



GOVT. OF ASSAM

OFFICE OF THE DEPUTY COMMISSIONER :: :: NAGAON

Phone: 03672-233185 (O) / 233202(R) / 233193 (F), E-mail: [dc-nagaon@nic.in](mailto:dc-nagaon@nic.in)  
(SUB-DIVISIONAL PLANNING BRANCH)

### Quotation Notice

No. NDP.23/2024/35 = Sealed Quotations / Tenders are invited affixing non-refundable Court Fee Stamps of Rs. 8.25 (Rupees: Eight and Paise Twenty Five) only from Govt. registration Firm/ Contractor on the following terms and conditions for greasing, Oiling, Minor Repairing and painting of Ballot Boxes for General Election to the Panchayat 2024-25 and will be received at the District Commissioner's Sub-Divisional Planning Branch, Nagaon up to 03-00 PM on or before 16-12-2024 and will be opened on the same day at 05-00 PM at Addl. District Commissioner & Panchayat Election, Nagaon, Chamber (Room No-38). The Quotation or their authorized agents may be present at the time of opening of the Tenders.

#### Terms & Condition

- The rate should be quoted inclusive all Taxes applicable at any point to times as mentioned below :-
  - Charge for Painting of Ballot Boxes as per specification to be provided at the time work order in different size ( Big size, Medium Size & Small Size ).
  - Servicing Charges in different Size ( Big size, Medium Size & Small Size ).
  - Greasing Charges in different Size ( Big size, Medium Size & Small Size ).
  - Minor Repairing charges ( Detail rate of Minor repairing to be mentioned categorically) in the different Size i.e. ( Big size, Medium Size & Small Size ).
- The Quotation / Tender to whom works will be allotted will have to execute a Bond/Under taking as per Rules.
- The undersigned reserved the right to accept or reject any Tender without assigning any reasons thereof.
- Any deviation of terms & condition shall invite cancelation of Quotation/Tender / Bills etc.
- An Amount of Rs 20,000/- (Rupees Twenty thousand ) only will have to deposit as security money deposit in Bank draft in favour of District Commission, Nagaon and the same shall be refunded at the time of Payment of Bill after proper adjustment/ if any .
- Each Firm/ Contractor much have VAT registration, Trade License, Income Tax Clearance Certificate or PAN card.
- Bill may be submitted along with necessary work order and copy of completion certificate by authorized Officers for payment.
- payment will made on getting FOC from the Government of Assam from time to time.
- The approved Firms/Contractor will have to complete the above-mentioned works as an when required under Short notice and in due time without fail.
- the work may be allotted to one or may Firms/ Contractors be depending upon the urgency of the work, time factor, Quality of works and past records of the Firms/ Contractors for doing the works in due time as per the rate fixed.
- An any other conditions deem to be just, fit and proper at any point of time.

| Painting Charges |             | Servicing Charges |             | Greasing Charges |             | Minor Repairing Charges |                       |                        |                       |
|------------------|-------------|-------------------|-------------|------------------|-------------|-------------------------|-----------------------|------------------------|-----------------------|
| Big Size         | Medium Size | Big Size          | Medium Size | Big Size         | Medium Size | Replacement of Spring   | Replacement of Handle | Replacement of Bracket | Replacement of Button |
|                  |             |                   |             |                  |             |                         |                       |                        |                       |

(Narendra Kumar Shah, IAS)  
District Commissioner,  
Nagaon

Dated: 07/12/2024

Memo No. NDP.23/2024/35 - A -- ,  
Copy to:

- The Secretary, Assam State Election Commission, Dispur- 6 for favour of kind information.
- The District Information & Public Relation Officer, Nagaon for wide publicity.
- Notice Board of DC's Office, Nagaon.

*Sd/-*  
District Commissioner,  
Nagaon



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Phone: 03672-233185 (O) / 233202(R) / 233193 (F), E-mail: [dc-nagaon@nic.in](mailto:dc-nagaon@nic.in)  
(SUB-DIVISIONAL PLANNING BRANCH)

**Quotation Notice**

No. NDP.15 / 2024 /29 = Sealed Quotations / Tenders are invited affixing non-refundable Court Fee Stamps of Rs. 8.25 ( Rupees: Eight and Paise Twenty Five ) only from local Firms for supply of Polling Materials Counting Materials & Stationery Articles etc. ( list enclosed herewith) in connection with General Election to the Panchayat-2024 on the following terms and conditions and will be received at the District Commissioner's Sub-Divisional Planning Branch, Nagaon up to 03.00 PM on or before 23-12-2024 and will be opened on the same day at 05-00 PM at Addl. District Commissioner & Panchayat Election, Nagaon Chamber ( Room No.-38 ). The Quotationer or their authorized agents may be present at the time of opening of the Tenders.

