



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER :: :: NAGAON
(NAZARAT BRANCH)
03672-233185, 233193, 250006, 233222(F) 231111 (F)
e.mail- dc-nagaon@nic.in

QUOTATION NOTICE

Sealed Quotation are invited affixing non-refundable Court Fee Stamps of Rs. 8.25 (Rs. Eight and Paise Twenty Five) only from printing presses for printing of items (list enclosed at Annexure-A) on the following terms and conditions and will be received at the District commissioner's Nazarat Branch, Nagaon upto 3.00 P.M on 07/09/2023 and will be opened on the same day at 4-00 P.M. at Room no. 41 of DC's Office, Nagaon. The Quotationers or their authorized agents may be present at the time of opening of tenders.

TERMS AND CONDITIONS

1. Only registered and reputed Printing Presses with having the capacity to execute urgent works at short notice and the capacity to provide standard service will only apply.
2. Rates must be quoted legibly, both in figures and words (type only) inclusive of all taxes. Over writing, cancellation etc., if any, must be initialed. (Both soft and hard copy should be submitted). TDS will be applicable at the time of payment of bills.
3. For printing of forms etc. rates must be quoted both for 'with paper (i.e. necessary paper to be provided by the printing press) and without paper (when paper is provided by office)
4. The Quotationer to whom works will be allotted will have to execute a bond as per Rules.
5. The printing works must be completed within the stipulated time as fixed by the undersigned. Considering the time factor, volume of works and capacity of press etc. and for emergent nature, the undersigned will allot the printing works to more than one press at the approved rate.
6. Quotationers must submit copies of Trade License, GST No. (the firm should clearly mention about the GST whether Regular or Composite etc.). The PAN Card and Income Tax return acknowledgment for the Assessment year 2022-23 along with quotation.
7. Each printing press must be registered with Govt. of Assam and the Xerox copy of the registration certificate with self attestation in full to be submitted along with bid document.
8. Materials to be delivered by supplier in office at his own cost as and when required immediately.
9. Payment will be made on getting Fund from Govt. from time to time as per state Govt. procedures. The undersigned shall not be responsible for any delay in payment of bill for reasons beyond his control and authority.
10. The under signed is not bound to accept the lowest quoted rates and reserves the right to accept or reject any quotation without assigning any reason thereof.
11. Printing capacity of 1,00,000 copies per day.

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Addl. District Commissioner
Cum Chairperson, Purchase
Committee

O/O District Commissioner, Nagaon

Dated. 30/08/2023

Memo No. NRN.08/2023/ - A
Copy to:

1. The Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur for kind information.
2. The Commissioner & Secretary to the Govt. Of Assam, Finance Department, Dispur for kind information.
3. District Information and Public Relation Officer, Nagaon for information and wide publicity etc.
4. Notice Board of District commissioner's Office / Election Office, Nagaon.

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Addl. District Commissioner
Cum Chairperson, Purchase
Committee

O/O District Commissioner, Nagaon

Printing Materials		(Annexure-E)
Sl.	Item	Quantity
(A) Categories of Forms to be printed.		
1	Form of 1/4 th size of D.F.C. Paper	Rate per 1000 for One side printing.
2	Form of 1/4 th size of D.F.C. Paper	Rate per 1000 for Both side printing.
3	Form of 1/8 th size of D.F.C. Paper	Rate per 1000 for One side printing.
4	Form of 1/8 th size of D.F.C. Paper	Rate per 1000 for Both side printing.
5	Form of Fulscape size of Paper	Rate per 1000 for One side printing.
6	Form of Fulscape size of Paper	Rate per 1000 for Both side printing.
7	Form of 1/4 th size of D.F.C. Paper	Rate per 100 for One side printing.
8	Form of 1/4 th size of D.F.C. Paper	Rate per 1000 for Both side printing.
9	Form of 1/8 th size of D.F.C. Paper	Rate per 100 for One side printing.
10	Form of 1/8 th size of D.F.C. Paper	Rate per 100 for Both side printing.
11	Form of Fulscape size of Paper	Rate per 100 for One side printing.
12	Form of Fulscape size of Paper	Rate per 100 for Both side printing.
(B) Other than covers.		
1	Identity Card (Best Quality) for RO/ARO with Jacket,	13 cm x 08 cm
2	Bedge/Identity Card (Multi Colour) 250 GSM (2.5" X 4")	Rate Per 100
3	Bedge (Single Colour) 250 GSM (2.5" X 4")	Rate Per 100
4	Identity Card Presiding Officer/ Polling Officer/ Agent/	13 cm x 08 cm
5	Identity Card for Candidate with Jacket, Ribbon etc. Per	13 cm x 08 cm
6	Identity Cards (Best Quality) with Jacket, Ribbon etc. Per	13 cm x 08 cm
7	Multicolour sticker printing A4	Per Piece.
8	Multicolour sticker printing A3	Per Piece.
(C) Sign Boards.		
1	Banner (Flex Printing minimum 240 GSM)	Per Sq. Ft
2	Banner (Flex Printing minimum 240 GSM with iron frame)	Per Sq. Ft
3	Banner (Flex Printing minimum 240 GSM with wooden)	Per Sq. Ft
4	Hoarding (Flex iron framing and installation), making,	Per Sq. Ft
(D) DTP		
1	Legal Size	Per Page
2	A4 Size	Per Page
(E) Register Binding.		
1	Register Binding Upto 50 Page FC	Per No
2	Register Binding Upto 100 Page FC	Per No
3	Register Binding Upto 150 Page FC	Per No
4	Register Binding Upto 200 Page FC	Per No
5	File cover & Board with Printing (Best Quality)	Per No
(F) Poster Printing.		
1	Poster printing ½ Demy	Per 1000 Nos
2	Poster printing full Demy	Per 1000 Nos
3	Poster printing ¼ Double Crown	Per 1000 Nos
4	Poster printing ½ Double Crown	Per 1000 Nos
5	Poster printing ¼ DFC	Per 1000 Nos
6	Poster printing ½ DFC	Per 1000 Nos
7	Poster "Magistrate"	12 Inch x 04 Inch
(G) Other Printing Materials.		
1	Indent Book (50 Pages each in triplicate)	Per 50 Nos
2	POL Coupon Book (50 Pages each in triplicate)	Per 50 Nos
3	Coupon Book (100 Pages per book in duplicate)	Per Book
4	Requisition form for vehicle with binding 100 pages in	Per sheet (Legal Size)
6	Polymer Seal (Per line)	Per Piece.
7	Cap with Printing	per number
8	T-Shirt with Printing	per number
(H) Printing of various books instruction etc. with binding		
1	Printing A4 size both side printing and Pacca Binding	Per Book (100 page)
2	A4 size both side printing and Spiral Binding	Per Book (100 page)
3	Legal size both side printing and Pacca Binding	Per Book (100 page)
4	Legal size both side printing Spiral Binding	Per Book (100 page)
(I) Xerox		
1	Xerox A4 size	Per copy
2	Xerox Legal size	Per copy
3	Xerox A4 size with pacca binding	100 sheets
4	Xerox Legal size with pacca binding	101 sheets