



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

**SHORT NOTICE INVITING TENDER**

Sealed quotations affixing court fee stamp of Rs.8.25 (Rupees Eight and Twenty-Five paisa) only are hereby invited from Registered/reputed intending Firms/ Vendors for supply of the various printing items in connection with conduct of upcoming Panchayat Election, 2024-25 in-respect of Darrang Election District, under the following terms and conditions. The quotations are invited from **26/12/2024 upto 2.30 PM of 07/01/2025** and will be opened on the same date **at 3-00 PM** in the office of the District Commissioner, Darrang in presence of the quotationers or their representatives. Quotations will have to be deposited at the tender box kept at Planning Branch, DC's Office, Darrang, during office hours on working days.

Sl.	Description of Work/ Item(s)	Units	Unit Rate Including GST
1	Black & White printing on papers A4 75 GSM (Single side)	Per 100 Copies	
2	Black & White printing on papers A4 75 GSM (Single side)	Per 500 Copies	
3	Black & White printing on papers A4 75 GSM (Single side)	Per 1000 Copies	
4	Black & White printing on papers A4 75 GSM (Both side)	Per 100 Copies	
5	Black & White printing on papers A4 75 GSM (Both side)	Per 500 Copies	
6	Black & White printing on papers A4 75 GSM (Both side)	Per 1000 Copies	
7	Black & White printing on papers Fs 75 GSM ( Single Side)	Per 100 Copies	
8	Black & White printing on papers Fs 75 GSM ( Single Side)	Per 500 Copies	
9	Black & White printing on papers Fs 75 GSM ( Single Side)	Per 1000 Copies	
10	Black & White printing on papers Fs 75 GSM ( Both Side)	Per 100 Copies	
11	Black & White printing on papers Fs 75 GSM ( Both Side)	Per 500 Copies	
12	Black & White printing on papers Fs 75 GSM ( Both Side)	Per 1000 Copies	
13	Black& White printing on papers A3 90 GSM (Single Side)	Per 100 copies	
14	Black& White printing on papers A3 90 GSM (Single Side)	Per 500 copies	
15	Black& White printing on papers A3 90 GSM (Single Side)	Per 1000 copies	
16	Black& White printing on papers A3 90 GSM (Both Side)	Per 100 copies	

  
District Commissioner  
a  
District Election Officer.  
Darrang

17	Black& White printing on papers A3 90 GSM (Both Side)		Per 500 copies	
18	Black& White printing on papers A3 90 GSM (Both Side)		Per 1000 copies	
19	Colour Printing on Papers A4 75 GSM (Single Side)		Per 100 copies	
20	Colour Printing on Papers A4 75 GSM (Single Side)		Per 500 copies	
21	Colour Printing on Papers A4 75 GSM (Single Side)		Per 1000 copies	
22	Colour Printing on Papers A4 75 GSM (Both Side)		Per 100 copies	
23	Colour Printing on Papers A4 75 GSM (Both Side)		Per 500 copies	
24	Colour Printing on Papers A4 75 GSM (Both Side)		Per 1000 copies	
25	Colour Printing on Papers FS 75 GSM (Single Side)		Per 100 copies	
26	Colour Printing on Papers FS 75 GSM (Single Side)		Per 500 copies	
27	Colour Printing on Papers FS 75 GSM (Single Side)		Per 1000 copies	
28	Colour Printing on Papers FS 75 GSM (Both side)		Per 100 copies	
29	Colour Printing on Papers 75 GSM (Both side)	FS	Per 500 copies	
30	Colour Printing on Papers 75 GSM (Both side)	FS	Per 1000 copies	
31	Colour Printing on Papers 90 GSM (Single Side)	A3	Per 100 copies	
32	Colour Printing on Papers 90 GSM (Single Side)	A3	Per 500 copies	
33	Colour Printing on Papers A3 90 GSM (Single Side)		Per 1000 copies	
34	Colour Printing on Papers A3 90 GSM (Both Side)		Per 100 copies	
35	Colour Printing on Papers A3 90 GSM (Both Side)		Per 500 copies	
36	Colour Printing on Papers A3 90 GSM (Both Side)		Per 1000 copies	
37	Envelope (Form 13B) (White colour) 4" x 9"		per no.	
38	Envelope (Form 13C) (White colour) 4.75" x 11"		per no.	
39	Envelope A4 Size with printing ( Yellow)		per no.	
40	Envelope medium Size with printing( Yellow)		per no.	
41	Envelope Size 10"x 5" with printing		per no.	
42	Envelope Size 14"x 12" with printing		per no.	


43	Envelope Size 9"x 4" with printing	per no.	
44	Play Card (Multi colour) A3 250 GSM	Per 100 copies	
45	Register of Election Expenditure in A3 Size, containing 100 pages in three parts [Part-A: white 40 pages, Part B: Pink 40 pages and Part-C Yellow 20 pages	Per book	
46	Shadow Observation Register in A3 containing 50 pages	Per book	
47	Entry Pass for Polling Agents (A6, 90 GSM)	per no.	
48	Stickers (self-adhesive) 15 cm x 10 cm	per no.	
49	Stickers (self-adhesive) 6 cm x 3 cm	per no.	
50	Coupon/slip in A8 size	per no.	
51	Coupon/Slip in A7 size	per no.	
52	Register of Voter (Book Form) A4 Size with cover page (10 entries per page x 35 sheets for 700 voters)	per no.	
53	Register of Voter (Book Form) A4 Size with cover page (10 entries per page x 75 sheets for 1500 voters)	per no.	
54	Printing of money receipt book with binding and machine numbering in 1/4 FC size of 25 sheets	per no.	
55	Printing of money receipt book with binding & machine numbering in 1/4 FC size of 25 sheets.	per no.	
56	Flex Banner (Regular quality)	Per Sq. ft.	
57	Flex Banner with Iron framing (Regular quality)	Per Sq. ft.	
58	Flex Banner with Wooden framing (Regular quality)	Per Sq. ft.	
59	Sign Boards of Corrugated plastic sheet (flex- board) 10" x 8"	per no.	
60	Identity Card in Size: A2 (106 X 82 MM), 280 GSM, Colour, with transparent plastic cover	per no.	
61	Identity Card in Size: B3 (126 x 95 mm), 280 GSM, Colour, with transparent plastic cover	per no.	
62	Printed Lanyard for ID Card - 12 mm	per no.	

