



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER :: :: :: :: BARPETA
(Election Branch)

Address:
Ward No- 5, PO-Barpeta, PS- Barpeta
PIN- 781301

Contact Details:
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Email- dc-Barpeta@nic.in
Date:- 27/02/2024

No. BEL-20/2024/NIT/Postal Ballot/1-2

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 intending Printing Press registered with Registrar of Societies, Assam, in case of Individuals registered with any Govt. department for Printing of Postal Ballot Papers in connection with upcoming Parliamentary Election, 2024, under following terms and conditions. The quotations will be received upto **3.00 PM of 08/03/2024** and will be opened on the next working day in the office Chamber of the Election Officer, Barpeta in presence of the quotationer or their representatives. Quotations will have to be deposited at the tender box kept at Election Office, Barpeta, during office hours on working days.

The tenderer should quote rate as per format shown below:

SI No	Name of the Article	Specification	Rate/Unit @ single column Printing	Rate/Unit @ double column Printing
1	POSTAL BALLOT PAPER	Size of the Postal Ballot Paper:- Width 4" to 6"	Per 50 copies	Per 50 copies
		Page Quality:- 75 GSM white paper	Per 100 copies	Per 100 copies
			Per 500 copies	Per 500 copies
			Per 1000 copies	Per 1000 copies

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 in cash and EMD/Bid Security of Rs.10,000/- (Rupees ten thousand) only are to be deposited in Bank Draft pledged in favour of District Commissioner, Barpeta.
- 3) The rate should be quoted inclusive of all taxes.
- 4) The quotationer must attach the photo copy of Firm's Govt. Registration Certificate/ GST Registration Certificate, PAN Card, trade License from MB, IT returned of last 3 (three) years and Bank Account Number with the Quotation.

- 5) 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.
- 6) 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.
- 7) The approved firms must supply the equipments at the Election Branch immediately, as and when required, at their own cost.
- 8) Rates once accepted will not be changed and will remain for hiring valid for a period of one year.
- 9) Payment will be made as and when fund is received from the Govt.
- 10) Best quality items should be provided, otherwise no payment will be considered
- 11) The details of the items can be collected from the Election Office, Barpeta
- 12) 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 Election Officer &
District Commissioner,
Barpeta

Memo No. No. BEL-20/2024/NIT/Postal ballot/1-2-A
Copy to:-

Date:- 27/02/2024

1. The Election Officer, Barpeta for information
2. The DIPRO, Barpeta with a request for wide publicity through printing and electronic media
3. The DIO, NIC, Barpeta for uploading at District Website immediately
4. Notice Board.



Addl. District Commissioner,
Barpeta