



GOVT. OF ASSAM

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

SHORT NOTICE INVITING TENDER

Sealed Tender affixing Court Fee Stamp of **Rs. 8.25** (Rupees eight and twenty five paisa) only are invited from intending Printing Presses (offset) registered with Printing and Stationery department, Govt. of Assam for printing and supplying of Draft Electoral Roll in connection with ensuing Panchayat Election, 2024-25 in respect of Darrang District with reference to 01/01/2024 as qualifying date for conduct of Panchayat Election 2024-2025 as per (A) Specification and (B) terms & conditions as given below :


(A) SPECIFICATIONS

- 1) **Size, Paper & Rate:** Rate of Printing of Electoral Roll in case of both side printing on A4 size paper, per sheet of **75 GSM** should not be above **Rs.2.80** and in case of single side printing should not be above **Rs.1.90** (rate are excluding of all taxes but inclusive of cost of printing paper). Single side printing is applicable only for title page.
- 2) **No of copies:** Electoral Roll will have to be printed polling station wise. Total set of Electoral Roll to be printed **10 nos.** for publication. However it may be reduced or increased.
- 3) **Time Schedule :** The printing press will have to deliver printed Photo Electoral Roll to the DC's Office, Darrang within the stipulated period.

(B) TERMS AND CONDITIONS:

- 1) The tenderer shall have to deposit a sum of **Rs.15,000/-**(Rupees Fifteen Thousand) only in the form of Bank Draft/Call Deposit from any Nationalized Bank pledged in favour of **The District Commissioner, Darrang, Mangaldai** to be payable at **Mangaldai** as security Deposit ,which shall be refundable on satisfactory completion of the assigned job and after the contact period is over . If the job is not executed satisfactorily as per the specifications of size , style & paper etc. and within the stipulated period , the District Commissioner and District Election Officer ,Darrang reserves the right of rejecting the printed copies and no compensation will be paid for such rejection and the security deposit will also stand forfeited.
- 2) The District Commissioner & District Election Officer, Darrang reserves the right to accept/reject any or all the tenders without assigning any reason thereof at anytime and stage and does not bind itself to accept the lowest rate and no assurance is given to the lowest bidder to award the Printing work at his quoted rate.

- 3) The tenderer must furnish the following up to date valid documents along with their tender:
- Registration certificate of Printing Presses with Printing & Stationery Department, Govt. of Assam.
 - GST Registration Certificate with latest return filing statement, Valid Trade license.
 - Xerox copy of self-signed PAN card.
 - Income Tax return statements
 - Records/ documents in support of experience of printing of Electoral Rolls if any.
 - Bank AC details.
- 4) The tenders should be addressed to the District Commissioner & District Election Officer, Darrang and must be submitted at the **Drop Box** provided for the purpose at the Sub-Divisional Planning Branch, D.C's Office, Darrang in sealed cover latest by **2.30 PM on 09/12/2024**. Tenders received shall be opened on the same day at **03.00 PM** in the office of the District Commissioner, Darrang. No separate notice will be served upon tenderer to remain present at the time of opening of sealed tenders.
- 5) This office gives no assurance to the L-1 bidder to award the work at his quoted rate. If the authority finds that the L-1 rate is on higher side, the authority may negotiate the price with L-1 bidder at the rate deemed appropriate.
- 6) Payment will be made subject to availability of fund under the relevant head of Accounts.

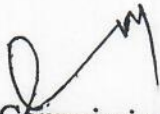

 District Commissioner
 Darrang, Mangaldai

Memo NO. PE-01/2024-25/4-5

Dated Mangaldai, the 30th November, 2024

Copy to:-

- The Secretary, Assam State Election Commission, Guwahati for favour of kind information.
- The District Information and Public Relation officer, Darrang with a request for wide publicity through printing and electronic media.
- The FAO, Darrang will provide necessary assistance during opening of the Tender box and preparation of C/S.
- DIO, NIC for uploading at district website immediately.
- Notice Board of DC's Office, Darrang.


 District Commissioner
 Darrang, Mangaldai