



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

No. SVEE.62/AE-26/2025

Dated Sivasagar the 06/03/ 2026

**NOTICE INVITING TENDER/QUOTATIONS**

Sealed quotations from interested and intending bidders, affixed with a non-refundable court fee stamp of Rs. 8.25 (Rupees Eight and Paise Twenty five) only, are invited by the undersigned for **Temporary Constructions at Govt. HS & MP School campus, Sivasagar & Boarding Field, Sivasagar** for the upcoming General Election to the Assam Legislative Assembly, 2026.

<b>Date of Publication of NIT</b>	<b>06/03/ 2026</b>
<b>Date of Issue of Tender papers/forms</b>	<b>07/03/ 2026</b>
<b>Last date &amp; Time for submission of Tender</b>	<b>13/03/ 2026 up to 15.00 Hrs.</b>
<b>Date &amp; Time of Tender Opening</b>	<b>13/03/ 2026 at 15.10 Hrs.</b>

Intending Firms/Bidders/Suppliers can obtain comprehensive information, including tender forms etc., during office hours from the Election Branch, Office of the District Commissioner, Sivasagar. Tenders may be submitted at the Tender Box of the Election Branch, Office of the District Commissioner, Sivasagar. In the event the tender opening day falls on a holiday, the same will be opened on the next working day.

**Description of Work:**

<b>Sl. No</b>	<b>Name of Work</b>	<b>Quoted Rates Incl. Taxes (in Rs.)</b>
1	Erection of 3 nos EVM Counting Halls + Postal Ballot Counting Halls	
2	Erection of (3 nos + 1nos) strong room.	
3	Erection of Pandal/Counters for Issue & Receipt of Election materials.	
4	Erection of Catering shed.	
5	Erection of shed for Transport cell with resting shed for Drivers, Polling official and security person,	
6	Erection of 5 nos of Watch Tower.	
7	Erection of 7 nos of Sentry Security Post.	
8	Supply & placing of sand/silt bags	
9	C.I. walling and Barricade at different places of school campus.	
10	Supplying of Fire Extinguisher (Refilling). CO <sub>2</sub> - 12 Nos, ABC- 12 nos & AFFF-2 nos with 4nos of Fire alarm sensor (new)	
11	Repairing of school before Election.	
12	Miscellaneous works ( water supply distribution net work, fitting fixing bib cock, shower, cleaning of urinal, Toilet, fitting fixing of door of urinal )	
13	Hire charge of chairs, tables, etc for materials preparation and counting	
14	Unseen Emergency work which may comes at time of progress of event. (labour Charge)	
15	Repairing of Bench , Desk , Door and windows after Election	
16	Supplying ,Fitting and Fixing Banner And Flex as directed	

**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, besides the right of providing the work to more than one supplier at the approved rate. In the event of any emergency based on the demand of the situation/ eventuality, the DEO reserves the right to allocate the work to another party at the approved rate.
2. The tenders must be submitted within sealed envelope labeled as **"Quotations for Temporary Construction for the Assembly Election 2026"**.
3. Rates are to be quoted separately for each item in rupees and should be inclusive of all taxes, GST, Cess, labour cost and transportation charges etc., as applicable and should be as per latest PWD Schedule of Rates. The rate should be written both in figure and words.
4. Quoting rates for part of the work will not be accepted and the tender will be rejected. Any overwriting/alteration etc. of the rate quoted will be rejected. Any correction of the rates should be duly signed by the bidder.
5. All Constructions for Election Work are temporary in nature. **The rate quoted by vendors for temporary constructions should be minimum 10% below PWD estimated rate.** The salvage value should be calculated and deducted while submitting the quotations, wherever applicable.
6. Once the rates are accepted, no alterations or modifications will be entertained. The rates will remain valid till the next quotation is invited.
7. Intending tenderers/bidders are to quote their rates on their letter heads in the prescribed format only (Annexure-I)
8. If selected tenderers/bidders withdraw the tender or fail to execute the supply order within the given time, the earnest money will be forfeited, and the firm may be banned and blacklisted from

participating future tender process in the Office of the District Election Officer/District Commissioner, Sivasagar.

9. Bidders must submit the following documents along with the tender without which the tender will be liable for rejection:
- Self attested copy of valid PWD (B) Registration Certificate;
  - Self attested copy of PAN/TAN Card issued by the Income Tax Department;
  - Self attested copy of valid Trade License;
  - GST Registration Certificate with active GSTIN;
  - Self attested copy of valid Labour License;
  - IT returns for the preceding 3 (three) financial years up to the last financial year;
  - Notarized Affidavit declaring non-blacklisting by State Govt/Central Govt/ PSU/UT;
  - Certified copy of average annual turnover of minimum Rs.25,00,000.00 (Rupees Twenty Five Lakh) only from Construction related work.
  - Self attested copy of at least two similar work in nature from any Govt/PSU agencies.
  - Turnover Certificate from Chartered Accountant having UDIN for the last 3 (Three) Financial years.
10. Records/documents supporting experience in Election-related work, if any.
11. Tenderers/bidders whose quotations are accepted must execute an agreement with the undersigned or any other Officer authorized by the undersigned.
12. Selected tenderers/bidders shall submit Labour Cess before taking over the work-order.
13. The rates quoted and accepted shall be valid till completion of the Assam Legislative Assembly Election, 2026.
14. Under no circumstances shall the selected tenderers/bidders sub-contract the work to any other party.
15. Any other unseen item(s) has to be provided as and when required by the supplier.
16. Preference will be given to the supplier within Sivasagar District.
17. Bills may be submitted against the actual item(s)/quantity supplied along with work orders and challans for payments.
18. Payments of bills are subject to receipt of fund from the Govt.
19. GST compliance is mandatory for issuance of work order and release of Payments.
20. The undersigned is not bound to accept the lowest rate and reserves all the rights to accept or reject any or all quotations either partially or fully without assigning reasons thereof.
21. All the intending tenderers are requested to visit the work site before participating in the tender.
22. No child shall be employed or engaged in election related activities as per ECI instructions vide No. 4/3/2023/SDR/Vol-X dated 05/02/2024.
23. The Contractor/ vendor shall mandatorily purchase all items attracting VAT, particularly diesel/ petrol, required for the execution of the contract exclusively from the jurisdiction of Assam.
24. Bills in duplicate will have to be submitted along with necessary works orders and completion certificates, within seven (7) days of completion of work or completion of election, whichever is earlier, for release of payment.
25. The legal jurisdiction for any dispute will be confined under the jurisdiction of the O/O the District & Sessions Judge, Sivasagar.

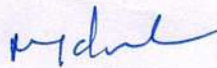
**The tenderers/bidders that do not fulfill the above conditions will not be entertained.**

**Memo No. SVEE.62/AE-26/2025/19**

-A

Copy to:

- The Chief Electoral Officer, Dispur, Assam for favour of kind information.
- All members of the Tender Committee for information and necessary action.
- The DIPRO, Sivasagar for information. She is requested for publishing the concise format of NIT in 2 (Two) local Newspapers.
- The DIO, NIC, Sivasagar with a request to publish the Tender on Sivasagar District website (<https://sivasagar.assam.gov.in>).

  
District Commissioner  
& District Election Officer,  
Sivasagar  
Dated Sivasagar the 06/03/2026  
SIVASAGAR

  
District Commissioner  
& District Election Officer,  
Sivasagar  
SIVASAGAR