



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER:: :: NAGAON
(Sub-Divisional Planning Branch)
03672-233185, 233193, 250006, 233222(F) 231111 (F)
e.mail- deo-nagaon@nic.in

No. NDP.10/2023/

Dated. 05/04/2025

SHORT NOTICE INVITING QUOTATION

Sealed quotation affixing court fee stamp of Rs. 8.25 (Rupees Eight & Paisa Twenty-Five) only are hereby invited from the reputed printing presses for printing of Ballot Papers for ensuing Panchayat Election 2025. Required Specification is given at **Annexure-I** which is enclosed herewith.

1. The Ballot Paper should be printed as per Rule 28(I) and should be in respective forms as mentioned in the Assam Panchayat (Constitution) Rules, 1995. **(Guidelines enclosed)**
2. 70 GSM paper should be used for printing of Ballot Paper as per colour specified for each category of ballots.
3. Required 70 GSM Papers should be provided by the printer itself.
4. The Width of Ballot Paper should be four (4) inch (Single Column). If the number of candidates exceeds 9, the Ballot Paper has to be printed in double column and the width of the Ballot Paper increases to 8 inch (double column).
5. The Width of the space allotted to each candidate will be one (1) inch and the width of the shaded area between the spaces allotted to any two candidates will be ½ inch width. There will be a thick black border of 1/8 inch width at the bottom.
6. Serial Number of the Ballot Paper shall be printed on top left hand side on the Form Serial Number of Ballot Paper and its counterfoil shall be identical.
7. The Ballot Papers have to be stitched into bundles and the number of Ballot Papers in each bundle has to be 50 (Fifty).

The Quotations will be received at the Office of the Election Officer, Nagaon on or before 17.04.2025 during Office hours from 10.00 AM to 03.00PM and the quotations will be opened on 17.04.2025 at 04.00 PM. No quotation will be accepted after expiry of the stipulated time. Tender Committee reserves the right to accept or reject any or all tender without assigning any reason thereof.

Terms and Conditions:


1. The Firms must be registered by Registration of the Printing Press under Printing & Stationery Department, Govt. of Assam and must have sufficient manpower and machinery to complete the task within fixed time frame.
2. Rate should be inclusive of all taxes.
3. The undersigned gives no assurance to the L-1 bidder to award the work at his quoted rate. If the undersigned finds that the L-1 rate is on higher side, the undersigned may negotiate the price with L-1 bidder at the rate deemed appropriate.
4. The authority is not bound to issue order to successful bidder.
5. Tax clearance, GST Registration Certificate, PAN Card, Trade Licence and Earnest Money of Rs. 20000/- (Rupees Twenty Thousand) only in Demand Draft in favour of District Commissioner, Nagaon must be submitted with quotation.

6. Payment of bill will be made as per Assam Govt. rules on receipt of fund through budget allotment from time to time. The undersigned will not be responsible for any delay in payment of bill for reasons beyond his control/authority.
7. The work may be allotted to one or more than one Firms/Suppliers depending upon the urgency of the work.
8. Preference will be given to bidder(s) with previous experience of printing Ballot Papers.

Tender may be submitted in the format given below:

Sl. No.	Particulars	Details
1	Name of Printing Press	
2	Residential Address	
3	Official Address	
4	Name of Authorised Signatory	
5	Specimen Signature of Authorised Signatory	
6	Mobile No. & e-mail id	

Sl. No.	Particulars	Rate (Per 50 Copies)
1	Single Column	
2	Double Column	



 Addl. District Commissioner,
 Nagaon &
 Chairman, Procurement Committee
 Panchayat Election, 2025

Memo No. NDP.10/2023

Date:-05/04/2025

Copy to:-

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


 Addl. District Commissioner,
 Nagaon &
 Chairman, Procurement Committee
 Panchayat Election, 2025



Instruction on printing of ballot papers for Panchayat Election (2018)

ANNEXURE - J

A.

- 1) The Ballot Paper should be printed as per Rule 28(1) and should be in Form LA, IB, IC or Form ID respectively as appended to the Assam Panchayat (Constitution) Rules, 1995

Form IA	-	Ballot Paper for GP Member
Form IB	-	Ballot Paper for GP President
Form IC	-	Ballot Paper for AP Member.
Form ID	-	Ballot Paper for ZP Member.

Ballot papers shall be printed in Assamese in the Brahmaputra Valley and in Bangla in the Barak Valley districts.

- 2) The ballot papers shall contain the names of the candidates in same order in which they appear in Form IIIA or IIIB, as the case may be, as appended to Rule 26 of the Assam Panchayat (Constitution) Rules, 1995.
- 3) The colours of the ballot papers will be as follows:
- | | | |
|--------------|---|------------|
| GP Member | - | White |
| GP President | - | Yellow |
| AP Member | - | Pink |
| ZP Member | - | Light Blue |
- 4) If two or more candidates bear the same name, they shall be distinguished by the addition of their residence or occupation or pet name or any other manner as the DC or SDO(C) may think proper.
- 5) Every ballot paper shall have a counterfoil attached thereto at the top. The width of the counterfoil should not, ordinarily exceed 2 ½ inch. The counter foil should contain :
- a) Space for stitching at the top centre
 - b) A blank border of 1/8 inch at the top
 - c) Particulars of the election shall be printed immediately below the line
 - d) Electoral Roll part number, serial numbers of elector may be in the left hand side and space for signature of elector on right hand side.
 - e) Serial number of the ballot paper (machine number) on the top left hand side
 - f) One block of line of 1/8 inch width a perforated / disjointed straight line below, separating the ballot paper from the counterfoil.
 - g) There shall be one block line of 1/8 inch below the perforated / disjointed line.
- 6) Serial number of the ballot paper shall be printed/machine on the top left hand side on the form serial number of ballot paper and its counterfoil shall be identical
- 7) The width of the ballot paper shall be 4 inch. If the number of candidates exceeds 9, the ballot paper has to be printed in double column. The width of the double column ballot paper and its counterfoil shall be twice the width of ballot paper printed in single column. Along the middle there shall be a shaded area from top to bottom of ½ inch width.
- 8) The width of the space allotted to each candidate will be 1 inch and the width of the shaded area between the spaces allotted to any two candidates will be ½ inch. There will be a thick black border of 1/8 inch width at the bottom.

