

GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER : DARRANG : MANGALDAI
(PLANNING BRANCH)

No. DPL-3/2020/3-4

Dated Mangaldai, the 7th February, 2020.

SHORT QUOTATION NOTICE

Quotations of rates in sealed cover affixing Court fee stamp of Rs. 8.25 (Rupees eight and paise twenty five) only are invited from intending Printing Presses for printing of Electoral Rolls (without photo) in connection with ensuing Municipal Election, 2020. Such Printing Presses should fulfil the following **terms and conditions**:

- 1) The Printing Press should be registered with Printing & Stationery Department, Govt. of Assam. (supported by copy of Registration)
- 2) Attested Copies of records /documents relating to Registration of PAN and GST IN etc. should be furnished.
- 3) The quotationers should also submit a statement of showing the resources of the press viz. no. of printing machines, its capacity, no. of computers, facility for cutting/binding/stitching, work space, manpower, financial soundness etc.
- 4) Records/documents in support of experience of Election related printing works etc. (if any) to be furnished.
- 5) Rate(s) should be inclusive of all taxes admissible taxes like GST/ Income Tax as applicable will be deducted at source from the bill amount.
- 6) Rates /quotations for printing of Electoral Rolls, should be including cost of Paper, DTP etc. Specification of paper for printing of Electoral Rolls is 60 GSM (Legal size).
- 7) Electoral Roll will have to be printed polling station wise. Electoral Rolls will be printed on both sides of the piece of paper (Legal size). 1 (one) set of Electoral Rolls of a Polling Station may be having 8 to 20 pages (both side printing) depending upon no. of voters in a Polling Station. Electoral Roll of a Polling Station will be required in about 30 (thirty) sets.
- 8) Quotationers will have to deposit Rs. 5,000.00 (Rupees five thousand) only as security money in shape of Call deposit/FDR/ Bank draft in favour of the Deputy Commissioner, Darrang, Mangaldai.
- 9) If a firm fails to complete the printing works within the stipulated time, the work order will immediately be withdrawn from the concerned firm and the security money will be forfeited.
- 10) Rate once accepted will be treated as final and no alteration or modification will be entertained for any reason whatsoever and it will remain valid until next quotation is called for.
- 11) Authority is not bound to accept the lowest rate or any quotation and reserves the right to accept/reject any quotation without notice and assigning any reasons thereof.

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12) Rate should be quoted as per following proforma :

For printing of Electoral Rolls (including supply of Paper):

Sl. No.	Name of items	Unit	Rate in Rs. (both in figure and words)
1	2	3	4
1	Printing of Electoral Rolls (without photo) single side with paper	Per copy	
2	Printing of Electoral Rolls (without photo) both side with paper	Per copy	
3	Hard binding of 15-20 Electoral Rolls in one book	Per book	

Printing Presses fulfilling the terms and conditions will submit their quotations in sealed cover to the Deputy Commissioner, Darrang by **3:00 PM of 15-02-2020** will be opened **at 3.30 PM** on same day.

Sd/-Ghanshyam Dass, IAS.
Deputy Commissioner,
Darrang::Mangaldai.

Memo No. DPL-3/2020/3-4-A

Dated Mangaldai, the 7th February, 2020.

Copy to

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- (1) The Secretary, Assam State Election Commission, Housefed Complex, Dispur-6 for favour of kind information.
 - (2) The DIPRO, Darrang, Mangaldai will arrange publication of the quotation notice at least in two leading dailies including one in English and other in Assamese. The bills for publication may be sent to this office after verification for payment.
 - (3) The ADIO, NIC, Darrang for uploading on website.
 - (4) All Printing Presses of Darrang district for information.
 - (5) Notice Board, DC's Office/ Election Office, Darrang.


Addl. Deputy Commissioner,
Darrang::Mangaldai.