



GOVT. OF ASSAM
OFFICE OF THE DISTRICT ELECTION OFFICER: :: NAGAON
03672-233185, 233193, 250006, 233222(F) 231111 (F)
e.mail-deo-nagaon@nic.in

No. NE 10/2026/05

Dated.05.03.2026

NOTICE INVITING TENDER

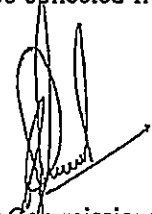
Sealed quotations affixing court fee stamp of Rs.8.25 (Rupees Eight and Twenty-Five paisa) only are hereby invited from Registered/reputed intending Firms for hiring of **Tent house materials etc./ IT & ELECTRONIC EQUIPMENT including CCTV/ PA system** (list enclosed herewith) in connection with conduct of upcoming General Election to Legislative Assembly-2026, under following terms and conditions. The quotations will be received up to 2.00 PM of 13/03/2026 and will be opened on the same working day at 03.00 PM in the Office Chamber of Election Officer, Nagaon in presence of the tenderer or their representatives. Quotations will have to be deposited at the tender box kept at Election Office, Nagaon, during office hours on working days. Intending quotationers or their authorized representatives may remain present at the time of opening of the bids.

The tender shall be governed by provisions of the Assam Financial Rules, 2019, Delegation of Financial Powers Rules, and other applicable Government instructions issued from time to time.

TERMS AND CONDITIONS :

- 1) Chairman has the right to accept or reject any or all tenders without assigning any reason thereof.
- 2) Sealed envelopes should be labeled as “**Quotation for Supplying Tent house materials etc./ IT & ELECTRONIC EQUIPMENT including CCTV/ PA system**”
- 3) The bidder must be a registered firm/individual and submit self-attested copies of Firm's Govt. Registration Certificate / valid Trade License / valid GST Registration Certificate with upto date record of return filed / PAN Card and IT return of last 3 (three) years and Bank Account details with the Quotation.
- 4) The bidder must comply with Labour Laws wherever applicable.
- 5) Experience certificate for similar work performed in Elections held during last 5 years within the state of Assam.
- 6) Non-refundable of bid processing fee of cash Rs.1000/- (Rupees One hundred) only to be paid at the time of collecting bid documents and EMD/Bid Security of Rs. 50,000/- (Rupees Fifty thousand) only to be deposited in form of Bank Draft from Nationalized Bank pledged in favour of District Commissioner cum District Election Officer, Nagaon. Tenders without EMD shall be summarily rejected. EMD of successful bidder shall be converted to Security Deposit.
- 7) The bidder shall submit an affidavit that he/she/firm has not been blacklisted by any Government Department. If found false at any stage, the contract shall be cancelled and Security Deposit will be forfeited.
- 8) The rate should be quoted inclusive of all taxes. Further, the bill amount of Hiring a particular item should not exceed the MRP of the item. Bills exceeding the amount will be deducted in accordance with the prevailing market rates.

- 9) L1 rate for each item will be decided through the tender. All work orders will be issued in L1 rate only. For supply of each listed item, preference will be given to the bidder who has quoted L1 rate for that particular item. The authority reserves right to negotiate rates with L1 bidder in public interest.
- 10) The approved firms must supply the equipment at the Branch immediately, as and when required, at their own cost.
- 11) The bidder must deploy technical personnel on-site during critical election activities. During election/emergency situations, bidder must mobilize required materials within short notice. Delay in supply will attract Penalty @ 10% of order value per occasion. In case of non-performance at critical event/Non-supply will attract 20% penalty with risk purchase at supplier's cost. Repeated default (more than 3 occasions), Contract will be terminated and the individual / firm will be blacklisted up to 3 years.
- 12) Once L1 tenderer denies to supply that particular item, he/she will be barred from supplying items during the entire election process.
- 13) Rates once accepted will not be changed and will remain for hiring valid for a period of one year.
- 14) Department is not liable for any theft/damage of hired materials.
- 15) All bills in triplicate are to be submitted by the suppliers and must be accompanied with work order, challan duly signed by recipient.
- 16) Payment will be made as and when fund is received from the Govt.
- 17) The Tender documents with details of the items are to be collected from the Election Officer, Nagaon during working days.



District Commissioner &
District Election Officer,
Nagaon

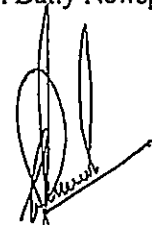
Memo No. NE 10/2026/05

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Date:-05.03.2026

Copy for information and necessary action to:-

1. The Addl. District Commissioner(Election), Nagaon.
2. The Election Officer, Nagaon.
3. The Finance & Account Officer, Nagaon.
4. The DIO, NIC, Nagaon for uploading at District Website immediately.
5. The DIPRO, Nagaon with a request for wide publicity through printing and electronic media. He will at least publish in one English Daily Newspaper and other in local vernacular newspaper.
6. Notice Board.



District Commissioner &
District Election Officer,
Nagaon