



GOVERNMENT OF ASSAM  
OFFICE OF THE DISTRICT ELECTION OFFICER : BAKSA : MUSHALPUR  
(ELECTION BRANCHII)

E-mail: deo-baksa@nic.in

Phone/Fax-03624-234556/234524

No.BEL-06/2026/PB&ETBS/NIT/1

Dated Mushalpur, the 12<sup>th</sup> March, 2026

**TENDER NOTICE**

Sealed quotations affixing court fee stamp worth of Rs. 8.25 (Rupees Eight and Twenty-Five paisa) only are invited from Government registered intending Printing Presses for printing of Postal Ballot Papers in connection with conduct of General Elections to Assam Legislative Assembly, 2026 in Baksa District under the following terms and conditions.

The ballot paper required for printing will be supplied by the Office of the undersigned and as such the quotation invited through this notice is only for printing of the Postal Ballot Papers. In view of the urgent nature of work, the quotations will be received up to 3:00 PM of 16.03.2026 and will be opened on the same date in presence of the quotationers or their representatives in the Office Chamber of the Election Officer, Baksa.


Sl. No	Item Description	Unit	Unit Price in INR (including all taxes)
1	Printing of Postal Ballot booklet – SINGLE COLUMN (consisting 50 postal ballots per booklet). Paper will be supplied by the Office of the undersigned.	01 (one)	
2	Printing of Postal Ballot booklet – DOUBLE COLUMN (consisting 50 postal ballots per booklet). Paper will be supplied by the Office of the undersigned.	01 (one)	

**TERMS AND CONDITIONS**

- Documents to be furnished along with rate:
  - Certificate of Registration under Assam Govt. Printing and Stationery Department.
  - GST return for the last 3 (three) Financial Year.
  - IT return for the last 3 (three) Financial Year.
  - PAN Card.
  - Bank Account details.
- Earnest Money Rs. 5000.00 (Rupees Five Thousand) is to be deposited in Bank Draft pledged in favour of District Commissioner, Baksa. Earnest money in case of unsuccessful bidder will be refunded and in case of successful bidder the same will be retained as security deposit which will be forfeited in case of failure to complete the printing work as required.
- The specification of the Postal Ballot is as per guidelines. The paper required for printing will be supplied by the Office of the undersigned.
- All the printing works should be completed within the stipulated time to be fixed by the office.
- The bidder will have to quote their rates against printing of each booklet of Ballot Paper only.

Each booklet will consist of 50 (fifty) ballot papers with consecutive serial numbers and cover for top and bottom. The serial numbers of each Ballot paper and its counterfoil shall be identical. The serial number of postal ballots will be printed in six (6) or seven (7) digits as may be convenient through type high-numbering machines. Serial number shall start from 100001/1000001 and not from 000001.

6. No ground like power failure/workers strike/shortage of paper in the market etc. for failure in printing will be considered.
7. Printing of Ballot Paper must be as per specification, otherwise it will be rejected.
8. Payment will be made as and when fund is received from Govt.
9. The rate should be inclusive of all taxes and charges for printing work only.
10. The experienced firms under Baksa District will be preferable considering election urgency.
11. The District Commissioner has the right to accept or reject any or all quotations without assigning any reason thereof.
12. The owner should make available the printing press before printing of Postal Ballot for security check as and when required.
13. No other printing and entry of unauthorized person will be allowed while printing of postal ballot papers.


  
District Commissioner as,  
District Election Officer,  
Baksa, Mushalpur

Dated Mushalpur, the 12<sup>th</sup> March, 2026

Memo No: BEL-06/2026/PB&ETBS/NIT/1-A

Copy to:

1. The Chief Electoral Officer, Assam, Dispur for favour of kind information.
2. The Addl. District Commissioner (Election), Baksa for information.
3. The District Information and Public Relation Officer, Baksa for wide publicity and publication in local newspapers.
4. The DIO, NIC, Baksa for information and necessary action. She is requested to upload the NIT in the District Website.
5. Notice Board.

  
District Commissioner as,  
District Election Officer,  
Baksa, Mushalpur