Terms & Condition

1. Each Firm must attested copies of records / documents relating to Registration of PAN, up-to-date income tax clearance certificate or Income Tax Returned, Trade License and GST IN etc. should be furnished. Quotation submitted without attested copies of the certificates will be rejected.
2. Records / documents in support of experience of Election related Supply of works etc. (if any) to be furnished.
3. The Quotationer / Tender to whom works will be allotted will have to execute a bond / undertaking as per Rules.
4. Payment will be made on getting FOC from the Government of Assam from time to time.
5. The Rates should be quoted separately for each item & per unit. The Rate should be quoted inclusive of all Taxes like GST / Income Tax as applicable will be deducted at source from the bill amount.
6. The Firms will have to deposit An Amount of Rs. 10,000.00 (Rupees Ten Thousand) only as security money in form of a call deposit / FDR / Bank Draft in favour of the Deputy Commissioner, Nagaon and the same shall be refunded at the time of payment of Bill after proper adjustment, if any.
7. The Quotationer / Tender should also submit a Financial Soundness Certificate.
8. If a firm fails to supply the complete items as per works order within the stipulated time, the work order will immediately be withdrawn from the concerned firm and the security money will forfeited.
9. Rate once accepted will be treated as final and no alteration or modification will be entertained for any reason whatsoever and it will remain valid until next quotation is called for.
10. Authority is not bound to accept the lowest rate or any quotation and reserves the right to accept / reject any quotation without and assigning any reasons thereof.
11. Bill may be submitted along with necessary work Order and copy of Challan etc. for payment.
12. And any other conditions deem to be just, fit and proper at any point of time.

(Narendra Kumar Shah, TAS)  
District Commissioner,  
Nagaon

Dated:- 05/12/2024  
7/12/2024

Memo No. NDP. 15/2024/ 29 - A-,  
Copy to:

1. The Secretary, Assam State Election Commission, Dispur- 6 for favour of kind information.
2. The District Information & Public Relation Officer, Nagaon for wide publicity.
3. Notice Board of DC's Office, Nagaon.

Sd/-  
District Commissioner,  
Nagaon

| Sl. No. | Name of Polling, Counting & Other Stationery Materials           | Rate per Unit/Box |
|---------|--|-------------------|
| 1       | Alpin  |                   |
| 2       | Address tag  |                   |
| 3       | Armbands for polling Officer                                     |                   |
| 4       | Arrow cross mark rubber stamps for marking ballot paper          |                   |
| 5       | Ball Pen   |                   |
| 6       | Ballot Box   |                   |
| 7       | Ballot Paper   |                   |
| 8       | Bindhana (Gejeng)  |                   |
| 9       | Binding Register No. (Per No.)                                   |                   |
| 10      | Blade  |                   |
| 11      | Blank Paper Sheets   |                   |
| 12      | Bleaching Powder   |                   |
| 13      | Blotting paper   |                   |
| 14      | Blue Paper Seal  |                   |
| 15      | Bucket Big Size  |                   |
| 16      | Bucket Small Size  |                   |
| 17      | Calculator 12 Digit  |                   |
| 18      | Calculator 16 Digit  |                   |
| 19      | Candle Big   |                   |
| 20      | Candle Small   |                   |
| 21      | Candle Sticks  |                   |
| 22      | Card Board for strengthening paper seal                          |                   |
| 23      | Carbon Paper   |                   |
| 24      | Carry Bag  |                   |
| 25      | Carry Bag Small  |                   |
| 26      | Cello Tape Big   |                   |
| 27      | Cello Tape Small   |                   |
| 28      | Cloth or rag for removing ink from thumb of elector              |                   |
| 29      | Cloth or rag for removing oil etc.                               |                   |
| 30      | Complementary Tin / Plastic Box for holding indelible ink bottle |                   |
| 31      | Copying pencil   |                   |
| 32      | Cotton Ribbon  |                   |
| 33      | Counting Tray made by Plastic                                    |                   |
| 34      | Counting Tray made of 2nd Class Wood                             |                   |
| 35      | Cup of empty cigarette tin for setting the indelible ink         |                   |
| 36      | Distinguishing mark rubber Stamp for P.S.                        |                   |
| 37      | Drawing pins pieces (Stag Pin)                                   |                   |
| 38      | Drinking Glass   |                   |
| 39      | Duplicating Ink  |                   |
| 40      | Duplicating Paper  |                   |
| 41      | Envelope (5X11)  |                   |
| 42      | Eraser Pen   |                   |
| 43      | Eraser Liquid Bottle   |                   |
| 44      | Extranal Harddrive 1TP   |                   |
| 45      | Extranal Harddrive 500 GB  |                   |
| 46      | Full-Scape Paper   |                   |
| 47      | Fax Roller   |                   |
| 48      | Fevicol Tube   |                   |
| 49      | File Cover with Board  |                   |
| 50      | File Cover with Board Best Quality                               |                   |
| 51      | Good Night liquid with Machine                                   |                   |
| 52      | Gum Bottle Big Size  |                   |
| 53      | Gum Bottle Small Size  |                   |

