



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

No.MDB.01/2024/Tender/7/5635-5639.

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 Ballot** 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 OF BALLOT**” and “**FINANCIAL BID FOR PRINTING OF BALLOT**” respectively and name of the firm/ party should be distinctly written on the cover of the envelope.
2. 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.
3. 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.
4. Ballot papers shall be printed in Assamese. Every Ballot Paper shall have a counterfoil attached thereto at the top. The width of the counterfoil should not, ordinarily exceed 2.5 inch. Serial number of the ballot and its counterfoil shall be identical.
5. The rates should be inclusive of all taxes.
6. Rates should be quoted both in figures and words.
7. 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.
8. Preference will be given to bidder(s) with previous experience of supplying Arrow Cross Mark to any Govt. Department/ State Election Commission/ DCs/SDOs(C).
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.
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 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
15. Financial bid will be considered of only those tenderers who qualify in the technical bid.
16. The financial bid should be the as per following proforma:

Sl. No.	Details of item	Rates	
		Rate per hundred (inclusive of all taxes)	Rate per thousand (inclusive of all taxes)
1	Printing of Ballot With Paper		
2	Printing of Ballot Without Paper		

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.


District Commissioner
Majuli
Dated-12/12/2024

Memo No. MDB.01/2024/Tender/ 5635-5639.
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