



GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER::BARPETA
(ELECTION BRANCH)

SHORT NOTICE INVITING TENDER

Sealed Tender affixing Court Fee Stamp of Rs 8.25 (Rupees eight and twenty five paise) only are invited from intending Printing Presses (offset) registered with Printing and Stationary department, Govt. of Assam for printing of Photo Electoral Rolls (PER) corresponding to the Special Summary Revision of Photo Electoral Rolls with reference to **01-01-2018** as qualifying date for Legislative Assembly Constituencies of the Barpeta Election District as per (A) Specification and (B) Terms & conditions and (C) Format given below:

A. SPECIFICATIONS

[1] Size, Paper & Rate: Rate of Printing of Photo Electoral Roll (PER) in case of both side printing on A4 size paper, per sheet, 75 GSM (excluding of all taxes but inclusive of cost of printing paper) should not be above **Rs.2.30** and in case of single side printing on A4 size paper, per sheet, 75 GSM (excluding of all taxes but inclusive of cost of printing paper) should not be above **Rs.1.50**. Single side printing is applicable only for title page.

[2] No. of copies: Electoral Roll will have to be printed Polling station wise. Total set of PER to be printed **15 (fifteen)** for draft publication. However it may be reduced or increased.

[3] Composing: PDF of the PER will be provided to the approved printers by Election office, Barpeta. PDF of each Polling Station will be provided separately. The Printing presses will not compose any matter on the PDF supplied by the Election Officer, Barpeta.

[4] Binding : Stapling along the sides of the PER (minimum three staples in both side)

[5] Time Schedule : The printing press will have to deliver printed PER to the Election Officer, Barpeta within the stipulated period.

[6] Method of delivery of printed PER: PER will have to be delivered to the Election officer, Barpeta in set (Part Number wise) for each LAC

B TERMS AND CONDITIONS

[1] The tenderer shall have to deposit a sum of **Rs.30,000.00** (Rupees Thirty thousand) only in the form of Bank Draft/ DCR from any Nationalized Bank pledged in favour of **The Deputy Commissioner, Barpeta** to be payable at Barpeta as Security Deposit, which shall be refundable on satisfactory completion of the assigned job and after the contract period is over. If the job is not executed satisfactorily as per the specifications of size, style & paper etc. and within the stipulated period, the Deputy Commissioner & District Election Officer, Barpeta reserves the right of rejecting the printed copies and no compensation will be paid for such rejection and the Security Deposit will also stand forfeited.

[2] Printing Presses should have adequate experience of printing of Electoral Rolls in huge volume and within limited time period.

[3] Printing Presses will be required to adhere strictly to the time frame and no delay will be accepted.

[4] In case of violation of any condition of the contract by the printing Presses at any stage, the Deputy Commissioner & District Election Officer, Barpeta reserves the right of rejecting the printed copies supplied by him without making any payment for such copies.

[5] The tenderer must furnish the following up to date valid documents along with their tender:

- a. Registration certificate of Printing Presses with Printing & Stationery Department, Govt. of Assam.
- b. GST Registration with latest return filing statement, Valid Trade licence.
- c. Xerox copy of self-signed PAN card.
- d. Income Tax return statements of last two years 2015-16 & 2016-17
- e. Xerox copy of 1st Page of Bank Account containing bank details.
- f. The sample of the paper duly signed by proprietor with seal mentioning specification in details.
- g. Records/ documents in support of experience of printing of Electoral Rolls if any.

[6] In view of urgency of Printing and publication of Electoral Roll at the fixed stipulated date, local Printing presses based on Barpeta District having experience on the works of printing of Electoral Rolls shall be given preference.

[7] The Deputy Commissioner & District Election Officer, Barpeta reserves the right to accept /reject any or all the tenders without assigning any reason thereof at any time and stage and does not bind itself to accept the lowest rate and no assurance is given to the lowest bidder to award the Printing work at his quoted rate.

[8] The tenders should be addressed to the Deputy Commissioner & District Election Officer, Barpeta and must be submitted at the drop Box provided for the purpose at the Election Office, Barpeta in sealed cover latest by 3 pm on 04-10-2017. Tenders so received shall be opened on the same day at 3.30 pm in the office of the Election Officer, Barpeta. No separate notice will be served upon tenderer to remain present at the time of opening of sealed tenders.

[9] Payment will be made subject to availability of fund in respective head of Accounts.

[10] The rate should be quoted by the tenderer on their Letter heads in the Format (C) given below.

C. FORMAT

Rate for printing of Photo Electoral Rolls for each Polling Station from the PDF provided by the Election Officer, Barpeta.

[1] Rate of Printing of Photo Electoral Roll (PER) on A4 size paper, per sheet, 75 GSM, both side printing (excluding of all taxes but inclusive of cost of printing paper)

Rs. (in figures)...Rupees.....

[2] Rate of Printing of Photo Electoral Roll (PER) on A4 size paper, per sheet, 75 GSM, single side printing (excluding of all taxes but inclusive of cost of printing paper)

Rs. (in figures)...Rupees.....

Signature with seal:

Date:

Sd/-Thaneswar Malakar, IAS
Deputy Commissioner &
District Election Officer,
Barpeta

Memo NO.BEL-30/2017/8-10-A

Dated Barpeta, the 16th September, 2017

Copy to:-

1. The Chief Electoral Officer, Assam, Dispur, Guwahati for information with reference to the letter No.ELE.47/2017/41 dtd.11-09-2017 and No.ELE.47/2017/43 dtd.14-09-2017
2. The District Information and Public Relation officer, Barpeta with a request for wide publicity through printing and electronic media.
3. DIO, NIC for uploading at district website immediately.
4. Notice Board of DC's Office, Barpeta /Election Office, Barpeta.
5. Office copy

Deputy Commissioner &
District Election Officer,
Barpeta

16/9/17