



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER, SIVASAGAR

No. SVEE.28/PE/2025/3

Dated Sivasagar the 18th December, 2024

SHORT NOTICE INVITING TENDER

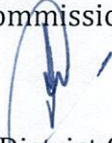
Sealed quotations, duly affixed with a court fee stamp of ₹8.25 (Rupees eight and twenty-five paise only), are hereby solicited from intending firms for the execution of **Photography & Videography Services** in connection with the forthcoming Panchayat Election 2025.

The terms and conditions governing the submission of tenders are elaborated below:

Intending firms may obtain detailed information, including the Technical Bid, Financial Bid, and other relevant documents, during office hours from the Election Branch, Office of the District Commissioner, Sivasagar.

Tenders will be accepted by the Election Officer, Sivasagar, until 1500 hours on 03rd January, 2025, and the opening of the tenders will take place at 1510 hours on the same day. Intending tenderers or their authorized representatives are welcome to be present during the opening process.

1. The District Commissioner, Sivasagar reserves the right to accept or reject any quotation without providing any reasons thereof.
2. Sealed envelopes should be labeled as "**Photography & Videography Services** in connection with the forthcoming Panchayat Election 2025"
3. Tenderers must submit self-attested copies of the following documents: PAN Card; Trade License; GST Registration Certificate; and IT Returns for the preceding two financial years, Tenders submitted without the requisite documents shall be summarily rejected.
4. Records/documents supporting experience in Election-related Photography & Videography Services, if available, should be furnished.
5. An earnest money of Rs. 20,000/- (Rupees Twenty Thousand only) must be submitted in the form of a Bank demand draft from a nationalized bank, payable to the District Commissioner, Sivasagar, along with the tender. The earnest money of the successful bidder(s) will be retained by the office of the District Commissioner, Sivasagar as a security deposit. It will be returned after the agreement's expiration. If a selected tenderer 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 processes in the office of the District Commissioner, Sivasagar.
6. Once the rate is accepted, it will be considered final, and no alterations or modifications will be entertained for any reason. The rate will remain valid until the next quotation is called for.
7. Although the terms of Photography Videography Services are specified for the duration of the Panchayat Election 2025, the contract is liable to be terminated prior to its stipulated expiry for reasons including, but not limited to, failure to deliver the required items within the prescribed timeframe, substandard quality of work, or any other actions deemed detrimental to the interests of the Office of the District Commissioner, Sivasagar.
8. The legal jurisdiction for any dispute will be within Sivasagar district only.
9. Tenderers whose quotations are accepted must execute an agreement with the undersigned or any other officer authorized by the District Commissioner, Sivasagar.
10. Bills may be submitted along with necessary work orders and certificates for payment. Payment will be made on receiving funds from the State Election Commission, Assam from time to time.


District Commissioner,
Sivasagar. *JK*


Memo. No. SVEE.28/PE/2025/3 -A-

Dated Sivasagar the 18th December, 2024

Copy to:-

1. The Secretary, State Election Commission, Assam for favour of kind information
2. The All members of Tender Committee for information and necessary action.
3. The DIPRO, Sivasagar for publishing the concise format of NIT for publishing in 2 (two) local news papers.
4. The DIO, NIC, Sivasagar for information. He is requested to upload the tender on Sivasagar District Website.

By Order etc.,


Addl. District Commissioner
Sivasagar. *JK*