



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER, SONITPUR, TEZPUR
(ELECTION BRANCH)

No.SEL.39/2026/609

SHORT NOTICE INVITING TENDER

Sealed tender affixing non-refundable Court Fee stamp of Rs. 8.25 (Rupees eight and twenty-five paise) only is hereby invited from intending bonafide Printers/Printing Press for **Printing of Postal ballot paper** as per terms and conditions given here in under and should be submitted at the specified box kept at the Election Branch, Sonitpur, Tezpur up to **03.00 pm on 16/03/2026** in connection with Assam Legislative Assembly Election, 2026. Tender will be opened on the **same day at 3.30 pm** in the Office Chamber of the Election Officer, Sonitpur, Tezpur.

Intended tenderers are hereby requested to quote the rate both in figure & words for Printing of Postal ballot papers per hundred in the following format in their letter head:

Specifications of the Postal ballot paper (Master copy will be provided at the time of printing):

1. Postal ballot papers shall be printed in **English** and **Assamese** for Sonitpur District.
2. The Postal ballot papers shall contain the names of the candidates in same order in which they appear in **Form 7A**, as the case may be, as appended to Rule of the Election Commission of India.
3. Printing Timeline: Printing of postal ballot papers shall commence immediately after publication of the list of contesting candidates in Form 7A.
4. The entire printing process must be completed within 72 hours of publication of the list of contesting candidates.
5. Paper Specifications: The ballot papers shall be printed on paper supplied/approved by the Election Authority as per standard specification.
6. Serial Numbering Specifications: Each postal ballot paper shall carry a unique serial number. The serial number shall also appear on the counterfoil of the ballot paper, and both numbers must be identical. Serial numbers shall be printed using high-numbering machines. Serial numbering shall consist of 6 or 7 digits and shall normally begin from 100001 or 1000001. Numbering must be continuous without duplication or skipping. Serial numbering for a constituency shall be done using one type of numbering machine only.
7. Printing Content: The postal ballot papers shall contain: Names of contesting candidates, Candidate photographs, Election symbols, Order of candidates exactly as per Form 7A, NOTA option, The printer shall ensure accurate reproduction of all candidate details.
8. Bundling and Packing: Printed postal ballot papers shall be packed in bundles of 50 ballot papers each. Each bundle shall contain consecutive serial numbers. Proper records shall be maintained regarding the number of ballot papers printed and packed.
9. Security and Confidentiality: The printing press shall ensure strict security and confidentiality of election materials. Adequate security arrangements and

uninterrupted power supply must be maintained during the printing process. Entry into the printing area shall be restricted to authorized personnel only.

The printing press must comply with all instructions issued by the District Election Officer/Returning Officer.

Terms & Conditions: -

1. The firm must be registered by the Printing & Stationery Department, Govt. of Assam, and must have sufficient manpower and machinery to meet emergent need.
2. The firm will have to deposit an earnest money of Rs 5,000/- in form of demand draft in favour of District Commissioner, Sonitpur.
3. The tenderers must submit documents of previous experience of printing Postal ballot papers for Lok Sabha /Assembly/Municipality/Panchayat election.
4. There must be sufficient space in the Press for working of splitting/stitching etc, and well arrangement of seating of Govt. officials therein.
5. The Printing Press must have all sorts of congenial atmosphere from security point of view which will be finalized by the DC. The press will come under the control of District Commissioner, Sonitpur and security personnel will be posted on and from the date of starting of printing of Postal ballot papers till completion of printing Postal ballot papers or till the premises is derequisitioned by the DC.
6. Printing Presses having relation/connection with political parties or candidates must not place tenders.
7. During printing of the Postal ballot papers, entry to the Printing Presses, where Postal ballot paper is printed, shall be restricted.
8. Proper secrecy of the press premises is to be maintained. No unauthorized persons will be allowed to enter into the premises without prior permission of District Commissioner, Sonitpur during the entire period of printing of Postal ballot papers.
9. No foreign matter is allowed to be printed at the printing press during the printing of Postal ballot papers.
10. The Press should have the facilities like generator, trained manpower and facilities to install closed circuit camera to run it round the clock for 24 hours continuously. Separate toilet and room for security attached to the press is necessary.
11. The tenderer must submit details of facilities available and the copy of PAN, GST Certificate, Tax Clearance certificate (up to March 2025), Credential Certificate/Experience Certificate during the last five years, Photostat copy of self-attested bank account number and trade license renewal copy from the appropriate authority. **The quoted price should be inclusive of all charges like transportation, binding, taxes including GST, etc.**
12. Tender once submitted will not be allowed to be withdrawn, altered or cancelled in part or in whole.
13. If selected, the agency will have to print matter as per necessity even throughout the night if so required. For this process no additional rates will be allowed.
14. The undersigned gives no assurance to the L-1 bidder to award the work at his quoted rate. If the undersigned finds that the L-1 rate is on the higher side, the undersigned may negotiate the price at the rate deemed appropriate.
15. 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.

16. The authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
Tenders may be submitted in the format provided below:

Item Name	Rate (in Rs) with 70 GSM colour paper	Rate (in Rs) without paper
First 100 copies		
Subsequent 100 copies		

Digitally signed by
ANANDA KUMAR DAS
Date: 09-03-2026
23:24:47
District Commissioner &
District Election Officer, Sonitpur

Memo No. SEL.39/2026/609-A

Copy for information and wide circulation forwarded to:

1. The Chief Electoral Officer, Assam, for favour of kind information.
2. The Cell In-charge, Postal Ballot Cell, ALA Election-2026, Sonitpur, for information.
3. The ADC (Election), Sonitpur, for information.
4. Election Officer, Sonitpur, for information.
5. The District Information and Public Relation Officer, Sonitpur, Tezpur for wide publicity through local print media.
6. The DIO, NIC Sonitpur, Tezpur for uploading in the district website.
7. Notice Board, District Commissioner's Office and Election Office, Sonitpur
8. All leading firms of the Sonitpur Election District.

(e-signed)
District Commissioner &
District Election Officer, Sonitpur