



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER:: :: NAGAON
(Sub-Divisional Planning Branch)
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No. NDP.5/2025/03-04

Dated. 26/03/2025

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 local Firms for **Photography and Videography Services** (Service list enclosed herewith) in connection with conduct of upcoming Panchayat Election, 2025, under following terms and conditions. The quotations will be received up to **2.00 PM of 03/04/2025** 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.

TERMS AND CONDITIONS :

- 1) The tenders will have to be accompanied by up to date GST and Income Tax from the competent Authority.
- 2) Non-refundable of bid processing fee of Rs.100/- (Rupees One hundred) only and EMD/Bid Security of Rs.20,000/- (Rupees twenty thousand) only are to be deposited in cash or Bank Draft pledged in favour of District Commissioner, Nagaon.
- 3) The rate should be quoted inclusive of all taxes.
- 4) The tenderer must attach the photo copy of Firm's Govt. Registration Certificate/ GST Registration Certificate with record of up-to-date return submission, PAN Card, trade License from MB, IT returned of last 3 (three) years and Bank Account Number with the Quotation.
- 5) 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.
- 6) If a tenderer gets L1 rate and further he/she denies to supply that particular item, he/she will be barred from supplying the items during the entire election process.
- 7) Documents to be furnished along with rate.
 - i) GST return for the last 3 (three) Financial Year.
 - ii) IT return for the last 3 (three) Financial Year.
 - iii) PAN Card.
 - iv) Similar earlier experience, if any.
- 8) The approved firms must provide the services at the District Election Branch immediately, as and when required.
- 9) Rates once accepted will not be changed and will remain valid for a period of one year.
- 10) Bills may be submitted along with work orders and others necessary documents and payment will be made as and when fund is received from the Govt.
- 11) The details of the items can be collected from the Election Officer & Nodal Officer, Panchayat Election-2025, Nagaon.

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12) Chairman has the right to accept or reject any or all tenders without assigning any reason thereof and has the right to fix the price of any materials as per prevailing market rate.



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

Memo No. NDP.5/2025/03-04 -A

Date:-26/03/2025

Copy to:-

1. The Addl. District Commissioner & SDPLO, 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. 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

LIST OF ITEMS

• Tender published vide No. NDP. 5/2025/03-04

Dated 26.03.2025

Photography and Videography Services -

SI No.	Item Name	Unit price in INR (including all Taxes)
1	Photography Charge per Day	Rate with GST per unit/per day (24 Hours)
2	Photography Charge per Half Day	Rate with GST per unit/per day (12 Hours)
3	Photography Charge	Rate with GST per unit/per hour
4	Videography Charge per Day	Rate with GST per unit/per day (24 Hours)
5	Videography Charge per Day	Rate with GST per unit/per day (12 Hours)
6	Videography Charge per Day	Rate with GST per unit/per hour

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