



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.14/2025/05

Dated. 21/08/2025

SHORT NOTICE INVITING QUOTATION

Sealed quotation affixing court fee stamp of Rs. 8.25 (Rupees Eight & Paise Twenty-Five) only are hereby invited from the reputed printing presses for printing of Enumeration Forms in view of the Proposed Special Intensive Revision (SIR) for the state of Assam. Required Specification is black and white both sides printing on A4 size paper of not less than 70 GSM.

1. The Enumeration Forms should be black and white printed on both sides of A4 size paper of not less than 70 GSM.
2. Required 70 GSM Papers should be provided by the printer itself.
3. If required, Serial Number of the Enumeration Forms shall be printed.

The Quotations will be received at the Office of the Election Officer, Nagaon on or before 30.08.2025 during Office hours from 10.00 AM to 03.00PM and the quotations will be opened on 30.08.2025 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 not be quoted higher than Rs. 2.80 (excluding GST) per copy (for both side B&W printing in 75 GSM, A4 size paper).
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. The authority also reserves the right to cancel work order issued at any moment without assigning any reason thereof.
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.

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District Election Officer
Nagaon

Memo No. NE.14/2025/05

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Date:-21/08/2025

Copy to:-

1. The Addl. District Commissioner(Election), 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.

[Signature]
District Election Officer
Nagaon
21/8/25