



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

NO.NE.40/2019/91

Dated: 31 / 8 / 2023

SHORT NOTICE INVITING TENDER

Sealed tenders are invited affixing non-refundable Court Fee Stamps of Rs. 8.25 (Rs. Eight and Paise Twenty Five) only from reputed Registered Firms / Vendors for supply of items (list enclosed) at the Election branch, Nagaon as per following terms and conditions and will be received at the District Commissioner's Election Branch, Nagaon upto 3.00 P.M on 05/09/2023 and will be opened on 05/9/2023 at 4-00 P.M. The Tenderer/bidder or their authorized agents may present at the time of opening of tenders.

TERMS AND CONDITIONS

1. Registered and reputed Firms/Vendors having the capacity to execute urgent works with the capacity to provide standard service only need to apply.
2. Rates must be quoted legibly, both in figures and words (type only) inclusive of all taxes. Over writing, cancellation etc., if any, must be initialed. (Both soft copy (in PDF/ Excel format) and hard copy should be submitted). TDS will be applicable at the time payment of bills.
3. The Tenderer/bidder to whom works will be allotted will have to execute a bond as per Rules.
4. The quoted rates should include delivery charge wherever applicable.
5. Articles must be supplied by successful Tenderer/bidders within the stipulated time as per specifications, as fixed by the undersigned.
6. An amount of Rs. 2,000/- (Rupees two thousand) only will have to be deposited as refundable security money in the form of DD / Banker Cheque pledged in favour of the Deputy Commissioner, Nagaon. However, the same will be forfeited in the event of any lapse, default or failure on the part of the firm to deliver quality works in time. The same shall be refunded at the time of payment of bill after proper adjustment, if any.
7. Tenderer/bidders must submit copies of Trade License, GST No. (The firm should clearly mention about the GST whether Regular or Composite etc.). The PAN Card and Income Tax return acknowledgement for the Assessment year 2022-23 along with quotation.
8. Each Tenderer/Bidder has to claim bill (with Challan) within 15 days from date of event along with a photo copy of self-attested front page of the Bank Account
9. Payment will be made subject to receipt of fund from Chief Electoral Officer, Assam, Dispur from time to time as per state Govt. procedures. The undersigned shall not be responsible for any delay in payment of bill for the reasons beyond her control and authority.
10. The under signed is not bound to accept the lowest quoted rates and reserves the right to accept or reject any quotation without assigning any reason thereof.

Sd/-

Addl. District Commissioner &
Chairman, Purchase Committee
Election branch, Nagaon

Dated 31 / 8 / 2023

Memo No. NE.40/2019/91 - A

Copy to:

1. The Chief Electoral Officer, Assam, Dispur for favour of kind information.
- ✓ 2. The District Informatics Officer, NIC, Nagaon with a request to upload the NIT in District website.
3. The District Information and Public Relation Officer, Nagaon for information and wide Publicity etc.
4. Notice Board of Deputy Commissioner's Office / Election Office, Nagaon.

Sd/-

Addl. District Commissioner &
Chairman, Purchase Committee
Election branch, Nagaon

Tentative Statement for requirement for the First Level Checking of EVMs & VVPATs icw General Elections to Lok Sabha, 2024

Category	Items	No.of persons	Days (08/9/2023 to 21/9/2023)
Refreshment	Tea with biscuit	60	14 daysx2 times
	Lunch (Veg & Non Veg)	60	14 days
	Water Drum	60	14 days
	Disposal glass	60	14 days

Sl No.	Category	Item	
1	Stationery	A4 size paper	
2		Cutter	
3		Candle	
4		Cloth and rag	
5		Pen	
6		Register	
7		Marker Big & small	
8		Blade	
9		Cotton Ball	
10		Gum	
11	Hiring	24 inch TV + HDMI cable	14 days
12	Videographer	2 Nos.	14 days
13	Fire extinguisher	3 Nos.	
14	I- cards with ribbons	100 cards	
15	Table + Chair	25 pairs	