



GOVT. OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER, SIVASAGAR  
(ELECTION BRANCH)

File No. SVEE.50/SSR 22-23/2022/25

Dated Sivasagar the 15<sup>th</sup> day of October, 2022

**NOTICE INVITING TENDER**

Sealed quotation affixing court fee stamp of Rs. 8.25 (Rupees Eight and twenty five paise) only are invited from the reputed Govt. registered Printing Press for Printing of Photo Electoral Roll in GSM A4 size paper only for the District Election Officer/ Deputy Commissioner, Sivasagar to be used for the forthcoming Special Summary Revision of Photo Electoral Roll (PER) w.r.t. qualifying date 01.01.2023 as per the terms and conditions given below.

1. The District Election Officer/ Deputy Commissioner, Sivasagar shall have the right to accept or reject any quotation without assigning any reason thereof.
2. Self attested copies of valid documents relating to Govt. Registration Certificate from Printing & Stationary Department, Govt. of Assam, PAN Card, Trade Licence, GST Registration No. and IT Return preceding 2(two) years up to 2021-22 should be furnished. Quotation submitted without self attested copies of the certificates will be rejected.
3. Records/ documents in support of experience of election related printing works etc. (if any) to be furnished.
4. An earnest money worth of Rs.5,000/- (Rupees Five Thousand ) only in the form of Bank demand draft from any nationalized Bank payable to the Deputy Commissioner, Sivasagar must be submitted along with the tender. The earnest money of successful bidder(s) will be retained by the office of the District Election Officer/ Deputy Commissioner, Sivasagar as security deposit (demand draft) and will be returned after expiry of the agreement. If, any tenderer after selection withdraws the tender or fails to execute the supply order within the given time, the earnest money will be forfeited and the firm may be banned and blacklisted from future tender process in the office of the District Election Officer/ Deputy Commissioner, Sivasagar.
5. The maximum rate for printing of Electoral Roll in 75 GSM A4 size plain paper as per letter No. DPS/PTG(E)8/2010/254 dated 25/09/2019 of Director of Printing & Stationery, Assam is as follows.
  - a. Printing of Electoral Rolls on both sides: Rs. 2.30 Per Copy
  - b. Printing of Electoral Rolls on single side: Rs. 1.50 Per Copy.Any quoted rate exceeding the above will be summarily rejected. The demand draft of the non qualifying firm/rejected tenders will be returned within 1 (one) week of tender opening.
6. Rate once accepted will be treated as final and no alternation or modification will be entertained for any reason whatsoever and it will remain valid until next quotation is called for.
7. Though the terms of printing is for the period of Special Summary Revision of Photo Electoral Roll(PER) qualifying date is 01.01.2023, the contract may be terminated even before the expiry of term on the ground of failure to supply articles on time or for supply of substandard printing works or may any other reasons which are detrimental to the interest of the office of District Election Officer/ Deputy Commissioner, Sivasagar.
8. In view of the urgency and quick response for continence of election works the bidders and his establishment must be from Sivasagar District only.
9. Legal jurisdiction of any dispute will be within Sivasagar District only.
10. The tenderers whose quotations are accepted shall have to execute an agreement with the undersigned or any other officer authorized by the District Election Officer/ Deputy Commissioner, Sivasagar.
11. The tenders will be received by the Election Officer, Sivasagar upto 1500 Hrs from 21.10.2022 to 24.10.2022 and will be opened on 24.10.2022 at 1100 Hrs. at Election Branch, D.C.'s Office, Sivasagar. Intending tenderers may be present during opening of the tender documents.
12. Intending firms/ suppliers can obtain detail particulars including tender form from the office of the Election Officer, Sivasagar.

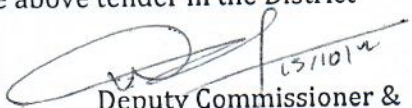
- sd -  
Deputy Commissioner &  
District Election Officer,  
Sivasagar.

Memo No. SVEE.50/SSR 22-23/2022/25  
Copy to:

-A-

Dated Sivasagar the 15<sup>th</sup> day of October, 2022

1. The Chief Electoral Officer, Assam for favour of kind information.
2. All members of Tender Committee for information and necessary action.
3. The DIPRO, Sivasagar for publishing the concise format (Detailed Notice of Advertisement enclosed herewith) at least in 2 (two) local newspaper having maximum circulation. The advertising cost will be borne by the District Election Officer, Sivasagar.
4. DIO, NIC, Sivasagar for information . He is requested to upload the above tender in the District Website accordingly.

  
Deputy Commissioner &  
District Election Officer,  
Sivasagar.

**Tender Form for Printing of Photo Electoral Roll w.r.t.01.01.2023 as qualifying date.**  
**Sivasagar Election District.**

Court Fee Stamp Rs.8.25

To

**The District Election Officer,  
Sivasagar.**

**Date:**

1	Name of the firm	
2	Full Address	
	i. Village/Town	
	ii Post Office	
	iii Police Station	
	iv District	
	v PIN No	
	vi Mobile No	
3	Govt. of Assam, Department of Printing and Stationery Registration No. (Enclose copy of Regn. No.)	
4	Experience certificate/Documents/Records in support of experience of Election related works (Yes/No) If Yes furnish related document.	
5	GST No (Enclose Registration copy)	
6	PAN No (Enclose PAN Card copy)	
7	ITR copies.	
8	Trade License Certificate	
9	EMD DD No.	
10	Other document (Enclosed)	

Sl. No	Item	Size	Specification	Page Side	Quoted Rate (excluding GST) (Rs. Per Page)
11	Printing of Photo Electoral Roll	A4	Plain paper 75 GSM	Single Side	
				Both Side	

- GST applicable as per existing rule.

**Undertaking By the Bidder**

This is to certify that I/We before signing the tender form have read and fully understood all the terms and condition contained herein and undertake myself/ourselves to abide by them. If my/our firm fails to complete the printing works (Printing of Photo Electoral Roll) within the stipulated time, the work order will immediately be withdrawn and the security deposit of Rs.5000/- (Rupees Five Thousand) only will be forfeited by the District Election Officer, Sivasagar

Signature of the Tendered (s) with seal:- \_\_\_\_\_

Name \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_