

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

No. DDP-7/PE-2024-25/1

Dated Dhubri the _____ 2024

SHORT 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/suppliers for supply of **Voting Compartments** 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.

Details of Items:

- The Voting Compartments should be in three folds, each fold having dimension of 24"x24"x30" (length x width x height)
- The Voting Compartments should be made only of corrugated plastic sheet (flex-board) of steel grey color, which is opaque and reusable.
- All the three sides of the Voting Compartments shall have printed election details in white script on black surface.
- The logo of Assam State Election Commission of diameter 1 ft. shall also be printed.

Terms and Conditions:

1. Sealed envelopes should be labeled as "Supply of Voting Compartments for Panchayat Election 2024-2025"
2. The rates should be inclusive of all taxes (including GST) and other charges if any. Applicable Taxes would be deducted at sources.
3. 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.
4. 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.
5. Shall have similar work experience and furnish records/documents supporting experience in this regard.
6. An earnest money of Rs. 10,000/- (Ten 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.
7. If a selected tenderer withdraws the tender or fails to execute the supply 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.
8. Tenderers whose quotations are accepted must execute an agreement with the undersigned or any other officer authorized by the District Commissioner, Dhubri.
9. 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.
10. 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-7/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 Short Notice Inviting Tender (SNIT) 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,
12/12/24 Dhubri