



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DISTRICT ELECTION OFFICER :: TINSUKIA ::**  
**(ELECTION BRANCH)**

No: TEL.5/PE/2024-25/1764

Dated Tinsukia the 6<sup>th</sup> December, 2024

**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 firms/parties for repairing of the following items of Ballot Boxes of Tinsukia District for ensuing Panchayat Election 2024-25 :

1. **Handle**
2. **Window Cover**
3. **Button**
4. **Frame for Paper Seal**
5. **Bracket**
6. **Removal of Jam**
7. **Oiling and Cleaning**
8. **Colouring**
9. **Labeling (with serial number)**

The quotations will be received at office chamber of Election Officer, Tinsukia on or before **13.12.2024** during office hours from **10:00am** to **03:00pm** and the quotations will be opened on **13.12.2024** at **04:00pm**. 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 & Conditions :**

1. The Firms must be registered by the Govt. and must have sufficient manpower and machinery to complete the task within fixed time frame.
2. Rates should be inclusive all Taxes. The rates of repair & cleaning of the Ballot Boxes should include all materials required for doing the work.
3. 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 the higher side, the undersigned may negotiate the price with L-1 bidder at the rate deemed appropriate.
4. The authority is not bound to issue order to the successful bidder.
5. Tax clearance, GST Registration Certificate, PAN Card, Earnest Money of **Rs. 5000/- (Rupees Five Thousand)** only in Demand Draft in favour of "**District Commissioner, Tinsukia**" must be submitted along with quotation.
6. 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.

**District Commissioner**  
**Tinsukia**

Tender may be submitted in the format given below:

Sl. No	Items	Rate of items
<b>Big Size Ballot Box</b>		
1.	Handle	
2.	Window Cover	
3.	Button	
4.	Frame for Paper Seal	
5.	Bracket	
6.	Removal of jam	
7.	Oiling and Cleaning	
8.	Colouring	
9.	Labeling (with serial number)	
<b>Medium Size Ballot Box</b>		
1.	Handle	
2.	Window Cover	
3.	Button	
4.	Frame for Paper Seal	
5.	Bracket	
6.	Removal of jam	
7.	Oiling and Cleaning	
8.	Colouring	
9.	Labeling (with serial number)	
<b>Small Size Ballot Box</b>		
1.	Handle	
2.	Window Cover	
3.	Button	
4.	Frame for Paper Seal	
5.	Bracket	
6.	Removal of jam	
7.	Oiling and Cleaning	
8.	Colouring	
9.	Labeling (with serial number)	

Memo No: TEL.5/PE/2024-25/1764  
2024

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District Commissioner  
Tinsukia  
Dated Tinsukia the 6<sup>th</sup> December,

Copy to :

1. Secretary, Assam State Election Commissioner, Dispur for kind information.
2. In Charge, Election Monitoring Cell, Panchayat Election 2024-25 for information.
3. In Charge, Ballot Box management Cell, Panchayat Election 2024-25 for information.
4. Election Officer, Tinsukia for information.
5. DIPRO, Tinsukia for information. He is requested to give wide publicity through one local English and one Assamese News Paper.
6. District Informatics Officer, NIC, Tinsukia for information and necessary action.
7. Notice Board, o/o the District Commissioner, Treasury Officer, Tinsukia.
8. Office order file.

  
District Commissioner  
Tinsukia  
District Commissioner  
Tinsukia