



GOVT. OF ASSAM

OFFICE OF THE DISTRICT ELECTION OFFICER::::::::::HAILAKANDI

**Notice Inviting Tender**

Sealed quotation affixing Court Fee stamp worth Rs.8.25 (Rupees Eight and Twenty Five Paise) only hereby invited from intending firms from district/ sub-division preferably experience in Govt. Supply of Printing items for supply of Election Polling Printing Items (Forms and Covers) and others in connection with ensuing Panchayat Election, 2025 as per Printing items listed in **Annexure-A** to the O/O the District Commissioner, Hailakandi on below mentioned terms and conditions . The sealed quotation will be received till 3:00 P.M. of 10/01/2025 and will be opened on the same date at 4:00 P.M. The quotation box will be kept in the officer chamber of the Election Officer, Hailakandi. The intending quotationers or their representatives may be present during opening of the quotation box.

**Terms & conditions**

1. The intending firm should be registered with Printing & Stationary Department, Govt. of Assam (supported by the copy of Registration).
2. A refundable earnest money of Rs.10000.00 (Ten Thousand) only in the form of NSC/Bank Draft/bankers cheque must be deposited along with the quotation, which will be considered as Security deposit for the selected vendor.
3. Attested copies of records/ documents relating to Registration of PAN, up-to-date Income tax clearance certificate, Trade License and GSTIN etc. should be furnished. Quotations submitted without attested copies of the certificates will be rejected.
4. The rate quoted in the Tender must be legible and the quoted rate should include GST and other Statutory taxes
5. The rate should be quoted both in figure and words including GST.
6. The articles should be of good quality and also the name of manufacturer/brand, type etc. of each article should be mentioned in the quotation by the quotationer
7. Records / documents in support of experience of election related works etc, if any, to be furnished.
8. Rate(s) should be inclusive of all taxes as admissible like GST/ Income Tax etc. as applicable will be deducted at source from the bill amount.
9. If a firm fails to supply the election materials within the stipulated time, the supply order will immediately be cancelled and the concerned firm will be withdrawn and the security money will be forfeited.
10. Rate once accepted will be treated as final and no alternation 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 reason thereof.
12. Cover containing quotation shall be scribed with the words "Quotation for supply of stationary articles in connection with Panchayat Election,2025".
13. A rate contract and parallel rate contract will be done following the Rule 24 (I) of APPR, 2020.In case of any dispute, the decision of the District Commissioner, Hailakandi will be final and binding to all.
14. Payment will be made only after completion of works and submission of bills in duplicate duly certified by the authorized officials and subject to available of fund.

15. List of election polling Printing items & others provided vide Annexure-A.

In case of supply of inferior quality of articles/ goods or inability to supply the articles/goods within the time framed by the supplier, the quotation/work order will automatically be cancelled.

Memo No.HEL.82/Tender/P&S/ Pt-II/2024/32-33  
Copy to:-

1. The DI&PRO, Hailakandi for information and necessary action. He is requested for wide publicity of the above notice through FLS and also to publish the matter in 2 (two) widely published local news papers.
2. Notice Board of DC's Office & Election Office, Hailakandi.

03/01/2025  
Addl. District Commissioner (Panchayat)  
Hailakandi

03/01/2025  
Addl. District Commissioner (Panchayat)  
Hailakandi  
Dated Hailakandi the 24<sup>th</sup> January, 2025

Annexure - AList of articlesGROUP-A. FORMS/BOOKLET, ETC.

