



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

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, for supply of stationery materials etc. corresponding to the Lok Sabha Election, 2019 for Baksa Election District as per (A) Terms & conditions given below:

(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 from any Nationalized 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.
- [2] Tenderer should have adequate experience of supply of stationery materials in huge volume and within limited time period.
- [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.
 - f. Record/documents in support of experience. if any.
- [6] In view of urgency of supply of materials at the fixed stipulated date, local Tenderer of Baksa district having experience on the works of supply shall be given preference.
- [7] 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.

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