|     |   |  |
|-----|---|--|
| 54  | Gum Paste Bottle  |  |
| 55  | Gum paste tube  |  |
| 56  | Heric Big Size  |  |
| 57  | Heric Small Size  |  |
| 58  | Hire Charges of Computer Printer                          |  |
| 59  | Hire Charges of Computer Table                            |  |
| 60  | Hire Charges of Computer with all accessories             |  |
| 61  | Hire Charges of Digital Xerox Machine (Cannon)            |  |
| 62  | Hire Charges of Digital Xerox Machine (Richo)             |  |
| 63  | Hire Charges of Fax Machine                               |  |
| 64  | Hire Charges of Plastic Chair                             |  |
| 65  | Hire Charges of Plastic Table                             |  |
| 66  | Hire Charges of Power Generator 10 Kv                     |  |
| 67  | Hire Charges of Power Generator 20 Kv                     |  |
| 68  | Hire Charges of Projector Machines & Screen with Operator |  |
| 69  | Hire Charges of VIP Chairs                                |  |
| 70  | Hire Charges of Water (Drum 100 Ltrs.)                    |  |
| 71  | Hire Charges of Water (Drum 1000 Ltrs.)                   |  |
| 72  | Hire Charges of Water (Drum 500 Ltrs.)                    |  |
| 73  | Hire Charges of Xerox Machine (General)                   |  |
| 74  | Indelible Ink   |  |
| 75  | Ink pot   |  |
| 76  | Ink tablet  |  |
| 77  | Iron Wire   |  |
| 78  | Jug (Plastic)   |  |
| 79  | Jute Bag for carrying of Polling Materials                |  |
| 80  | Knife   |  |
| 81  | Lanterns, if necessary-                                   |  |
| 82  | Lock & Key 45 MM  |  |
| 83  | Lock & Key 90 MM  |  |
| 84  | Marker Pen  |  |
| 85  | Marked Copy of electoral roll                             |  |
| 86  | Markin Cloths for wrapping Ballot Box                     |  |
| 87  | Match-Box   |  |
| 88  | Material for voting compartment                           |  |
| 89  | Metal Seal for Presiding Officer                          |  |
| 90  | Metal rule for detaching ballot papers from counterfoils  |  |
| 91  | Mineral Water Bottle 1 Ltr.                               |  |
| 92  | Mineral Water Bottle 1/2 Ltr.                             |  |
| 93  | Mineral Water Bottle 20 Ltrs.                             |  |
| 94  | Mosquito Coil   |  |
| 95  | Mug (Plastic)   |  |
| 96  | Needle  |  |
| 97  | Note Book   |  |
| 98  | Note Sheet  |  |
| 99  | Ordinary Pencil   |  |
| 100 | Packing paper sheets                                      |  |
| 101 | Paper Seal  |  |
| 102 | Paper for printing ballot papers                          |  |
| 103 | Paper Weight General                                      |  |
| 104 | Paper Weight Best Quality                                 |  |
| 105 | Pen -holder and nib                                       |  |
| 106 | Pen Stand Best Quality                                    |  |
| 107 | Pendrive - 16GB   |  |
| 108 | Pendrive - 2GB  |  |
| 109 | Pendrive - 32GB   |  |
| 110 | Pendrive - 4GB  |  |

