



GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER: BAKSA
HQs: MUSHALPUR-781372
(ELECTION BRANCH)

SHORT NOTICE INVITING TENDER

Sealed Tender affixing Court Fee Stamp of Rs.8.25 (Rupees eight and twenty five paise) only are invited from intending Firms/Suppliers/Individuals registered with Registrar of Societies, Assam or Individuals registered with any Govt. Department or Private Printing Presses for printing of draft Photo Electoral Roll (PER) corresponding to the Special Summary Revision of PER w.r.t. 01/01/2023 as qualifying date for Baksa Election District in the following format with the terms & conditions as given below.

Sl.No	Item name & Description	Rate (₹/unit)
1.	Single side printing in A4 size 75 GSM Maplitho paper with Black & White ink	
2.	Both side printing in A4 size 75 GSM Maplitho paper with Black & White ink	

TERMS AND CONDITIONS:

- (1) Tenderers having adequate experience of printing of electoral rolls in huge volume and within limited time period will be preferred.
- (2) Tenderers will be required to adhere strictly to time frame and no delay will be accepted.
- (3) In case of violation of any condition of the contract by the Tenderer at any stage, the Deputy Commissioner & District Election Officer, Baksa reserves the right of rejecting the materials supplied by him without making any payment for such materials.
- (4) The Tenderer must furnish the following up to date valid documents along with their tender.
 - a. Registration Certificate of the Firm. In case of Individual, registration certificate with any Govt. department with up to date validity.
 - b. GST Registration Certificate with latest GST return filling statement.
 - c. Xerox copy of self-signed PAN card.
 - d. Latest Income Tax Return statements.
 - e. Xerox copy of Bank pass book of current account.
 - f. Record/documents in support of experience, if any.
 - g. Printing presses must have valid and up to date registration with the Printing and Stationery Department, Govt. of Assam. Tenderers must attach the attested copy of the same.

- (5) In view of urgency of Printing at the fixed stipulated date, local Printing press based in Baksa district having experience in the works of printing of Electoral Rolls be given preference, subject to the fulfillment of conditions of points (5)(4)
- (6) The District Election Officer, Baksa reserves the right to accept/reject any or all the tenders without assigning any reason thereof at any time and stage and does not bind itself to accept the lowest rate and no assurance is given to the lowest bidder to award the supply work at his quoted rate. The tenderers should not exceed the Govt. approved scheduled rates mentioned below:-
- a. Printing Electoral Rolls on both sides : Rs. 2.80 per copy,
b. Printing of Electoral Rolls on single side : Rs. 1.90 per copy
- (7) The tenders should be addressed to the Deputy Commissioner & District Election Officer, Baksa and must be submitted at the Drop Box provided for the purpose at the Election Office, Baksa in sealed cover latest by 2:00 PM on 04/11/2022. Tenders so received shall be opened on the same day at 3:00 PM in the office of the Election Officer, Baksa. No separate notice will be served upon tenderer to remain present at the time of opening of sealed tenders.
- (8) Payment will be made subject to availability of fund in respective head of Accounts.
- (9) The rate should be quoted inclusive of all sources of tax by the tenderer and on their letter heads as per the format.
- (10) The undersigned is not responsible for payment of fund beyond his control & authority.

meisande
Deputy Commissioner &
District Election Officer,
Baksa, Mushalpur

Memo No.BEL.1/SSR/2023/60

Dated Mushalpur, the 28th October, 2022

Copy to:

1. The Chief Electoral Officer, Assam, Dispur for favour of kind information.
2. The District Information and Public Relation Officer, Baksa with a request for wide publicity through printing and electronic media.
3. DIO, NIC, Baksa for uploading at the district website immediately.
4. Notice Board of DC's Office, Baksa/Election Office, Baksa.

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Deputy Commissioner &
District Election Officer,
Baksa, Mushalpur