time of opening of the sealed quotations for inspection of the purchase committee.
3. All materials shall be delivered to District Election Officer at District Election Office within 3 days from the date of supply order or the date by which the District Election Officer desires.
4. The rate quoted must include GST. The supplier shall be solely responsible to make such payment to the appropriate authority.
5. No extra cost of any type to be charged at any point of time after finalization of the bid.
6. The decision of the purchase committee shall be final and bidding to all.
7. Quotation shall be rejected if security deposit of Rs. 10,000/- is not placed in shape of Demand Draft in favour of OIC, Election, Collectorate, Nuapada payable at SBI, Main Branch, Nuapada.
8. The quantity and specification of material mentioned above are tentative and subject to change as per actual requirement.
9. Xerox paper of PAN Card & GSTIN
10. Rs. 1000/- (Rupees One Thousand) only towards cost of Tender paper (non-refundable) in shape of Bank Draft in favour of OIC, Election, Collectorate, Nuapada payable at SBI, Main Branch, Nuapada.

Declaration

I Sri _____ /son _____ of Sri _____ proprietor of _____

(mention name of the firm with address) do hereby declare that

Information given by me at Part-1 are correct.

1. I have read the terms and conditions mentioned above and agree to abide by the same in case purchase order is placed with me. I have enclosed security deposit of Rs. 10,000/- in favour of OIC, Election, Collectorate, Nuapada payable at SBI, Main Branch, Nuapada and the Demand Draft No. is _____, issued by (mention name of the bank) _____ on _____ (mention date)

DEO & Collector, Nuapada

Name and Full signature of the bidder

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