



GOVT. OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER, SIVASAGAR

No. SVEE.07/PE/2025/7

Dated Sivasagar the 25th November, 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 eligible Government-registered Printing Presses for the execution of printing assignments pertaining to the Panchayat Photo Electoral Roll (PER). The said electoral roll is intended for utilization by the Office of the District Commissioner, Sivasagar, in connection with the forthcoming Panchayat Election 2025, with the qualifying date set as 01.01.2025. The submission of tenders shall be governed by the terms and conditions outlined herein:

1. The District Commissioner, Sivasagar reserves the right to accept or reject any quotation without providing any reasons thereof.
2. Tenderers must submit self-attested copies of the following documents: Government Registration Certificate from the Printing & Stationery Department, Government of Assam; 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.
3. Records/documents supporting experience in Election-related printing works, if available, should be furnished.
4. An earnest money of Rs. 40,000/- (Rupees Forty 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.
5. The quoted rate for printing the Photo 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 eighty Paise). The rate per page for single-sided printing on A4 size 75 GSM paper (including paper cost and excluding all taxes) should be less than Rs. 1.90 (Rupees one and ninety Paise), as per the fixed rates by the Director, Printing & Stationery, Assam, vide letter No. E-410948, Dated 28.11.2023.
6. Printing is required for sets of the Photo Electoral Roll necessary for draft publication, final publication, and the Panchayat Election 2025..
7. 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.
8. Although the terms of printing are specified for the duration of the Panchayat Election 2025, with the qualifying date fixed as 01.01.2025, 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 printing, or any other actions deemed detrimental to the interests of the Office of the 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 Commissioner, Sivasagar.
11. Tenders will be received by the Election Officer, Sivasagar, upto 1500Hrs. on **10th December, 2024** and will be opened at **1510 Hrs.** on the same day. Intending tenderers or their authorized representatives may be present during the opening 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 Commissioner, Sivasagar.

District Commissioner,
Sivasagar.

Dated Sivasagar the 25th November, 2024

Memo. No. SVEE.07/PE/2025/7-A-
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.