63	Printed Lanyard for ID Card -16 mm	per no.	
64	Coloured Poster in A1 size, 100 GSM	per no.	
65	Coloured Poster in A2 size, 100 GSM	per no.	
66	Coloured Poster in A3 size, 90 GSM	per no.	
67	Form for Paper seal account	Per 100 Copies	
68	Form for Ballot Paper account	Per 100 Copies	
69	Forms of declaration by companies of blind or infirm voter	Per 100 Copies	
70	Forms for list of Blind or Infirm Voters	Per 100 Copies	
71	Forms for declaration of Presiding Officer before commencement of the Poll, during the Poll & at the end of Poll	Per 100 Copies	
72	Forms of Declaration by a voters about his age	Per 100 Copies	
73	Addressed Tag	Per 100 Copies	
74	List of Contesting candidates	Per 100 Copies	
75	Notice Specifying Polling area	Per 100 Copies	
76	Receipt for deposit for Challenged votes	Per 100 Copies	
77	Working copy of the Roll	Per 100 Copies	
78	Colour adhesive A4 90 GSM with printing best quality	Per Pcs.	
79	Presiding Officers' Diary	Per page both side with binding	
80	Table addressing name plate for Polling Station	Per Pcs.	
81	Cover for unused Ballot Papers	Per Pcs.	
82	Cover for counter foils of used Ballot papers	Per Pcs.	
83	Cover for Tendered Ballot Papers & list of Tendered Votes	Per Pcs.	
84	Covers for returned and cancelled Ballot papers	Per Pcs.	
85	Cover for unused Paper seals	Per Pcs.	
86	Cover for Ballot paper account	Per Pcs.	
87	Cover for paper seal account	Per Pcs.	
88	Cover for marked copies of Electoral Rolls	Per Pcs.	
89	Cover for other copy of Electoral Rolls	Per Pcs.	
90	Cover for list of challenged votes	Per Pcs.	
91	Cover for letters of appointment of Polling agents	Per Pcs.	
92	Cover for Presiding Officers' Diary	Per Pcs.	

93	Cover for receipt book and cash forfeited, if any	Per Pcs.	
94	Cover for declaration of companions	Per Pcs.	
95	Cover for ballot papers cancelled voting procedure violeted	Per Pcs.	
96	Cover for signed but unused Ballot papers	Per Pcs.	
97	Cover for presiding Officers' brief record	Per Pcs.	
98	Cover for any other paper that the returning Officer has directed to be kept in a sealed packet	Per Pcs.	
99	List of challenged votes	Per Pcs.	

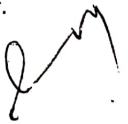
**TERMS AND CONDITIONS :**

- 1) The tenders will have to be accompanied by up to date GST and Income Tax from the competent Authority.
- 2) Non-refundable of bid processing fee of Rs. 1000/- (Rupees One thousand) only and EMD/Bid Security of Rs. 10,000/- (Rupees Ten Thousand) only are to be deposited through Bank Draft pledged in favour of District Commissioner, Darrang.
- 3) The rate should be quoted inclusive of all taxes.
- 4) Registration certificate of Printing presses with Printing and Stationery department, Govt. of Assam.
- 5) The quotationer must attach the photo copy of Firm's GST-Registration Certificate, PAN Card, Trade License from MB, IT returned of last 3 (three) years and Bank Account Number with the Quotation.
- 6) L1 rate for each item will be decided through the tender. All work orders will be issued in L1 rate only. For supply of each listed item, preference will be given to the bidder who has quoted L1 rate for that particular item.
- 7) Documents to be furnished along with rate. i) GST return for the last 3 (three) Financial Year. ii) IT return for the last 3 (three) Financial Year. iii) PAN Card. iv) Similar earlier experience, if any.
- 8) The approved firms/ Vendors must supply the Items at the Planning Branch for Panchayat Election immediately, as and when required, at their own cost.
- 9) Rates once accepted will not be changed and will remain for hiring valid for a period of one year.
- 10) Payment will be made as and when fund is received from the Govt.
- 11) District Election Officer has the right to accept or reject any or all tenders without assigning any reason thereof and has the right to fix the price of any materials as per prevailing market rate.

  
 District Commissioner as District Commissioner  
 District Election Officer, Darrang, Mangaldai District Election Officer,  
 Darrang : Mangaldai  
 Dated Mangaldai, the 26th Dec, 2024

Memo No.:DPL/PE/2024/Tender/26/ 9-13 -A  
 Copy to:

1. The Secretary, Assam State Election Commission, Ghy for favour of kind information.
2. The DIPRO, Darrang, Mangaldai for wide publication of this tender.
3. The FAO, DC's Office, Darrang will provide necessary assistance during opening of the tender box and preparation of CS.
4. The DIO, NIC, Darrang, Mangaldai for wide digital publication of this tender.
5. Notice Board of DC's Office, Darrang.

  
 District Commissioner as  
 District Election Officer,  
 Darrang, Mangaldai  
 District Commissioner  
 District Election Officer,  
 Darrang : Mangaldai