B.

- 1) Printing Presses having relation /connection with political parties or candidates are to be avoided.
- 2) During printing of the ballot papers, entry to the Printing Presses, where Ballot Paper is printed, shall be restricted.

- 3) Every care should be taken that not a single piece of ballot paper including any damaged or mutilated can be taken outside.
- 4) The entry of the public into the printing press should be restricted and only the person(s) authorised by DCs/SDO(C)s and Assam State Election Commission with proper identity may be allowed to enter into the areas in the press where printing of ballot paper will be taken up. A movement register should be maintained in the entry gate of the press.
- 5) During the time of printing, the Press should be guarded by armed police forces. Local police authority may be directed to deploy adequate armed police force on the date and hours during which printing will be done.
- 6) Instructions be given to the printing presses not to take up printing of materials other than the ballot papers while printing of ballot papers are being undertaken. This is necessary to ensure the confidentiality and to stop entry of other persons except the printing employees and officials authorised by the DC/SDO(C).
- 7) The printing presses should be ordered to handover the master copies of the ballot papers to the Officers in charge of printing of ballot paper who should keep them in his custody with strict confidentiality till the election is over, to meet the requirement of re-poll, if any.

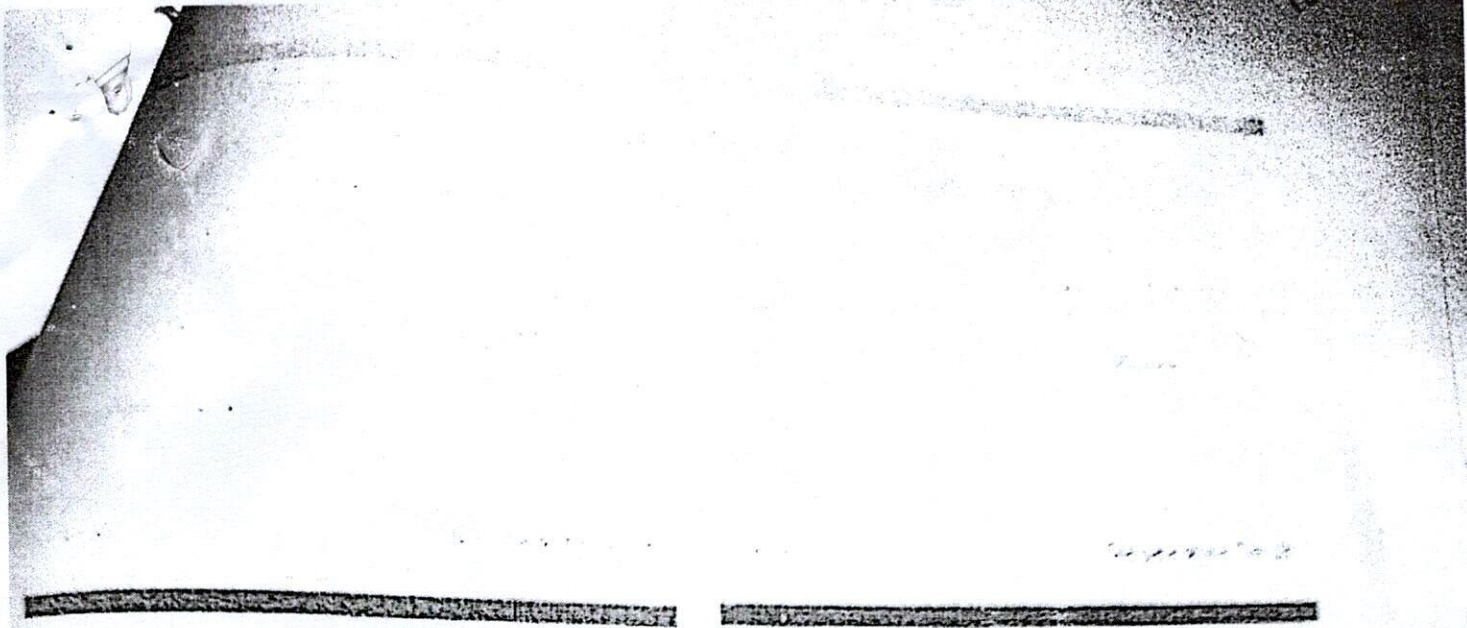
lulul

18.11.18


Secretary

Assam State Election Commission


Dispupr ::: Guwahati-6




Handwritten text in Hindi: हाथ



Handwritten text in Hindi: हाथ




Handwritten text in Hindi: कप




Handwritten text in Hindi: कप




Handwritten text in Hindi: पत्ता



Handwritten text in Hindi: पत्ता



Handwritten text in Hindi: पत्ता



Handwritten text in Hindi: पत्ता

