



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT ELECTION OFFICER :: BAKSA :: MUSHALPUR

SHORT NOTICE INVITING TENDER

Sealed Tender affixing Court Fee Stamp of Rs.8.25 (Rupees eight and twenty five paisa) only are invited from intending Firms/Suppliers/Individuals registered with Registrar of Societies, Assam, or individuals registered with any Govt. department or Private Printing Presses for printing of draft Photo Electoral Roll (PER) corresponding to the Special Summary Revision of PER w.r.t. 01.01.2021 as qualifying date for Baksa Election District in the format given below with the terms & conditions as given below.

Sl. No.	Item name & Description	Rate (₹/ unit)
1	Single Side Printing in A4 size 75 GSM Maplitho paper with Black & White ink.	
2	Both side printing in A4 size 75 GSM Maplitho paper with Black & White ink.	

(A) TERMS AND CONDITIONS

- [1] The tenderer shall have to deposit a sum of Rs.15,000.00 (Rupees fifteen thousand) only in the form of Bank Draft/Call Deposit form any Nationalized Bank pledged in favour of The Deputy Commissioner & District Election Officer, Baksa to be payable at Mushalpur as Security Deposit, which shall be refundable on satisfactory completion of the assigned job and after the contract period is over. If the job is not executed satisfactorily as per specifications and within the stipulated period, the Deputy Commissioner & District Election Officer, Baksa reserves the right of rejecting the job and no compensation will be paid for such rejection and the Security Deposit will also stand forfeited.
- [2] Tenderers having adequate experience of printing of electoral rolls in huge volume and within limited time period will be preferred.
- [3] Tenderer will be required to adhere strictly to time frame and no delay will be accepted.
- [4] In case of violation of any condition of the contract by the Tenderer at any stage, the Deputy Commissioner & District Election Officer, Baksa reserves the right of rejecting the materials supplied by him without making any payment for such materials.
- [5] The Tenderer must furnish the following up to date valid documents along with their tender:
 - a. Registration certificate of the Firm. In case of individual, registration certificate with any Govt. department with up to date validity.
 - b. GST Registration Certificate with latest GST return filing statement.

- c. Xerox copy of self-signed PAN card.
 - d. Latest Income Tax Return statements.
 - e. Xerox copy of Bank pass book of current account.
 - f. Record/documents in support of experience, if any.
 - h. Printing presses must have valid and up to date registration with the Printing and Stationery Department, Govt of Assam. Tenderers must attach the attested copy of the same.
- [6] The District Election Officer, Baksa reserves the right to accept/reject any or all the tenders without assigning any reason thereof at any time and stage and does not bind itself to accept the lowest rate and no assurance is given to the lowest bidder to award the supply work at his quoted rate. The tenderers should not exceed the Govt. approved scheduled rate as mentioned below:-
1. Printing of Electoral Rolls on both sides : Rs. 2.30 Per Copy,
 2. Printing of Electoral Rolls on single side : Rs. 1.50 Per Copy.
- [7] The tenders should be addressed to the Deputy Commissioner & District Election Officer, Baksa and must be submitted at the **drop Box** provided for the purpose at the O/o the Election Officer, Baksa in sealed cover latest by **03.00 PM on 07/11/2020**. Tenders so received shall be opened on the same day at **04.00 PM** in the office of the District Election Officer Baksa. No separate notice will be served upon tenderer to remain present at the time of opening of sealed tenders.
- [8] Payment to the successful tenderers will be made subject to availability of fund in respective head of Accounts.
- [9] The undersigned will not be responsible for payment of fund beyond his control & authority.

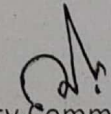
Deputy Commissioner &
District Election Officer,
Baksa, Mushalpur

Memo No.BEL.20/2020/24-A

Dated Mushalpur, the 29th October, 2020

Copy to:-

1. The Chief Electoral Officer, Assam, Dispur for favour of kind information.
2. The District Information and Public Relation Officer, Baksa with a request to give wide publicity through print and electronic media.
3. DIO,NIC for uploading at district website immediately.
4. Notice Board of DC's Office, Baksa/Election Office, Baksa


Deputy Commissioner &
District Election Officer,
Baksa, Mushalpur