



GOVERNMENT OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER :: BAKSA :: MUSHALPUR  
(ELECTION BRANCH)

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**SHORT NOTICE INVITING TENDER**

Sealed Tender affixing court fee stamp of Rs. 8.25 ((Rupees eight and twenty five paise) only are invited intending Bidders/Suppliers/firm/enterprise/individuals etc. registered with Registrar of Societies, Assam, or individuals registered with any Govt. department for providing Videographer/Photographer, Computer set/Laptop/ GPS alongwith installation/Xerox machine/camera etc. on rent corresponding to the General Election to Assam Legislative Assembly , 2021 for Baksa Election District as per Terms and Conditions given below:

**(A)TERMS AND CONDITIONS:**

1) The tenderer should quote rate as per format shown below.

Sl. No.	Particulars	Hiring Rate per day
1	Videography with camera and cameraman	
2	Videography with camera stand and cameraman	
3	CD containing the recorded events (per CD)	
4	Photography with camera and cameraman	
5	Photography with camera stand and cameraman	
6	Coloured photo per copy	
7	Hiring of GPS alongwith installation	
8	Hiring of Xerox Machine	
9	Hiring of Computer set with printer	
10	Hiring of scanner	
11	Hiring of TV set	
12	Hiring of CCTV	
13	Plastic dining table	
14	Plastic chair	
15	Wooden bench	
16	VIP chair	
17	Dias decoration	

2) The tenderer shall have to deposit a sum of Rs. 10, 000.00 (Rupees ten thousand) only through Bank Draft, from any Nationalised Bank pledged in favour of the Deputy Commissioner, 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.

- 3) Tenderer will be required to adhere strictly to time frame and no delay will be accepted.
- 4) 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 filling statement.
  - (c) Xerox copy of self signed PAN card.
  - (d) Latest Income Tax Return Statement.
  - (e) Xerox copy of bank pass book.
- 5) The work order will be placed as per requirement and payment will be made subject to availability of fund in the respective head of account after observing all formalities thereof. No claim as regard to payment, advance payment etc. will be entertained.
- 6) The Deputy Commissioner & 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.
- 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 Election Office, Baksa in sealed cover latest by 02.00PM on 20/02/2021.

Tenders so received shall be opened on the same date at 03.00PM in the office of the Election Officer, Baksa. No separate notice will be served upon tenderer to remain present at the time of opening of sealed tenders.

- 8) The rate should be quoted inclusive of all sources of tax by the tenderer and on their Letter Heads in the Format as mentioned above.

(11) The undersigned is not responsible for payment of fund beyond his control and authority.

Deputy Commissioner &  
District Election Officer,  
Baksa.

Memo No. BEL- 15/2021/1 (A)

Dated Mushalpur, the 11<sup>th</sup> February, 2021

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 for wide publicity through printing and electronic media.
3. The District Information Officer, Baksa, NIC for uploading at district website immediately.
4. Notice Board of DCs Office, Baksa/Election Office, Baksa.

Deputy Commissioner &  
District Election Officer,  
Baksa.