



GOVT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER : DARRANG : MANGALDAI
(ELECTION BRANCH)

SHORT QUOTATION NOTICE

E-File No.-85033/5

Sealed quotations affixing with non-refundable court fee stamp of Rs. 8.25 (Rupees eight and twenty-five paise) only are invited from the intending printing presses registered with Printing and Stationery Department, Govt. of Assam, which will be received up to **3:00 P.M. of 20th November, 2023** for printing of 12 (twelve) sets of computerized Photo Electoral Rolls in Assamese, Forms and any other related activities (as shown at Annexure-A) in connection with Special Summary Revision of Electoral Rolls w.r.t. 01-01-2024 as the qualifying date under the following terms and conditions.

The quotations will be opened on the same day at **4.00 P.M.** in presence of the quotationers or their authorized representatives.

Terms and conditions

- (1) The Printing Press should be registered with Printing & Stationery Department, Govt. of Assam ((supported by copy of Registration)
- (2) The printing press should have an income tax assessment for the last three financial years i.e. 2020-21, 2021-22 and 2022-23.
- (3) The printing press should have adequate financial resources to execute the work.
- (4) The copies of electoral rolls are to be printed for each polling station from the CD/Pen-drive containing computerized photo electoral rolls in PDF supplied by this office and these are to be stitched polling station-wise. The press will have to return the CD/Pen-drive in good condition.
- (5) Rates should be quoted for printing on both sides of a sheet inclusive of binding and stitching charges of electoral rolls polling station-wise in A4 size paper of 75 gsm and printing of 1000 copies of Forms in ¼ DFC and ½ DFC size papers on single and both sides of a sheet separately.
- (6) The quotationer will have to deposit an amount of Rs. 10000/-(Rupees ten thousand) only as security deposit in the form of DD in favour of District Commissioner, Darrang, Mangaldai.
- (7) Printing of Photo Electoral Rolls/Forms must be as per specification, otherwise it will be rejected.
- (8) Printing of electoral rolls should be completed within the stipulated period fixed by this office.
- (9) No excuse for failure to print the electoral rolls within the stipulated time on account of power failure or any other reasons will be entertained.
- (10) The quotationer must have offset machine.
- (11) The quotationers must attach the attested copies of firm registration Certificate, PAN Number, TIN Number, Trade License from MB/TC, Bank Current Account No. in the name of Printing Press, up-to-date income tax clearance certificate and GST IN etc. should be furnished with the quotation.
- (12) Additional condition as per CEO's instruction vide letter no ELE. 229/2011/Pt. II /424 dated 28/10/2022. The rate of printing of Photo Electoral Roll per page in both side of A4 size paper of 75 GSM (inclusive of paper cost and taxes) should not be above **Rs. 2.80** and in case of single side of A4 size paper of 75 GSM (inclusive of paper cost and taxes) should not be above **Rs. 1.90**.
- (13) The rate of stationary items should be inclusive of all taxes.
- (14) This office gives no assurance to award the work to the bidder of lowest quoted rate. If the DEO finds that the lowest one rate is on the higher side, the DEO may negotiate the price with L-1 bidder at rate deemed appropriate.

Signed by

Munindra Nath Ngatey

Date: 07-11-2023 19:21:45

as
District Election Officer,
Darrang, Mangaldai

Memo No. E-File-85033/5 -A

Copy to :-

- (1) The CEO, Assam, Dispur for favour of kind information.
- (2) The DDC, Darrang, Mangaldai for kind information.
- (3) The DIPRO, Darrang, Mangaldai with a request to arrange publication of tender notice at least in two leading daily including one in English and other in Assamese. The bills for publication may be sent to this office after verification for payment.
- ✓ (4) The DIO, NIC, Darrang for uploading on website.
- (5) All Printing Presses of Darrang district for information.
- (6) Notice Board, DC's Office/Election Office etc.

e-signed/-

District Commissioner

as

District Election Officer,
Darrang, Mangaldai

ANNEXURE-A

Sl. No.	Name of items	Unit	Quoted rate including GST
1	2	3	4
1	Printing of Form in ¼ DFC (single side)	Per 1000 copies	
2	Printing of Form in ¼ DFC (Both side)	Per 1000 copies	
3	Printing of Form in ½ DFC (single side)	Per 1000 copies	
4	Printing of Form in ½ DFC (Both side)	Per 1000 copies	
5	Printing of Poster in ½ DFC (single side)	Per 1000 copies	
6	Printing of Photo Electoral Rolls single side with paper	Per copy	
7	Printing of Photo Electoral Rolls both side with paper	Per copy	
8	Hard binding of 15-20 Electoral Rolls in one book	Per book	