
GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER:.....SIVASAGAR

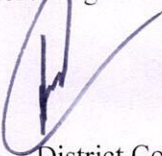
No. SVEE.12/2024/ 100

Dated Sivasagar the ~~30~~ August, 2025

SHORT NOTICE INVITING TENDER

Sealed quotations, affixed with a court fee stamp of Rs. 8.25 (Rupees Eight and Paisa Twenty-five) only are hereby invited from eligible Government-registered Printing Presses for the printing of **Enumeration Forms (EFs)** in view of the upcoming **Revision of Electoral Roll, 2026** for the Office of the District Election Officer/District Commissioner, Sivasagar. The submission of tenders shall be governed by the terms and conditions outlined herein:

1. The District Election Officer / District Commissioner, Sivasagar reserves the right to accept or reject any quotation without providing any reasons thereof.
2. The Short Notice Inviting Tender is published in anticipation of announcement of Revision of Electoral Roll, 2026 by the Election Commission of India and is subject to issuance of notification regarding Revision of Electoral Roll, 2026 by the ECI.
3. The Enumeration Forms will be utilized for the upcoming Revision of Electoral Roll, 2026 with the qualifying date set as 01.01.2026.
4. Tenderers must submit valid and self-attested copies of the following documents: (a) Government Registration Certificate from the Printing & Stationery Department, Government of Assam; (b) PAN Card; (c) Trade License; (d) GST Registration Certificate and (e) IT returns for the preceding two financial years. Tenders submitted without the requisite documents shall be summarily rejected.
5. Records/documents supporting experience in Election-related printing work, if available, should be furnished.
6. An earnest money of Rs. 15,000/- (Rupee fifteen thousand) 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 Election Officer/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 process in the Office of the District Election Officer/District Commissioner, Sivasagar.
7. **The quoted rate for printing the EFs per page with both sides black & white printing on A4 size 75 GSM paper (including paper cost and excluding GST) should be less than Rs. 2.80/- (Rupees Two and Paisa Eighty) as per Government Instructions communicated in No. ECF.676228/25 Dated 21/08/2025.**
8. Approximately 5.73 L_X_2 Nos of Enumeration Forms are required to be printed for the Revision of Electoral Roll, 2026 accounting for two copies of the EFs for every individual voter enrolled under the 95-Demow. 96-Sibsagar and 97-Nazira LAC under Sivasagar district.
9. Once the rate is accepted, it will be considered final, and no alterations or modifications will be entitled for any reason. The rate will remain valid for the financial year 2025-26 or the next quotation is called for, whichever is earlier.
10. Although the terms of printing are for the Revision of Electoral Roll, 2026. The contract may be terminated before it's for reasons such as interests of the Office of the District Election Officer/District Commissioner, Sivasagar.
11. The legal jurisdiction for any dispute will be within Sivasagar district only.
12. Tenderers whose quotations are accepted must execute an agreement with the undersigned or any other Officer authorized by the District Election Officer/District Commissioner, Sivasagar
13. Tenders will be received by the Election Officer, Sivasagar up to **15.00 Hrs on 8./09/2025** and will be opened at 15.10 Hrs on the same day. Intending tenderers or their authorize representative may be present during the open of the tender documents.
14. Intending Firms/Suppliers can obtain comprehensive information, including tender forms, during office hours from Election Branch, Office of the District Election Officer/District Commissioner, Sivasagar.
15. The work may be awarded at approved rate to one or more eligible vendors/presses subject to timely completion of work as per timeline set by the ECI


District Commissioner &
District Election Officer, Sivasagar


Memo No. SVEE.12/2024/100

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Dated Sivasagar the ~~30~~ August, 2025

Copy to :

1. The Chief Electoral Officer, Dispur, Assam for favour of kind information.
2. The all members of the Tender Committee for information and necessary action.
3. The Election officer, Sivasagar for publishing the concise format of NIT in 2 (Two) local Newspapers.
4. The DIO, NIC, Sivasagar for information. He is requested to upload the Tender on Sivasagar District website.


Addl. District Commissioner (E)
Sivasagar 