



GOVT. OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER :: :: NAGAON  
(SUB-DIVISIONAL PLANNING BRANCH)

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e.mail- deo-nagaon@nic.in

NOTICE INVITING TENDER

NO. NDP. 10 / 2023 / 7 = Sealed Quotation are invited affixing non-refundable Court Fee Stamps of Rs. 8.25 (Rs. Eight and Paise Twenty Five) only from local printing presses for printing items of (list enclosed at Annexure-A) on the following terms and conditions and will be received at the Addl. District Commissioner's, Nagaon (Room No. 36) up to 3-00 P.M on 27-09-2023 and will be opened on the same day at 3-30 P.M. and same Room. The Quotationers / their authorized person may be present at the time of opening of tenders.

TERMS AND CONDITIONS

1. The Printing Presses should be registered with Printing & Stationery Department, Govt. of Assam (supported by copy of registration). The reputed Printing Presses having the capacity to execute urgent works at short notice and the capacity to provide standard service will only 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 and hard copy should be submitted). TDS will be applicable at the time of payment of bills.
3. For printing of forms etc. rates must be quoted both for 'with paper (i.e. necessary paper to be provided by the printing press) and without paper (when paper is provided by office).
4. The Quotationer to whom works will be allotted will have to execute a bond as per Rules.
5. The printing works must be completed within the stipulated time as fixed by the undersigned. Considering the time factor, volume of works, urgency of works and capacity of press etc. the undersigned will allot the printing works to more than one press at the approved rate.
6. The Printing Press / Firm must have minimum printing capacity of 1,00,000 copies per day.
7. An amount of Rs.50,000/- (Rupees. Fifty Thousand) only will have to be deposited as security money in the form of DD / Banker Cheque pledged in favour of the District Commissioner (Election), Nagaon. However, the same will be forfeited in the event of any lapse, default or failure on the part of the printing press to deliver quality works in time. The same shall be refundable at the time of payment of bill after proper adjustment, if any or in case of rejection of quotation.
8. Quotationers 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 2023-2024 along with quotation. The Quotation submitted without attested copies of the certificates will be rejected.
9. Each printing press must be registered with Govt. of Assam and the Xerox copy of the registration certificate with self attestation in full to be submitted along with bid document.
10. Materials to be delivered by supplier in office at his own cost as and when required immediately.
11. Payment will be made on getting FOC from the Govt. from time to time as per procedures. The undersigned shall not be responsible for any delay in payment of bill for reasons beyond his control and authority.
12. Rate once accepted will be treated as final and no alteration or modification will be entertained for any reason whatsoever and it will remain valid until next quotation is called for.
13. Records / documents in support of experience of Election related printing works, etc. (if any) to be furnished.
14. 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.

District Commissioner  
Nagaon

Dated. 18 / 09 / 2023

Memo No. NDP 10/2023/7 - A

Copy to:

1. The Secretary, Assam State Election Commission, Aditya Tower, 2nd Floor, Near Novotel Hotel, G.S. Road, Dispur, Ghy-6 for favour of kind information.
2. The District Informatics Officer NIC, Nagaon with a request to upload the NIT in District Website.
3. The DIPRO, Nagaon for wide publicity.
4. Notice Board of DC's Office, Nagaon.
5. All Printing presses under Nagaon district for information and necessary action.

District Commissioner  
Nagaon