



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

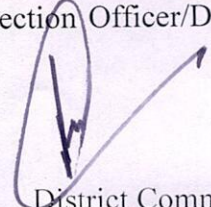
No. SVEE.12/2024/99

Dated Sivasagar the 30th August, 2025

SHORT NOTICE INVITING TENDER

Sealed quotations, affixed with a court fee stamp of Rs. 8.25 (Rupees Eight and Paise Twenty-five) only are hereby invited from eligible Government-registered Printing Presses for the printing of Draft copy of the Electoral Roll for Special Summary Revision of Photo Electoral Roll (PER) for the Office of the District Election Officer/District Commissioner, Sivasagar. The Electoral Roll will be utilized for the forthcoming Special Summary Revision of the Photo Electoral Roll, with the qualifying date set as 01.01.2026. 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. 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.
3. Records/documents supporting experience in Election-related printing work, if available, should be furnished.
4. 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.
5. The quoted rate for printing the Electoral Roll per page with both sides printing on A4 size 75 GSM paper (including paper cost and excluding all taxes) should be less than Rs. 2.80/- (Rupees Two and Paise Eighty). The rate per page for single-sided printing on A4 size 75 GM paper (including paper cost and excluding all taxes) should be less than Rs. 1.90 (Rupees One and Paise Ninety), as per Government Instructions communicated in No. E-410948 Dated 28/11/2023
6. Approximately 12 (Twelve) sets of PER are required to be printed for draft publication and approximately 12 (Twelve) sets for final publication or as per instruction of the Chief Electoral Officer, Assam.
7. 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 until the next quotation is called for.
8. Although the terms of printing are for the Special Summary Revision of Electoral Roll with a qualifying date of 01.01.2026. The contract may be terminated before it's for reasons such as interests of the Office of the District Election Officer/District Commissioner, Sivasagar.
9. The legal jurisdiction for any dispute will be within Sivasagar district only.
10. 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
11. Tenders will be received by the Election Officer, Sivasagar up to **15.00 Hrs on 30/09/2025** and will be opened at 15.10 Hrs on the same day. Intending tenderers or their authorised representative may be present during the open of the tender documents.
12. 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.


District Commissioner &
District Election Officer, Sivasagar
Dated Sivasagar the 30th August, 2025

Memo No. SVEE.12/2024/99

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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