Sl No	Size of forms, etc. ( Cost of Paper with printing)	Rate/100		Rate/500		Rate/1000	
		Single side	Both side	Single side	Both side	Single side	Both side
1	Black & White Printing A4 paper						
2	Black & White Printing FS paper						
3	Colour Printing A4 paper						
4	Colour Printing FS paper						

Supply of envelope with Print cost (Rate/100)							
Size of Envelope with printing	Plain	Brown	Yellow	White	Blue	Black	Pink
1. 6"X3"							
2. 9"X4"							
3. 10"X5"							
4. 12"X5"							
5. 14"X8"							
6. 14"x10"							
7. 16"X12"							
8. 18"X12							
9. 20"x16"							
10. 4.75x11							
Supply of envelope with Print cost (Rate/500)							
Size of Envelope with printing	Plain	Brown	Yellow	White	Blue	Black	Pink
1. 6"X3"							
2. 9"X4"							
3. 10"X5"							
4. 12"X5"							
5. 14"X8"							
6. 14"x10"							
7. 16"X12"							
8. 18"X12							
9. 20"x16"							
10. 4.75x11							
Supply of envelope with Print cost (Rate/1000)							

Size of Envelope with printing	Plain	Brown	Yellow	White	Blue	Black	Pink
1. 6"X3"							
2. 9"X4"							
3. 10"X5"							
4. 12"X5"							
5. 14"X8"							
6. 14"x10"							
7. 16"X12"							
8. 18"X12							
9. 20"x16"							
10. 4.75x11							

Size of Playcard Multi-colour with printing	Rate/100	Rate/500	Rate/1000
1. A4 Size			
2. A3 Size			

**GROUP-B. PB/REGISTERS, etc.**

Sl No	Items	Rate/100 (books/nos.)	Rate/1000 (books/nos.)
1	Ballot Paper (with cost of paper)		
2	Address tag (with hole)		
3	List of Polling Stations (single side printing )		
4	List of Polling Stations (both side printing )		
5	Log sheet for vehicle		
6	Entry Pass for polling Agents (A6)		
7	Passes for polling agent (4"X4")		
8	<b>Sign Board for</b>		
	(i) Presiding Officer		
	(ii) Polling Officer		
	(iii) Entry		
	(iv) Exit		
	(v) Polling Agent.		
9	Label (12"X8")		
10	Label (12"X4")		
11	Label (8"X4")		
12	Label (5"X3")		
13	Identity card (Post card size)		
14	Badge (Half post card size)		
15	Entry pass for Polling Agent (a6, 90 GSM)		
16	Stickers (Self adhesive) 15 cm x 10 cm		
17	Stickers (Self adhesive) 6 cm x 3 cm		
18	Poster (Half DFC)		

19	Register of voters (A4 size 10 entries per page with cover page ) for 500 voters	Per book	
20	Register of voters (A4 size 10 entries per page with cover page) for 1000 voters	Per book	
21	Voters Slip with cover (stitched bundles) 500 slips (5 slips in each page).	Per book	
22	Voters Slip with cover (stitched bundles) 1000 slips (5 slips in each page).	Per book	
23	Receipt Book with counterfoil (8"X6") with 10 pages each.	Per Book	
24	Colored Poster A1 size	Per No	
25	Colored Poster A2 size	Per No	
26	Colored Poster A3 size	Per No	
27	Colored Poster (Crown size)	Per No	
28	Poster Crown size) (Black & white)	Per No	
29	Coupon Book for POL (50 pages each)	Per Book	
30	Coupon for refreshment, etc. with CF 3"X6" (in book form)	Per Book	
31	Sticker (3"X1")	Per No	
32	Sticker (6"X3")	Per No	
33	Banner/Flex (Single colour)	Per sq ft.	
34	Banner/Flex (Bi-colour)	Per sq ft.	
35	Signage (Single colour) in sq ft.	Per sq ft.	
36	Signage (Bi-colour) in sq ft.	Per sq ft.	
	Phone directory with cover in DFC paper	Per book	
38	Register of Election Expenditure in A3 size, Containing 100 Pages in three parts	Per book	
	(i) Part-A white 40 Pages with cover stitching (Per Book)	Per book	
	(ii) Part-B Pink 40 Pages with cover stitching (Per Book)	Per book	
	(iii) Part-C Yellow 40 Pages with cover stitching (Per Book)	Per book	
39	Shadow Observation Register in containing 50 pages with cover	Per book	
40	Shadow Observation Register in containing 100 pages with cover	Per book	

  
 Addl. District Commissioner (panchayat)  
 Hailakandi  
 03/01/2015