



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER, SIVASAGAR

No. SVEE.26/PE/2025/24

Dated Sivasagar the 18th December, 2024

SHORT NOTICE INVITING TENDER


Sealed tenders are hereby invited, affixed with a non-refundable court fee stamp worth ₹8.25 (Rupees eight and twenty-five paise only), from intending firms for **Stationery items, IT equipments Supply, Hiring items and Miscellaneous items etc.** to be used in the upcoming Panchayat Election, 2025. This invitation is subject to the terms and conditions specified 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 9th 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.

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 "**Stationery items, IT equipments Supply, Hiring items and Miscellaneous items etc** "
3. Self-attested copies of valid documents such as PAN Card, Trade License, GST Registration No. and IT Returns for the preceding 3 years up to the last financial year must be submitted. Quotations without these copies will be rejected.
4. Furnish records/documents supporting your experience in this business, if available.
5. An earnest money of Rs. 30,000/- (Thirty 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 successful bidder's earnest money will be retained as a security deposit and returned after the agreement's expiration.
6. If a selected tenderer withdraws the tender or fails to execute the supply order within the given time, substandard work, or other factors detrimental to the interests of the office of the District Election Officer/District Commissioner, Sivasagar, the earnest money will be forfeited, and the firm may be banned and blacklisted from future tender processes in the office of the District Election Officer/District Commissioner, Sivasagar.
7. The rate should be inclusive of all taxes (including GST) and considered final once accepted. No alterations or modifications will be entertained. The rate will remain valid until the next quotation is called for.
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/District Election Officer, 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

Memo. No. SVEE.26/PE/2025/24 -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 information and necessary action. She is requested to disseminate the information by publishing a succinct format of the Short Notice Inviting Tender (SNIT) in two prominent local newspapers.
4. The DIO, NIC, Sivasagar for information. He is requested to upload the tender on Sivasagar District Website.


Addl. District Commissioner
Sivasagar