



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER:::SIVASAGAR

No.SVEE.70/AE-26/2025/5

Dated Sivasagar the 23/Feb/2026

SHORT NOTICE INVITING BIDS

Sealed quotations from interested and eligible bidders, affixed with a non-refundable court fee stamp of Rs. 8.25 (Rupees Eight and Paise Twenty five), only are invited by the undersigned for the **Supply of Printing, Stationeries & Miscellaneous Items and Hiring of Miscellaneous Items** under Sivasagar District for the upcoming General Election to the Assam Legislative Assembly, 2026.

Sl. No.	Name of the items	Unit	Rate in Rupees (including all taxes)
(A) Supply of Printing & Stationery Items			
1	Digitisation of Documents (Scanning of Electoral Roll etc.)	Per page	
2	Printing of LAC Maps of		
	(i) Size A3	Per unit	
	(ii) Size 2 ft. x 3 ft.	Per sq ft	
	(ii) Size 3 ft. x 4 ft.	Per sq ft	
(B) Supply of Miscellaneous Items			
3	Standee		
4	(i) Size (2ft. x 5ft.)	Per unit	
5	(ii) Size (3ft. x 6ft.)	Per unit	
6	Dustbin (60L size)	Per unit	
7	Wood made Rhino (10 inch)	Per unit	
8	Wood made Rhino (8 inch)	Per unit	
9	Wood made Rongghar (10 inch)	Per unit	
10	Wood made Rongghar (8 inch)	Per unit	
11	Gamusa (Phulam)	Per unit	
12	Gamusa (Pator Phulam)	Per unit	
13	Seleng Chador	Per unit	
14	Lime	Per kg	
(C) Hiring of Miscellaneous Items			
15	Bench (Standard Dimension)	Per Unit/Day	
16	Desk (Standard Dimension)	Per Unit/Day	
17	Plastic Chairs (Good quality)	Per Unit/Day	
18	Plastic Tables (Good quality)	Per Unit/Day	
19	Sofa (Good quality)		
	(i) One Seater	Per Unit/Day	
	(ii) Two Seater	Per Unit/Day	
	(iii) Three Seater	Per Unit/Day	
20	VIP Chairs (Good quality)	Per Unit/Day	
21	Carpet (5 ft X 15 ft)	Per Unit/Day	
22	Desk Covers	Per meter	
23	(i)Screen/Samiyana (complete fitting including labour charges) 12"x12"	Per Unit/Day	
	(ii)Screen/Samiyana (complete fitting including labour charges) 20"x30"	Per Unit/Day	
	(iii)Screen/Samiyana (complete fitting including labour charges) 30"x40"	Per Unit/Day	
24	Table Fan	Per Unit/Day	
25	Stand Fan	Per Unit/Day	
26	Staff size 10ft x 10ft x 10ft	Per Unit/Day	
27	Staff size 8ft x 8ft x 8ft	Per Unit/Day	
(D) Refilling & Repairing items			
28	Refilling of Fire Extinguisher - (.....category)	Per Unit	
29	Repairing of Photostat Machine	Per Unit	


DISTRICT COMMISSIONER &
DISTRICT ELECTION OFFICER
SIVASAGAR

Tenders will be received by the Election Officer, Sivasagar at Election Branch of the office of the undersigned up to **15.00 Hrs on 23/03/2026** and will be opened on the same day at **15.10 Hrs** in presence of the tenderers/bidders or their authorized representatives. In the event the tender opening day falls on a holiday, the tender will be opened on the next working day.

Intending Firms/Suppliers can obtain comprehensive information, including tender forms etc., during office hours from the Election Branch, Office of the District Commissioner, Sivasagar.

Terms and Conditions:-

1. The District Election Officer/ District Commissioner, Sivasagar, reserves the right to accept or reject any quotation without providing any reasons thereof.
2. Sealed envelopes should be labeled as "Quotation for the Supply of Printing, Stationeries & Miscellaneous Items and Hiring of Miscellaneous Items for the Assembly Election 2026".
3. Bidders should submit the following **valid** and **self-attested** documents along with the respective tenders: (a) Certificate of incorporation (b) Active GST registration for the specified work/service (c) PAN/TAN (d) Valid Trade License (e) Undertaking of Non-black listing (f) IT Returns for the preceding 3 years up to the last financial year (g) Details with supporting documents of relevant Experience, if any, in execution of Govt. related works.
4. An Earnest Money of Rs.30,000.00 (Rupees Thirty thousand only) must be submitted in the form of a bank demand draft from the nationalized bank, payable to the **District Election Officer, Sivasagar**, along with the tender papers. The successful bidder's earnest money will be retained as a security deposit and returned after the expiry of the Tender agreement.
5. The quoted rate should be in prescribed format as per Tender and should be inclusive of all taxes, GST, Cess, Labour cost and Transportation charges etc., as applicable. The rate approved by the Tender Evaluation Committee will be treated as final and no alterations or modifications will be entertained at a later stage. The rate will remain valid until the next quotation is called for.
6. Quotations without supporting valid documents are liable for rejection as per relevant rules/guidelines. Unreasonably low bids, without proper justification, are also liable for rejection.
7. Tenderers whose quotations are accepted must execute an agreement with the undersigned or any other officer authorized by the office of the District Election Officer/District Commissioner, Sivasagar.
8. The procurement and Hiring of Goods and Services will be made as per relevant procurement rules & Guidelines of Govt. of Assam.
9. No payment will be considered against incomplete work or if work not found satisfactory or sub-standard items supplied by the Vendor/ Contractor.
10. The undersigned reserves the right to ban or blacklist any firm/ bidder from future tenders and may forfeit the Earnest Money of any selected tenderers who fails to adhere to the Terms and Condition of the allotted Work/ Supply Order or fails to execute the work/supply the services within the given time or does sub-standard work or other factors detrimental to the interests of the office of the District Election Officer, Sivasagar.
11. No child shall be employed or engaged in election related activities as per ECI instructions vide No. 4/3/2023/SDR/Vol-X dated 05/02/2024.
12. The Contractor/ vendor shall mandatorily purchase all items attracting VAT, particularly diesel/ petrol, required for the execution of the contract exclusively from the jurisdiction of Assam.
13. Bills in duplicate will have to be submitted along with necessary works orders and completion certificates, within seven (7) days of completion of work or completion of election, whichever is earlier, for release of payment.
14. Payment will be made subject to receipt of fund from the Govt. in the CEO, Assam.
15. The legal jurisdiction for any dispute will be within Sivasagar district only.


District Commissioner &
District Election Officer
Sivasagar

Memo No. SVEE.70/AE-26/2025/5

(A)

Dated Sivasagar the 23/Feb/2026

Copy to:-

1. The Chief Electoral Officer, Dispur, Assam for favour of kind information.
2. All Members of the Tender Committee for information and necessary action.
3. The DIPRO, Sivasagar for publishing the concise format of NIT for publishing in 2 (two) Local newspaper.
4. The DIO, NIC, Sivasagar for information. He is requested to upload the tender on Sivasagar District Website.


District Commissioner &
District Election Officer,
Sivasagar
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SIVASAGAR