



**GOVERNMENT OF ASSAM  
OFFICE OF THE CO- DISTRICT COMMISSIONER, NADUAR, SONITPUR  
(TRANSFORMATION AND DEVELOPMENT BRANCH)**

Email ID – [cdc-naduar@assam.gov.in](mailto:cdc-naduar@assam.gov.in)

Contact No. 03715-291835

NCD/TND/PEP&PC/2025/174

Dated 18/03/2025

**NOTICE INVITING TENDER**

Sealed quotation in plain paper affixing non-refundable Court Fee stamp of Rs. 8.25 (Rupees eight and twenty five paise) only are invited from intending local Registered Firms for **Photography & Videography services** etc. in connection with upcoming Panchayat Election 2024-2025 as per following terms and conditions. Quotation will be received at the Transformation and Development Branch, CDC Office, Naduar up to 3.00 PM of 25<sup>th</sup> March, 2025 and will be opened on the same day at 3.30 PM in the Office Chamber of the Co-District Commissioner, Sonitpur in presence of the intending firms.


**TERMS AND CONDITIONS:**

- 1) Intending bidders must furnish the following valid documents along with their quotation:
  - a) Trade Registration Certificate of firm with up to date validity.
  - b) GST, Registration Certificate.
  - c) Tax Clearance Documents.
  - d) Permanent Account Number (PAN) card.
  - e) Photostat copy of self-attested bank account number.
- 2) The firm will have to deposit a earnest money of Rs 20,000/ in form of demand draft in favour of Co-District Commissioner, Naduar.
- 3) Rates quoted should be inclusive of all taxes. GST/ Income Tax as applicable will be deducted from the bill amount at source.
- 4) Rates to be quoted should be economical and reasonable. If the lowest quoted rate is higher than the MRP/Market price, then rate will be fixed as per the MRP/Market Price. Rate should be quoted in both figure and word.
- 5) In case lowest rate is quoted by one firm for an item and by other firm for other items, then these firms will have to assure their willingness/submit consent letter to supply any or all of the materials as above, as per approved rates of the undersigned.
- 6) The authority is not bound to issue order to the successful bidder. The undersigned has the right to reject any quotation without assigning any reason thereof.

- 7) 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 necessary formalities thereof. No claim as regards to advance payment will be entertained.
- 8) The undersigned reserves the right to reject any item in a quotation or the whole quotation without assigning any reason thereof if the conditions are not fulfilled by the tender.
- 9) The Approved Firms / Contractor will have to supply the items as and when required under short notice and in due time without fail. The services should compulsorily include submission of video footage and photograph to the office of the undersigned.
- 10) Payment of bill will be made as per Assam Govt, rules on receipt of fund through budget allotment from time to time. The undersigned will not be responsible for any delay in payment of bill for reasons beyond his control/authority.
- 11) Any firm/supplier indulging in any malpractice or adopting any unfair means will be barred from working in the office. Any deviation in terms and conditions or inability to supply materials as per standard or on time, shall invite cancellation of quotation/tender/Bills etc. and forfeiture of security deposit.
- 12) And any other condition deemed to be just, fit and proper at any point of time.

Photography & Videography services		
SL No.	Description of Works/items	Units
1	Videography (Camera with stand, light and camera man)	Per Unit/ Day
2	DSLR camera with camera man	Per Unit/ Day
3	Passport photo capture and printing (2.5 X 3 cm)	Per copy

\*Herein, per day means 24 hours.

  
**Co-District Commissioner , Naduar**  
**&**  
**Chairman, Procurement & Purchase Committee**

Memo No. NCD/TND/PEP&PC/2025/174-A

Dated 18 /03/2025

Copy to:

1. The District Information and Public Relation Officer, Sonitpur, Tezpur for wide publicity through local print media.
2. The DIO, NIC Sonitpur, Tezpur for uploading in the District website.
3. PA to DC Sonitpur for kind appraisal of DC Sonitpur.



4. Notice Board, Co- District Commissioner's Office and Election Office, Sonitpur
5. All leading firms of the Sonitpur Election District.



**Co-District Commissioner , Naduar  
&  
Chairman, Procurement & Purchase Committee**