



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER: MAJULI
(DEVELOPMENT BRANCH)

No.MDB.01/2024/Tender/ 1/5645-5649,

Dated-12/12/2024

NOTICE INVITING QUOTATION


Sealed quotations affixed with non-refundable court fee stamp of Rs 8.25 (Rupees eight & paise twenty-five) only are invited from registered firms and suppliers for printing of **various forms/covers/flex/banner** in connection with conduct of Panchayat Election in Majuli district as per the following terms and conditions.

TERMS AND CONDITIONS:

1. The envelopes containing technical bid and financial bid should be duly sealed and the envelope containing the financial bid should be put inside the envelope containing the technical bid. Both the envelopes containing technical bid and financial bid should be super scribed as "TECHNICAL BID FOR PRINTING ITEMS" and "FINANCIAL BID FOR PRINTING ITEMS" respectively and name of the firm/ party should be distinctly written on the cover of the envelope.
2. Intending quotationers may collect the list of forms and covers to be printed from the Election Branch of the office of the undersigned.
3. Each firm shall submit photo copies of: GST Registration Certificate, up to date Trade License (valid till March 2025), valid Pan Card, Previous experience, if any, along with the tender paper.
4. Bidders will be responsible for supplying quality materials. If any supplier fails to supply materials as per quality and specification, his/her order will be rejected immediately and shall be blacklisted.
5. The supply of items may have to be required in very short time including Sundays and other holidays.
6. The rates should be inclusive of all taxes.
7. Rates should be quoted both in figures and words.
8. The bidders will have to deposit an amount of Rs. 10,000/- (Rupees ten thousand) only as security deposit in the form of Demand draft/Bankers Cheque in favour of "District Commissioner, Majuli" payable at HDFC Bank, Majuli Branch, Garamur, Majuli along with the quotation.
9. Security money will be forfeited in case of breach of conditions.
10. No advance payment will be made.
11. Payment will be made after election process is over subject to availability of fund. The undersigned will not be responsible for any delay in payment of bills for reasons beyond his control/ authority.
12. The work may be allotted to one or more than one firms/ suppliers depending upon the urgency of the work.
13. The decision of the tender Committee will be final.
14. The authority shall not be bound to issue supply orders only to intending quotationers
15. The undersigned has the right to accept or reject any or all quotations without assigning any reasons thereof and has the right to fix the price of any materials as per prevailing market rate

The quotations may be dropped in the quotation box in the office of the District Commissioner, Majuli. The last date for submission of quotations is 02.00 P.M of 26th December, 2024 and the same would be opened on the same day at 3.00 pm in the presence of bidders or their authorized representatives in the chamber of Additional District Commissioner (Development), Majuli. In case that day happens to be a holiday, the quotations will be opened on the next working day.

The list of items may be seen along with the Short Notice Inviting Quotations uploaded in the district website: www.majuli.gov.in.


District Commissioner
Majuli
Dated-12/12/2024

Memo No. MDB.01/2024/Tender/ 5645-5649
Copy to:

1. The Secretary, Assam State Election Commission, Dispur, Assam-06 for favour of kind information.
2. The DIPRO, Majuli for wide publicity of the Notice in at least 02 wide published local daily newspaper.
3. All local firms.


District Commissioner
Majuli

PRINTING OF VARIOUS FORMS

Sl. No.	Details of form/poster	Rates	
		Rate per hundred (inclusive of all taxes)	Rate per thousand (inclusive of all taxes)
1	Entry Pass/Gate Pass/ Identity Card (Standard Size)		
2	Coupons for Lunch/ Dinner/ Light refreshment etc. (4x3 sq. inch)		
3	Voters Slip (3x4 inch size one side printing)		
4	DFC (One side)		
5	DFC (Both side)		
6	FC Full size (One side)		
7	FC Full size (Both side)		
8	FC Half size (One side)		
9	FC Half size (Both side)		
10	FC 1/4 size (both side)		
11	FC 1/4 size (One side)		
12	A4 full size (both side)		
13	A4 full size (One side)		
14	A4 half size (one side)		
15	A4 half size (both side)		
16	Legal full size (one side)		
17	Legal full size (both side)		
18	Legal half size (one side)		
19	Legal half size (both side)		
20	Pamphlets/ Notice/ Handbill/ Leaflets		
21	Poster with picture in colour Paper(DFC size good quality paper)		
22	Multicolour Poster (DFC size good quality paper)		
23	Self-Adhesive poster (FC size)		
24	Self-Adhesive poster (FC half size)		
25	Self-Adhesive stickers (A4 Full size)		
26	Spiral binding (A4 size)		
27	Spiral binding (Legal size)		
28	Flex printing (Per sq. feet)		
29	Pucca Binding of official Note Book/ Handbook/ Register/ Documents etc		
30	Cover Binding of official Note Book/ Handbook/ Register/ Documents etc		
31	Digital Map Preparation and printing (A4 size in best quality paper)		
32	Money Receipt Book (3 colour) (50 pages)		


 District Commissioner
 Majuli

SUPPLY OF VARIOUS TYPES OF COVERS

Sl. No.	Name of items	Size	Quantity	Rate (Inclusive of all taxes)		
1	Cover (general quality White & Brown colour)	28x13 cm	Per hundred			
			Per thousand			
		31x16 cm	Per hundred			
			Per thousand			
		33x18 cm	Per hundred			
			Per thousand			
		38x30 cm	Per hundred			
			Per thousand			
		42x32 cm	Per hundred			
			Per thousand			
		above 42x32 cm	Per hundred			
			Per thousand			
		2	Cover Good quality (Green/ Yellow & other colour)	28x13 cm	Per hundred	
					Per thousand	
31x16 cm	Per hundred					
	Per thousand					
33x18 cm	Per hundred					
	per thousand					
38x30 cm	Per hundred					
	per thousand					
42x32 cm	Per hundred					
	Per thousand					
above 42x32 cm	Per hundred					
	per thousand					
3	Inside plastic coated/ cloth coated best quality paper of various colours			28x13 cm	Per hundred	
					Per thousand	
		31x16 cm	Per hundred			
			Per thousand			
		33x18 cm	Per hundred			
			Per thousand			
		38x30 cm	Per hundred			
			Per thousand			
		42x32 cm	Per hundred			
			Per thousand			
		above 42x32 cm	Per hundred			
			Per thousand			



District Commissioner
Majuli