



GOVT. OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER, SIVASAGAR

No. SVEE.12/2024/23

Dated Sivasagar the 22<sup>nd</sup> October, 2024

**SHORT NOTICE INVITTING TENDER**

Sealed quotations, affixed with a court fee stamp of Rs. 8.25 (Rupees eight and twenty-five paise only), are hereby invited from eligible Government-registered Printing Presses for the printing of the 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 01.01.2025. 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 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. 15,000/- (Rupees 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 processes in the office of the District Election Officer/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 Government instructions communicated in No. ELE.229/2011/Pt.II/424 Dated 28/10/2022.
6. Approximately 12 (twelve) sets of PER are required to be printed for draft publication, approximately 12 (twelve) sets for final publication.
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 for the Special Summary Revision of the Photo Electoral Roll with a qualifying date of 01.01.2025. The contract may be terminated before its expiry for reasons such as failure to supply articles on time, substandard printing works, or other factors detrimental to the 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 Commissioner/District Election Officer, Sivasagar.
11. Tenders will be received by the Election Officer, Sivasagar, upto 1500Hrs. on **26<sup>th</sup> October, 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,  
& District Election Officer,  
Sivasagar

Dated Sivasagar the 22<sup>nd</sup> October, 2024

Memo. No. SVEE.12/2024/23 -A-

Copy to:-

1. The Chief Electoral Officer, Dispur, Assam for favour of kind information
2. The All members of Tender Committee for information and necessary action.
3. The Election Officer, 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