



GOVT. OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER :: NAGAON  
Phone: 03672-233185 (O) / 233202(R) / 233193 (F), E-mail:dc-nagaon@nic.in  
(SUB-DIVISIONAL PLANNING BRANCH)

### SHORT NOTICE INVITING TENDER

Sealed tender is invited affixing non-refundable Court Fee Stamps of Rs.7.50 ( Rupees Seven Fifty ) only from reputed Registered Firms / Vendors for Procurement of Computer materials ( list enclosed as Annexure –A- ) in connection with forth coming Panchayat Election as per following terms and condition and will be received at the Deputy Commissioner's Sub- Divisional Planning Branch , Nagaon up to 4-00 P.M. on 22-03-2023 and will be opened on the same day. The Tender/ Bidders or their authorized agents may present at the time of opening of tenders.

### TERMS AND CONDITION

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. Rate 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 Excel format ) and hard copy should be submitted ) . TDS will be applicable at the time payment of bills.
3. The Tenderer / bidder to whom will be allotted will have to execute a bond as per Rules .
4. The quoted rates should include installation and carrying charge wherever applicable .
5. Articles must be supplied by successful Tender/ bidders within the stipulated time as per specification, as fixed by the Assam State Election Commission .
6. An amount of Rs. 3,000/- ( Rupees Three 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 laps , 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. Tender / bidders must submit copies of Trade License , GST No. ( the firm should clearly mention about the GST whether regular of composite etc.) . The PAN card and income Tax return acknowledgement for the Assessment year 2022-2023 along with quotation .
8. Tenderer / bidder has to claim bill ( with Challan ) within 5( Five) days from the date of event along with a photo copy of self attested front page of the Bank Passbook.
9. Payment will be made subject to receipt of fund from Assam State Commission , Guwahati , Dispur .
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 .

Signed by Narendra Kumar  
Shah  
Date: 14-03-2023 16:38:27

Deputy Commissioner &  
District Electoral Registration Officer,  
Nagaon

Copy to :-

1. The Secretary , Assam State Election Commission , Guwahati .
- ✓ 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 , Nagaon

Sd/-  
Deputy Commissioner &  
District Electoral Registration Officer,  
Nagaon