



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.27/2025/13

Dated. 12/12/2025

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 Photo Electoral Roll (PER) of Nagaon Election District in view of the Special Revision (SR) declared for the state of Assam. The Election Officer, Nagaon will receive the tenders on behalf of the undersigned till 3.00 PM of 23.12.2025 and shall be opened on the same day at 4.00 PM in presence of the intending tenderer or their authorized representative. 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. Up to date Tax clearance certificate (GST & IT), 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 have be submitted with quotation.
3. Photocopy of previous work order performing similar printing work to be submitted along with the quotation.
4. Bank Account number in the name of Printing Press and IFSC code and bank branch name must be indicated with the tender. Photocopy of the 1st page of the passbook or copy of cancelled cheque is to be submitted along with the bid document.
5. The rates to be quoted of printing of PER should not be above Rs. 2.80 in case of both sides and Rs. 1.90 in case of single side excluding GST.
6. The authority shall not be bound to accept the lowest quoted rates and rates accepted shall not be changed under any circumstance.
7. 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.
8. 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.
9. 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.
10. In case of printing error, the respective press will be responsible and shall have to bear the cost of re-printing.
11. After getting the Electoral Roll printed in the selected Printing Press, it is the responsibility of the printing press to deliver the printed copy of electoral roll in the office of the District Election Officer, Nagaon. No transportation cost will be borne by the office of the District Election Officer, Nagaon.
12. The work may be allotted to one or more than one Firms/Suppliers depending upon the urgency of the work, subject to other bidders agreeing for L-1 price.

Tender may be submitted in the format given below:

Side of Electoral Roll	Description	Rate per page (including all taxes and GST)	Rate per page (including all taxes and excluding GST)
A4 Size (One Side)	Full page in A4 Size (one Side)		
A4 Size (Both Side)	Full page in A4 Size (Both Side)		

Sd/-
District Election Officer
Nagaon

Date:-12.12.2025

Memo No. NE. 27/2025/13 -A

Copy to:-

1. The Election Officer, Nagaon.
2. The Finance & Account Officer, Nagaon.
3. The TD & DIO, NIC, Nagaon for uploading at District Website immediately.
4. 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.
5. Notice Board.

Sd/-
District Election Officer
Nagaon
12/12/25