



GOVT. OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER OF DHUBRI DISTRICT :: DHUBRI  
(PANCHAYAT BRANCH)

No. DDP-3/2023/P\*/ 1-2  
Dated Dhubri the 10/7/2023.

SHORT TENDER NOTICE

Quotation in sealed cover affixing non-refundable Court fee stamp of Rs.8.25 (Rupees eight and twenty five paise) only are invited from intending Register and Govt. approved Offset Printing Presses from the district for printing of Photo Electoral Rolls and Ballot Paper etc. (in Assamese) in connection with ensuing Panchayat Election, 2023. Such printing Presses should fulfil the following terms and conditions :

Terms and Conditions.

1. The Printing Press should be registered with Printing & Stationery Department, Govt. of Assam, Copy of Registration should be attached along with the quotation.
2. Self attested copies of PAN card, up-to-date income tax clearance certificate, Trade License and GST registration certificate should be furnished quotation submitted without attested copies of the certificate will be rejected.
3. The Quotationers should also submit a statement of showing the resources of the press viz- no of printing machines, its capacity, no of computers, facility for cutting/binding/stitching works apace, manpower, financial soundness etc.
4. Records/documents in respect of experience of Election related printing works etc. (if any) to be furnished.
5. Rate(s) should be quoted excluding of all admissible taxes.
6. Rates/quotationers for printing of Photo Electoral Rolls should be including cost of Papers, DTP etc. Specification of paper for printing of Electoral Rolls is 60 GSM (Legal Size).
7. Photo Electoral Rolls will have to be printed polling station wise, Photo Electoral Rolls will be printed on both side of the piece of paper (Legal Size), 1 (one) set of Electoral Rolls of polling station may be having 8 to 20 pages (both side printing) depending upon no of voters in a Polling Station. Electoral Roll of a Polling Station will be required in about 30 (thirty) sets.
8. An amount of Rs.1000.00 (Rupees one thousand) only has to be furnished as earnest money in the form of Call Deposit/Bank Draft payable in favour of Deputy Commissioner (Panchayat Branch) Dhubri payable at Dhubri along with the tender papers.
9. Selected quotationers will have to deposit Rs.20,000.00 (Rupees twenty thousand) only as security money before issuing work order in the shape of Call Deposit/ FDR/Bank Draft payable in favour of Deputy Commissioner (Panchayat Branch) Dhubri payable at Dhubri.
10. After completion of works, the printing press owners will have to hand over the printed Photo Electoral Rolls to the Panchayat Branch, D.C's Office, Dhubri on the date to be specified in the work order.
11. If a firms fails to complete the printing works within the stipulated time, the work order will immediately be withdrawn from the concerned firm and the security money will be forfeited.
12. The rate to be quoted should be economical and reasonable. The rate once accepted will be treated as final and no alteration or modification will be entertained for any reason whatsoever and it will remain valid until next quotation is called for.
13. Bills will be paid on receipt of fund from the Govt. of Assam in due course.
14. The undersigned is not bound to accept the lowest rate or any quotation and reserves the right to accept/reject any quotation without notice and assigning any reason thereof.

15. Rate should be quoted as per following proformas :

**1. For Printing of Photo Electoral Rolls (including supply of Paper)**

Sl.No.	Items	Rate (including DTP and binding) in Rs. (Both in figure and words)			
		30 copies	40 copies	75 copies	100 copies
1	Pages containing 91-100 names				
2	Pages containing 51-90 names				
3	Pages containing 25-50 names				
4	Pages containing Less than 25 names				

In addition to the above terms and conditions following additional conditions will have to be fulfilled by the Press for printing of Ballot Papers.

- 1) Papers of Ballots will be supplied by this office. The width of Ballot papers should be 4 (four) inch (single column), where the number of candidates is 8 (eight) or less the ballot paper is to be printed in double column and breadth shall be twice i.e. 8 (eight) inch.
- 2) Every ballot paper shall have counterfoil attached to it. At the top, Serial number should be printed/machined on every ballot paper as well as its counterfoil.
- 3) The ballot papers have to be stitched into bundle with consecutive serial ballot papers. Numbers of ballots in each bundle to be 50 (fifty).
- 4) The rate should be quoted inclusive of charge of stitching, serial numbering etc. Rate MUST be quoted in both words and figures.
- 5) The rate should be in following proforma.

**2) Ballot Paper printing (paper will be supplied by the Authority).**

Sl. No.	Item	Rate quoted for printing of	
		First 100 Copies	Subsequent 100s
1	Single Column		
2	Double Column		

Printing Presses fulfilling the terms and conditions will be their quotations in sealed cover to the office of the Deputy Commissioner (Panchayat Branch) Dhubri upto 2.00 PM of 15-7 /2023 and it will open in the same date at 4.00 PM in presence of quotationers or his/her authorized agents.

Deputy Commissioner,  
Dhubri.

Memo No. DDP-3/2023/Pt/1-2

Dated Dhubri the 10/7 /2023.

Copy to :-

- 1) The Sub-Divisional Officer (Civil) Bilasipara for information. He is requested to give wide publicity of the Tender Notice and display a copy of the notice in the Office Notice Board.
- 2) The DIO, NIC Dhubri for information. He is requested to upload a copy of the Tender Notice in the state/district website.
- 3) The DIPRO, Dhubri for information. He is requested to give wide publicity through FLS/Media.
- 4) Notice Board, D.C's Office, Dhubri/Municipal Board, Dhubri/Zila Parishad, Dhubri.

Deputy Commissioner,  
Dhubri.