

GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER:.....TINSUKIA
(MATERIAL CELL)

NO.TSK/P.ELE 2019/MATERIAL CELL/1/

Dated Tinsukia the 21st February, 2019

SHORT QUOTATION NOTICE

Sealed quotation affixing court fee stamp of Rs. 8.25 (Rupees eight & paisa twenty five) only are hereby invited from registered firms/registered Printing Presses to supply the Forms and Covers for the ensuing Parliamentary Election, 2019 in Tinsukia Election District. The rates should be inclusive of all taxes and taxes as applicable will be deducted at source as per existing Govt. Rules. The last date for submission of quotations shall be on **28th February, 2019 up to 2.00 P.M.** and will be opened on the same day at **3.00 P.M.** in the office chamber of the undersigned.

Terms and Conditions and required documents:

1. The Printing Press should be registered with Printing & Stationery Department, Govt. Of Assam.
2. The printing press should have been an income tax assess for the last three financial years i.e. 2015-16, 2016-17 and 2017-18.
3. The printing press should have adequate financial resources to undertake the contract.
4. The bidders have to deposit a demand draft of Rs. 15,000/- (Rupees fifteen thousand) only in the name of 'Deputy Commissioner, Tinsukia' along with the quotations as EMD. Same shall be adjusted as Security Deposit Money for selected parties and refunded to disqualified parties accordingly.
5. The quotations shall be dropped in the Dropped Box earmarked "Quotations for the purpose in the Material Cell" of Parliamentary Election, 2019.
6. All Forms are to be printed on the paper of 10.4 kg. per ream and Printing should be very clear.
7. All the printing works should be completed within the stipulated time to be fixed by the office.
8. The bidders will have to quote their rates against each items in both figures and words. The rates quoted and accepted shall be valid till completion of the Parliamentary Election, 2019.
9. Before printing, the final proof should be approved by the concerned cell.
10. No ground like power failure/workers' strike/shortage of paper in the market etc. for failure in print and supply the allotted forms/envelops etc. will be considered.
11. Printing of forms must be as per specification, otherwise it will be rejected.
12. Payment will be made after election process is over and subject to availability of fund.
13. No advance payment will be made.
14. The bidders must attach the self attested copies of firm registration Certificate, GSTIN registration certificate, PAN Number, Trade License from MB/TC and Current Bank Account No. with the tender.
15. The Rate should be inclusive of all taxes.
16. This office gives no assurance to the L-1 bidder to award the work at his quoted rate. If the DEO finds that the L-1 rate is on the higher side, the DEO may negotiate the price with L-1 bidder at rate deemed appropriate.
17. Deputy Commissioner has the right to accept or reject any or all tenders without assigning any reason thereof.
18. The SD Money against the approved firms may be forfeited if found irregular/dissatisfactory or inferior against the supplied items

Sd/-
Deputy Commissioner
&
District Election Officer
Tinsukia

Memo NO.TSK/P.ELE 2019/MATERIAL CELL/1/

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Dated Tinsukia the 21st February, 2019

Copy to:

1. Local reputed firms of Tinsukia for information.
2. DIPRO, Tinsukia for immediate publication in two regular daily newspapers.
3. The Treasury Officer, Tinsukia for kind information.
4. DIO, NIC, Tinsukia for necessary action.
5. Notice Board of Deputy Commissioner Office, Tinsukia.
6. Office file.

D/C
28-22
21/02/19

Addl. Deputy Commissioner (Election)
Tinsukia

ANNEXURE-A

LIST OF ITEMS

(A) FORMS : (Rates should be quoted with paper of 10.4 kg in Green, Yellow, Brown, Blue and ledger paper)

(1)	½ DFC	..	One side	... Per 500 copies
			Both side	... Per 500 copies
(2)	½ DFC	..	One side	... Per 1000 copies
			Both side	... Per 1000 copies
(1)	¼ DFC	..	One side	... Per 500 copies
			Both side	... Per 500 copies
(2)	¼ DFC	..	One side	... Per 1000 copies
			Both side	... Per 1000 copies
(5)	1/8 DFC	..	One side	... Per 500 copies
			Both side	... Per 500 copies
(6)	1/8 DFC	..	One side	... Per 1000 copies
			Both side	... Per 1000 copies

(B) SUPPLY AND PRINTING OF ENVELOPES (Rates should be quoted for supply with printing in crap paper and century cover paper of various colour)

(1)	9"x4"	...	Per 100
			Per 1000
(2)	9"x12"	...	Per 100
			Per 1000
(3)	10"x4"	...	Per 100
			Per 1000
(4)	10"x5"	...	Per 100
			Per 1000
(5)	11"x5"	...	Per 100
			Per 1000
(6)	12"x6"	...	Per 100
			Per 1000
(7)	12"x16"	...	Per 100
			Per 1000
(8)	13"x18"	...	Per 100
			Per 1000

N.B. : Specimen of various envelopes may be seen by the bidders which are available in election office, Tinsukia.

(C) VARIOUS CARDS:

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|-----|---|-------------------------------------|
| (1) | Identity Cards (multi-colour with photograph & details) | Per each in century board with clip |
| (2) | General Identity Cards (Half post card size) | .. Per each in century board. |

(D) OTHERS (Printing and Supply)

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|-----|---|--------------------------|
| (1) | Coupon book for Tea, Lunch, Dinner, Breakfast etc. .. | Book of per 1000 coupon. |
| (2) | Route Chart for vehicle | Per 100 copies. |

21/02/19

- (3) Colour Master Plan (Printing & Binding-within 200 page .. Per Book
- (4) Receipt Book containing 25 pages with cover, .. Per Book
Numbering and stitching).
- (5) Register containing 100 pages/50 pages (A4 size) .. Per Book
[printing with cover, numbering and stitching(Register of voters)]
- (6) Address Tag (For CU & BU) .. Per each
(Specimen may be seen by the tenderer which are available in Election Branch, Tinsukia)
- (7) Candidates Day to Day Expenditure Register (150 pages)
Printing in three different colour paper with hard binding .. Per each
- (E) **SIGN BOARD (in hard century board) in 1/12 size** ... Per each
PRESIDING OFFICER/POLLING OFFICER/
POLLING AGENT/ENTRY/EXIT ETC.
- (F) Flex Printing ... Per sqr.ft.
- (G) Printing of Books from PDF CD (With binding-within 315 pages) ... Per book.
- (H) Hard binding of Book ... Per book
- (I) Voters Slip (To be distributed at PS) ... Per copy
(Specimen may be seen by the tenderer which are available in Election Branch, Tinsukia)
- (J) Voters Slip (To be distributed by BLO) ... Per copy
(Specimen may be seen by the tenderer which are available in Election Branch, Tinsukia) (8"x6" size)

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24/02/17