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|-----|---|--|
| 111 | Pendrive - 8GB                                      |  |
| 112 | Phynile Big Size                                    |  |
| 113 | Phynile Small Size                                  |  |
| 114 | Pins (Micro)  |  |
| 115 | Plastic bag for carrying polling materials          |  |
| 116 | Plastic Cover File Best Quality                     |  |
| 117 | Plastic Cover File General                          |  |
| 118 | Pollimer Rubber Stamp Round Seal                    |  |
| 119 | Pollimer Rubber Stamp Seal (Per Line)               |  |
| 120 | Pusher  |  |
| 121 | Razor Blade Best Quality                            |  |
| 122 | Receipt for deposit for challenged votes            |  |
| 123 | Ribbon or tape for securing the ballot box          |  |
| 124 | Rubber Band   |  |
| 125 | Rubber stamp bearing distinguishing mark of the P/S |  |
| 126 | Rubber Band Mixed (Assorted)                        |  |
| 127 | Rubber Damper                                       |  |
| 128 | Scissors Big Size                                   |  |
| 129 | Scissors Small Size                                 |  |
| 130 | Secret Seal   |  |
| 131 | Sealing wax   |  |
| 132 | Sealing Wax sticks                                  |  |
| 133 | Self -inking pad(purple)                            |  |
| 134 | Sharpner  |  |
| 135 | Sketch Pen (one Colour)                             |  |
| 136 | Sketch Pen (varities Colour)                        |  |
| 137 | Sony Rewriteable Disc                               |  |
| 138 | Sony Writeable Disc                                 |  |
| 139 | Stamp (Camel)                                       |  |
| 140 | Stamp Pad   |  |
| 141 | Stamp Pad Ink                                       |  |
| 142 | Staple Machine Big Size                             |  |
| 143 | Staple Machine Small Size                           |  |
| 144 | Staple Pin Big                                      |  |
| 145 | Staple Pin Small                                    |  |
| 146 | Steel Trunk Big Size                                |  |
| 147 | Steel Trunk Medium Size                             |  |
| 148 | Steel Trunk Small Size                              |  |
| 149 | Stencil   |  |
| 150 | Stencil Paper                                       |  |
| 151 | Stencil Pen   |  |
| 152 | Sutli (Thread)                                      |  |
| 153 | Tag   |  |
| 154 | Tap for securing Ballot Box                         |  |
| 155 | Thin Thread (Thin twin thread)                      |  |
| 156 | Thread Ball   |  |
| 157 | Tonner for General Xerox Machine                    |  |
| 158 | Tonner for HP Laser Printer 05A                     |  |
| 159 | Tonner for HP Laser Printer 12A                     |  |
| 160 | Tonner for HP Laser Printer 49A                     |  |
| 161 | Tonner for HP Laser Printer 53A                     |  |
| 162 | Tonner for Kysore Xerox Machine                     |  |
| 163 | Tonner for Produt Laser Printer 05A                 |  |
| 164 | Tonner for Produt Laser Printer 49A                 |  |
| 165 | Tonner for Produt Laser Printer 12A                 |  |

|     |   |  |
|-----|---|--|
| 166 | Tonner for Prodot Laser Printer 53A             |  |
| 167 | Tonner of Digital Xerox Machine (Cannon)        |  |
| 168 | Tonner of Digital Xerox Machine (Richo)         |  |
| 169 | Torch Light along with Three Battery (Eveready) |  |
| 170 | Torch Light along with Two Battery (Eveready)   |  |
| 171 | Voting Compartment                              |  |
| 172 | Waste paper Basket                              |  |
| 173 | Water Filter 20 Ltr.                            |  |
| 174 | Water Sponge                                    |  |
| 175 | Wire Cutter                                     |  |
| 176 | Wooden Pencil                                   |  |
| 177 | Wooden Scale                                    |  |
| 178 | Working Copy of the electoral roll              |  |
| 179 | Writing Pad Best Quality                        |  |
| 180 | Xerox Paper A4 (Century)                        |  |
| 181 | Xerox Paper A4 (JK)                             |  |
| 182 | Xerox Paper FS (Century)                        |  |
| 183 | Xerox Paper FS (JK)                             |  |