



GOVT OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER:::: SONITPUR:::: TEZPUR
(ELECTION BRANCH)

No. SEL.39/2020/

406

Date: 5/12/23

NOTICE INVITING TENDER

Sealed quotation affixing court fee stamps amounting to Rs. 8.25 (Rupees Eight & Twenty five paisa) only are hereby invited from intending offset printing press for printing of Difference Forms of Tezpur Election District subject to the following terms and conditions and will be received by Election Officer, Tezpur up to 3.30 P.M. of 12/12/2023 at his Office chamber and will open the quotation on Same at 03.30 P.M. in the presence of quotationer/ their authorized representative who may remain present at that time. In case quotationer are absent at the opening of the tenders, the undersigned will reserve the right to open and finalize the tenders in their absence.

TERMS AND CONDITIONS:

1. The offset printing press must be registered by the Printing & Stationery Dept., Govt. of Assam and must have sufficient manpower and machinery to meet emergent need.
2. Rate of printing of Forms, etc should be quoted in the manner as indicated below both in figures and words including of all taxes,
3. The quotationers should invariably enclose along with their quotation attested copies of certificates of registration of their presses and attested copies of certificate in respect of clearance of upto date GST/ Income Tax from the competent authority, Quotation if submitted without attested copies of those certificates will be rejected outright.
4. The undersigned may also take any other action against the defaulter as he may think fit and proper.
5. The quotationers to whom the work for printing and supply of Forms, etc are entrusted will have to do the works at his own risk and responsibilities.
6. The order of works for supply and printing of the Forms, etc. will be placed by the Election Officer, Tezpur as per their requirement and payment of bills what-so-ever in this regard will be made by undersigned after observing all the formalities thereof.
7. If the last date of submission of the quotationers as mentioned above happens to be Govt. holiday, the date of submission of the quotations should be treated to have been extended to the holiday/ holidays and in such a case, the last date for submission of quotation will be the date on which the office will open. The time however will remain unchanged.
8. The undersigned is not bound to accept the lowest or any quotation and reserves the right to accept or reject any quotation without assigning any reason thereof.
9. Bill will be paid at the earliest possible as per Govt. of Assam procedure on receipt of fund from Government. The undersigned will not be responsible for delay in payment for reasons beyond his control & authority.
10. Specifications for printing of Forms:
 - a. Forms (1/4 DFC single side) print: per 1000.
 - b. Forms (1/4 DFC both side) print: per 1000.
 - c. Forms (1/2 DFC single side) print: per 1000.
 - d. Forms (1/2 DFC both side) print: per 1000.
 - e. Forms (1/8 DFC single side) print: per 1000.
 - f. Forms (1/8 DFC both side) print: per 1000.
 - g. Forms (full DFC single side) print: per 1000.
 - h. Flex (Banner) print per sqr feet.

Signed by

Deba Kumar Mishra

Date: 01-12-2023 18:30:44

District Commissioner, Sonitpur &
District Election Officer, Tezpur

Dated: 5/12/23

Memo No. SEL 39/2020/

406-A

Copy forwarded to:-

1. The Chief Electoral Office, Assam, Dispur, Guwahati-6 for favor of kind information.
2. The District Information & Public Relation Officer, Sonitpur, Tezpur for wide publicity through a leading local daily News Paper.
3. The DIO, NIC, Sonitpur for information & necessary action.
4. The Office Notice Board for Information
5. Office Order file

E-signed

District Commissioner, Sonitpur &
District Election Officer, Tezpur