



GOVT. OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER, SIVASAGAR

No. SVEE.10/PE/2025/7

Dated Sivasagar the 7th December, 2024

SHORT NOTICE INVITING TENDER

Sealed tenders affixed with a court fee stamp of ₹8.25 (Rupees eight and twenty-five paise only) are hereby invited from Government-registered printing presses located within the jurisdiction of Sivasagar District for undertaking printing assignments related to Ballot Paper Preparing and Printing, stitching, serial numbering etc and Other Printing-Related Works – Panchayat Election 2025 for the forthcoming Panchayat Election, 2025.

The terms and conditions governing the submission of tenders are elaborated below:

1. The District Commissioner, Sivasagar reserves the right to accept or reject any quotation without providing any reasons thereof.
2. The sealed envelopes must bear the superscription: "**Ballot Paper Preparing and Printing, stitching, serial numbering etc and Other Printing-Related Works – Panchayat Election 2025.**"
3. 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.
4. Supporting documents establishing prior experience in election-related printing assignments, if available, are to be enclosed.
5. An earnest money of Rs. 50000/- (Rupees Fifty 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.
6. Any errors or deficiencies in the printed materials shall be rectified at the expense of the concerned printing press.
7. The acceptance of the lowest (L1) bid is not assured; the undersigned reserves the right to negotiate the rate with the L1 bidder if the quoted rate is deemed excessive.
8. 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.
9. Although the terms of printing are specified for the duration of the Panchayat Election 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.
10. The legal jurisdiction for any dispute will be within Sivasagar district only.
11. Tenderers whose quotations are accepted must execute an agreement with the undersigned or any other officer authorized by the District Commissioner, Sivasagar.

In addition to the above terms and conditions following additional conditions will have to be fulfilled by a Press for printing of Ballot Paper.

12. The width of ballot papers should be 4(four) inch (single column), where the number of candidates is 8 (eight) or less the ballot paper to be printed in double column and breadth shall be twice i.e. 8 (eight) inch.
13. Every ballot paper shall have counterfoil attached to it. At the top, Serial number should be printed/machined on every ballot paper as well as its counterfoil.
14. The ballot paper have to be stitched into bundles with consecutive serial ballot papers. Numbers of ballots in each bundle to be 50(fifty).
15. The rate should be quoted inclusive of charges for stitching, serial numbering etc. Rates MUST be quoted in both words and figures.
16. Tenders will be received by the Election Officer, Sivasagar, upto 1500Hrs. on 26 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.
17. 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 7th December, 2024

Memo. No. SVEE.10/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.