



GOVT. OF ASSAM
OFFICE OF THE CO-DISTRICT COMMISSIONER ::::::::::NAZIRA
(DEVELOPMENT BRANCH)
E-mail: cdc-nazira@assam.gov.in

NO. CDC/NZR/PE-2025/13/21

Dated Nazira, the 1st April, 2025

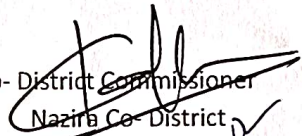
SHORT NOTICE INVITING TENDER

Sealed tenders are invited from **registered and reputed firms/vendors** with proven capacity to supply **printing works, stationery items, polling materials, computer equipments (on hire basis), miscellaneous items, refreshment items etc** for official use, in light of the ensuing Panchayat elections, 2025. The list of items under each category is as specified in Annexure A, B, C, D, E, F. The selected vendors must ensure high-quality services as per the specified requirements and timelines.

Terms & conditions

1.
 - ▶ Tender documents will be accepted at the o/o the Co-District Commissioner (CDC), Nazira, till 2:00 PM on **08/04/2025**.
 - ▶ Tenders will be opened at **3:00 PM on the next working day (09/04/2025)** in the presence of the bidders or their authorized representatives who choose to attend.
 - ▶ Late or incomplete bids will be summarily rejected.
2. To qualify for bidding, the bidder must:
 - Be a **registered firm/vendor** with a valid Trade License.
 - Have **prior experience** in supplying printing works, stationery, and polling materials.
 - Be capable of delivering the required materials and services within the stipulated timeframe.
 - Have a valid **GST Registration Number and PAN Card**.
3.
 - ▶ Applicable TDS, CGST, and GST will be deducted at the time of payment as per government norms.
 - ▶ The vendor shall comply with all statutory tax requirements.
4.
 - ▶ The successful bidder must execute a **bond agreement** as per the prescribed rules before commencing work.
5.
 - ▶ The quoted rates must be **inclusive of all carrying, transportation, and applicable charges**.
 - ▶ Rates should be **valid for a period of at least 90 days** from the date of submission.
6.
 - ▶ The supply of **stationery items, printing works, polling materials, computers, misc and refreshment etc** must be completed within the timeline specified by the undersigned.
 - ▶ The items must meet the required **quality standards**; failure to do so may result in rejection or penalty.
 - ▶ For refreshment items, highest standards of quality to be maintained.
7.
 - ▶ A refundable **security deposit of Rs. 10,000/-** (Rupees Ten Thousand) must be submitted in the form of a **Demand Draft (DD) or Banker's Cheque** in favor of: "DEVELOPMENT SCHEMES IN NZR SUB DVSN," A/C No-10697706405, SBI Nazira Town, o/o the CDC, Nazira.
 - ▶ This deposit will be **forfeited in case of non-compliance, poor quality supply, or failure to meet the delivery deadline**.
 - ▶ The security deposit will be **refunded at the time of final payment** after necessary adjustments, if applicable.
8. Bidders must submit **self-attested** copies of the following documents along with their quotation:
 1. **Trade License**
 2. **GST Registration Certificate** (specify whether under Regular or Composite scheme)
 3. **PAN Card**
 4. **Income Tax Return acknowledgment** (Assessment Year 2024-25)
 5. **Certificate of Financial Soundness** issued by a recognized bank
 6. **Proof of experience** in supplying similar materials
 7. **Photocopy of the bank account's front page** (self-attested)
 - ▶ All submitted documents must be **self-attested and dated** at the time of submission.
9.
 - ▶ Payment will be **subject to receipt of funds from the government** and processed as per **state government payment procedures**.
 - ▶ The undersigned shall **not be responsible** for any delay in payments due to circumstances beyond control.
10. Interested firms/vendors may collect the **list of required items under printing works, stationery items, polling materials, computer hiring, misc & refreshment etc** (Annexure A, B, C, D, E, F) from the **Development Branch, o/o the CDC, Nazira**, during office hours.

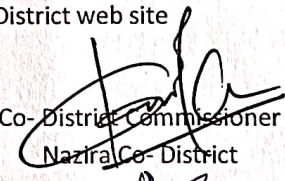
11. ▶ Selection will be based on the **L1 (Lowest Quoted Price)** for each category of items (**Printing Works, Stationery, Polling Materials, computer hiring, miscellaneous items and refreshment items**).
- ▶ Separate contracts shall be awarded for each category based on the **L1 price quoted** under each category.
- ▶ In case of a tie (same L1 price from multiple vendors), selection will be based on:
- Past experience and performance record.
 - Compliance with all tender requirements.
 - Financial soundness and capability to deliver within the stipulated timeframe.
- ▶ The undersigned **reserves the right** to negotiate with L1 vendors if necessary or reject any bid that does not meet quality standards.
- ▶ The final decision regarding **vendor selection rests solely with the undersigned** and shall be binding on all bidders.
12. ▶ The undersigned reserves the **absolute right to accept or reject any quotation** without assigning any reason.
- ▶ The undersigned is **not bound to accept the lowest quoted price**.
13. **Contact for Further Details**
For any queries or further details, bidders may contact the **Office of the CDC, Nazira**, during working hours.


Co- District Commissioner
Nazira Co- District
Dated Nazira, the 1st April ,2025

Memo NO. CDC/NZR/PE-2025/13/ 21-A

Copy to:-

1. The Commissioner, P&RD Department, Assam, Ghy for favour of kind information.
2. The Secretary, ASEC, Ghy for favour of kind information.
3. The District Commissioner, Sivasagar for favour of kind information.
4. The Officers concerned for information and necessary action.
5. The SDIPRO, Nazira is requested to publish the above Short NIT in local newspapers positively.
6. The DIO, NIC, site Sivasagar is requested to upload the above Short NIT in District web site
7. Notice Board.


Co- District Commissioner
Nazira Co- District