



**GOVT. OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER: MAJULI**  
**(DEVELOPMENT BRANCH)**

No.MDB.01/2024/Tender/4/5620-5629

Dated- 12/12/2024

**SHORT 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 intending suppliers/ firms for supply of "METAL SEAL & SECRET SEAL" as and when ordered in connection with conduct of Panchayat Election as per the following terms and conditions.

**Quantity and Specification of the items-**

1. Best quality brass Metal Seal- 250 Nos. (weight- 25 gm)

**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 METAL SEAL" and "FINANCIAL BID FOR METAL SEAL" respectively and name of the firm/ party should be distinctly written on the cover of the envelope.
2. Rates should be quoted per piece of the article including GST and other taxes and valid for a period of 1 (one) year from the date of opening the tenders/quotations.
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 have to provide samples of the items along with the tender papers. The Metal Seals should be engraved with the design



In such a way that should be visible on the surface on which it is stamped.

5. A model of the **Metal Seal** is available in the office of the District Commissioner, Majuli for inspection with reference to its size length and mark.
6. Bidders will be responsible for maintaining the quality of items. If any supplier fails to supply or maintain the quality of materials, his/her order will be rejected immediately and the bid amount would stand forfeited.
7. The rates should be inclusive of all taxes.
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. The security deposit will be released only after satisfactory completion of the work.
10. Security money will be forfeited in case of breach of conditions.
11. Payment is subject to satisfactory completion of the job. No advance/part payment will be made for the job. 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. Preference will be given to bidder(s) with previous experience of supplying of Brass Metal Seal/Secret Seal to any Govt. Department/ State Election Commission/ DCs/SDOs(C).
14. Quality and specifications of the articles shall be similar to the sample submitted to the office of the undersigned.
15. The financial bid should be the as per following proforma:

Sl. No.	Name of Item	Base price per unit (in figure and words)	Taxes (GST/I. Tax etc.) (in figure and words)	Total Price
1	2	3	4	5

16. Financial bid will be considered of only those tenderers who qualify in the technical bid.
17. The decision of the tender Committee will be final.
18. The authority shall not be bound to issue supply orders only to intending quotationers.
19. The undersigned reserves the right to reject any or all the tenders/ quotations without assigning any reasons thereto and without incurring any liabilities/ obligations.

The quotations may be dropped in the quotation box in the Election Branch of the office of the undersigned. The last date for submission of quotations is 2.00 PM of 26<sup>th</sup> 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 Quotation uploaded in the website: [www.majuli.gov.in](http://www.majuli.gov.in).

District Commissioner &  
District Election Officer  
Majuli  
Dated- 12/12/2024

Memo No.MDB.01/2024/Tender/5620-5629.  
Copy to

1. The Secretary, Assam State Election Commission, Assam, Dispur 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 &  
District Election Officer  
Majuli