



GOVERNMENT OF ASSAM
OFFICE OF THE SUB-DIVISIONAL OFFICER (CIVIL), BAJALI
MADAN ROUTA NAGAR, PATHSALA
(ELECTION BRANCH)

Email- deo-bajali@nic.in

SHORT NOTICE INVITING TENDER

Sealed Tender affixing Court Fee Stamp of Rs.8.25 (Rupees eight and twenty five paisa) only are invited from intending Firms/Suppliers/Individuals registered with Register Societies Assam in case of Individuals registered with any Govt. department for supply of stationary materials etc, corresponding to the Lok Sabha Election' 2019 for the Bajali Election District as per (A) Terms & conditions given below.

(A) TERMS AND CONDITIONS

- [1] The tenderer shall have to deposit a sum of Rs 10.000.00 (Rupees ten thousand) only in the form of Bank Draft/ Call Deposit from any Nationalized Bank pledged in favour of the Sub Divisional Officer (C), Bajali to be payable at Pathsala 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 and within the stipulated period, the Sub-Divisional Officer (C) & District Election Officer, Bajali reserves the right of rejecting the supplied materials and no compensation will be paid for such rejection and the Security Deposit will also stand forfeited.
- [2] Tenderer should have adequate experience of supply of stationary materials in huge volume and within limited time period.
- [3] Tenderer 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 Tenderer at any stage, the Sub-Divisional Officer (C), Bajali reserves the right of rejecting the materials by him without making any payment for such materials.
- [5] The tenderer must furnish the following up to date valid documents along with their tender.
 - a. Registration certificate of the Firm. In case of individual, registration certificate with any Govt. department with up to date validity.
 - b. GST Registration Certificate with latest GST return filing statement. Valid Trade licence.
 - c. Xerox copy of self-signed PAN card.
 - d. Latest Income Tax Return statement.
 - e. Xerox copy of Bank Pass Book.
 - f. Records/ documents in support of experience of supply of materials etc. if any.

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- [6] In view of urgency of supply of materials at the fixed stipulated date, local Tenderer based on Bajali Sub-Division having experience on the works of supply shall be given preference.
- [7] The Sub-Divisional Officer (C), Bajali 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 supply work at his quoted rate.
- [8] The tenders should be addressed to the Sub-Divisional Officer (C) & District Election Officer, Bajali and must be submitted at the drop Box provided for the purpose at the Election Office, Bajali in sealed cover latest by 02:00 PM on 18/03/2019 Tenders so received shall be opened on the same day at 03:00 PM in the office of the Election Officer, Bajali. 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 inclusive of all sources of tax by the tenderer and on their Letter heads as per the Format attached herewith as Annexure-A/
- [11] The undersigned is not responsible for payment of fund beyond his control & authority.

(Sri Vijaya Bhaskar Reddy P, IAS)
Sub-Divisional Officer (civil) &
District Election Officer,
Bajali.

No.BJEL-1/2019/ 5

Dated pathsala the 11th March/2019

Copy to:

1. The Chief Electoral Officer, Assam, Dispur, Guwahati for faour of kind information.
2. The Deputy Commissioner, Barpeta for information.
3. The District Information and Public Relation Officer, Barpeta with a request for wide publicity though printing and electronic media.
- ✓ 4. DIO, NIC for uploading at district website immediately.
5. Notice Board Sub-Divisional Officer (C) & District Election Officer, Bajali.

(Sri Vijaya Bhaskar Reddy P, IAS)
Sub-Divisional Officer (civil) &
District Election Officer,
Bajali

11/3/2019