



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER::SIVASAGAR



No.SVEE.71/AE-26/2025/02

Dated Sivasagar the 10th Mar, 2026

NOTICE INVITING BIDS

Sealed quotations from interested and eligible Printing Presses, affixed with a non-refundable court fee stamp of Rs. 8.25 (Rupees Eight and Paisa Twenty five) only are invited by the undersigned for **Printing of Postal Ballot Paper** for the upcoming General Election to the Assam Legislative Assembly, 2026 under Sivasagar District.

Date of Publication of NIT	10/03/2026
Date of Issue of Tender papers/forms	11/03/2026
Last date & Time for submission of Tender	17/03/2026 up to 15.00 Hrs.
Date & Time of Tender Opening	17/03/2026 at 15.10 Hrs.

Description of Work: Printing of Postal Ballot Paper

Sl No	Particulars	Rate inclusive of all taxes			
		Per Copy (with paper)	Per 100 Copy (with paper)	Per Copy (without paper)	Per 100 Copy (without paper)
1	Single Column				
2	Double Column				

Particulars of Items	Specifications
Printing of Postal Ballot Paper	<ol style="list-style-type: none"> The Ballot paper should be printed as per Rule 22 of the Conduct of Elections Rules, 1961, as amended from time to time and other instructions as and when received from the Election Commission of India. The postal ballot papers should be printed on pink colour paper. Every postal ballot paper should have a counterfoil attached to it. The Counterfoil should be at the top of the ballot paper and its depth should not ordinarily exceed 15 cm. The particulars on the counterfoil should be printed in English only and it should contain the following : <ol style="list-style-type: none"> Space for stitching at the top of the counterfoil. A black border of 1cm at the top of the counterfoil. Particulars of the Election, as mentioned in para (5) below, printed immediately below the item b. "Electoral Roll Part Number and Serial Number of Elector" should be printed one below the other on the left-hand side or right-hand side as may convenient. Serial Number of the ballot paper on the left-hand side either on the front or on the back as may convenient. One block of lines of 1cm with a perforated rule/disjointed straight line below, spreading the ballot paper from the counterfoil. There shall be one block of lines 1cm below the perforated rule/disjointed line on the ballot paper. The width of the postal paper when printed in single column and its counterfoil shall be between 4 (four) inches and 6 (six) inches. On the top of the front face of the ballot papers, the particulars of the Assembly Constituency and the Election shall be printed. Name of each candidate and his/her symbol should be inscribed in a panel, the panels is to be separated from each other by shaded area of 3cm width. There shall be a thick black border of 1cm at the bottom. After the panel containing the name and particulars of the last candidate on the ballot paper there shall be a panel below the said last panel with the words "None of the Above" written therein. The postal ballot papers shall be stitched into convenient bundles with consecutive serial numbers. 70 GSM paper should be used for printing of ballot papers and the same should be supplied by the printer/bidder itself.

Intending Printing Presses/Bidders 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.

Terms and Conditions:-

- The District Election Officer/ District Commissioner, Sivasagar, reserves the right to accept or reject any quotation without providing any reasons thereof.

[Handwritten signature]

2. Sealed envelopes should be labeled as "Quotation for Printing of Postal Ballot Paper for the Assembly Election 2026".
3. Bidders should submit the following **valid** and **self-attested** documents along with the respective tenders:
 - (a) Registration Certificate from the Dept. of IPR, Printing & Stationery, Govt. of Assam.
 - (b) Active GST registration for the specified work/service.
 - (c) PAN/TAN.
 - (d) Trade License from Municipality Board/Gaon Panchayat.
 - (e) Undertaking of Non-black listing in form of affidavit in non-judicial stamp paper.
 - (f) IT Returns for the preceding 3 years up to the last financial year.
 - (g) Experience, if any, in execution of Govt. related works.
4. An Earnest Money of Rs. 3,000/- (Rupees three thousand rupee only) must be submitted in the form of a bank demand draft from the nationalized bank, payable to the **District Election Officer, Sivasagar**, along with the tender papers. The successful bidder's earnest money will be retained as a security deposit and returned after the expiry of the Tender agreement.
5. The quoted rate should be in prescribed format as per Tender and should be inclusive of all taxes, GST, Cess, Labour cost and Transportation charges etc., as applicable. The rate approved by the Tender Evaluation Committee will be treated as final and no alterations or modifications will be entertained at a later stage. The rate will remain valid until the next quotation is called for.
6. Quotations without supporting valid documents are liable for rejection as per relevant rules/ guidelines. Unreasonably low bids, without proper justification, are also liable for rejection.
7. Tenderers whose quotations are accepted must execute an agreement with the undersigned or any other officer authorized by the office of the District Election Officer/District Commissioner, Sivasagar.
8. No payment will be considered against incomplete work or if work not found satisfactory or sub-standard items supplied by the Vendor/ Contractor.
9. The undersigned reserves the right to ban or blacklist any firm/ bidder from future tenders and may forfeit the Earnest Money of any selected tenderers who fails to adhere to the Terms and Condition of the allotted Work/ Supply Order or fails to execute the work/supply the services within the given time or does sub-standard work or other factors detrimental to the interests of the office of the District Election Officer, Sivasagar.
10. 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.
11. 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.
12. 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.
13. Payment will be made subject to receipt of fund from the Govt. in the CEO, Assam.
14. The legal jurisdiction for any dispute will be within Sivasagar district only.




 District Commissioner &
DISTRICT COMMISSIONER &
 District Election Officer,
 Sivasagar
DISTRICT ELECTION OFFICER
SIVASAGAR

Memo No. SVEE.71/AE-26/2025/02

(A)

Dated Sivasagar the 11th Mar, 2026

Copy to:-

1. The Chief Electoral Officer, Dispur, Assam for favour of kind information.
2. All Members of the Tender Committee for information and necessary action.
3. The DIPRO, Sivasagar for publishing the concise format of NIT for publishing in 2 (two) Local Newspaper.
4. The DIO, NIC, Sivasagar for information. He is requested to upload the tender on Sivasagar District Website.


 District Commissioner &
 District Election Officer,
 Sivasagar
DISTRICT COMMISSIONER &
DISTRICT ELECTION OFFICER
SIVASAGAR