

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

No. DDP-8/PE-2024-25/1

Dated Dhubri the 28/12/2024

NOTICE INVITING TENDER

Sealed tenders are hereby invited, affixed with a non-refundable court fee stamp worth Rs.8.25 (Rupees eight and twenty-five paise only), from intending firms for **Videography/Photography** of important events in connection with the forthcoming Panchayat Election, 2024-2025 as per specifications and terms & conditions given below. Tenders will be received at the Panchayat Branch, DC's Office, Dhubri during office hour and **upto 2-00 PM of 10/01/2025** will be opened on the same day after 3:00 in presence of the tenderers or their authorized representatives.

Videography:

- Rate of Videography per hour (inclusive of camera and cameraman)
- Rate of Videography per day (inclusive of camera and cameraman)

Photography:

- Rate of per photo first copy
- Rate of each subsequent copy of per photo
- Rate of photography per day (inclusive of camera and cameraman)

Terms and Conditions:

1. The rates should be inclusive of all taxes (including GST) and other charges if any. Applicable Taxes would be deducted at sources.
2. The rate to be quoted should be economical and reasonable. Rate should be quoted both in figure and words. Rates once accepted will not be changed under any circumstances.
3. Self-attested copies of valid documents such as PAN Card, Trade License, GST Registration No. and IT/GST Returns for the preceding 3 years up to the last financial year must be submitted.
4. Should have similar work experience and furnish records/documents supporting experience in this regard.
5. An earnest money of Rs. 5,000/- (Five Thousand only) must be submitted in the form of a Bank demand draft from a nationalized bank, payable to the District Commissioner, Dhubri along with the tender. The successful bidder's earnest money will be retained as a security deposit and will be released after completion of agreement period.
6. If a selected tenderer withdraws the tender or fails to execute the work order within the given time, sub-standard work, or other factors detrimental to the interests of the office of the District Commissioner, Dhubri, the earnest money will be forfeited, and the firm may be banned and blacklisted from future tender processes in the office of the District Commissioner, Dhubri.
7. Tenderers whose quotations are accepted must execute an agreement with the undersigned or any other officer authorized by the District Commissioner, Dhubri.
8. The undersigned is not bound to accept the lowest or any quotation and reserves the right to accept/ reject any quotation without assigning any reasons thereof.
9. Payment against any order will be made subject to availability of fund received from the State Election Commission, Assam.


District Commissioner,
12/12/24 Dhubri


Memo. No. DDP-8/PE-2024-25/1

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Dated Dhubri the 28/12/2024

Copy to:-

1. The State Election Commission, Assam for favour of kind information
2. The DIPRO, Dhubri for information and necessary action. She is requested to wide publicity and to circulate the information by publishing a succinct format of the Notice Inviting Tender (NIT) in two prominent local newspapers.
3. The DIO, NIC, Dhubri for information. He is requested to upload the tender notice on Dhubri District Website.


District Commissioner,
18/12/24 Dhubri