



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



No: TEL.5/PE/2024-25/1805

Dated Tinsukia the 19th December, 2024

SHORT NOTICE INVITING QUOTATION

Sealed quotation affixing court fee stamp of **Rs. 8.25 (Rupees Eight & Paisa Twenty Five)** only are hereby invited from the reputed printing presses for printing of **Ballot Papers** for ensuing Panchayat Election 2024-25. Required Specification are as follows :

1. The Ballot Paper should be printed as per Rule 28(I) and should be in respective forms as mentioned in the Assam Panchayat (Constitution) Rules, 1995.
2. 70 GSM paper should be used for printing of Ballot Paper as per colour specified for each category of ballots.
3. Required 70 GSM papers should be provided by the printer itself.
4. The width of Ballot Paper should be four (4) inch (single column). If the number of candidates exceeds 9, the Ballot Paper has to be printed in double column and the width of the Ballot paper increases to 8 inch (double column).
5. The width of the space allotted to each candidate will be one (1) inch and the width of the shaded area between the spaces allotted to any two candidates will be ½ inch width. There will be a thick black border of 1/8 inch width at the bottom.
6. Serial Number of the Ballot Paper shall be printed on top left hand side on the Form Serial Number of Ballot Paper and its counterfoil shall be identical.
7. The Ballot Papers have to be stitched into bundles and the number of Ballot Papers in each bundle has to be 50 (Fifty).

The quotations will be received at office chamber of Election Officer, Tinsukia on or before **27.12.2024** during office hours from **10:00am to 03:00pm** and the quotations will be opened on **27.12.2024** 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 Registration of the Printing Press under Printing & Stationery Department, Govt. of Assam and must have sufficient manpower and machinery to complete the task within fixed time frame.
2. Rates should be inclusive of all Taxes.
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, Trade License and Earnest Money of **Rs. 20,000/- (Rupees Twenty Thousand)** only in Demand Draft in favour of "**District Commissioner, Tinsukia**" must be submitted along with quotation.


**District Commissioner &
District Election Officer
Tinsukia**

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.

7. The work may be allotted to one or more than one Firms/Suppliers depending upon the urgency of the work.

8. Preference will be given to bidder(s) with previous experience of printing Ballot Papers.

Tender may be submitted in the format given below:

Sl. No	Particulars	Details
1.	Name of Printing Press	
2.	Residential Address	
3.	Official Address	
4.	Name of Authorized Signatory	
5.	Specimen Signature of Authorized Signatory	
6.	Mobile No & e-mail ID	

Sl. No	Particulars	Rate (per 50 copies)
1.	Single Column	
2	Double Column	

District Commissioner &
District Election Officer
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Copy to :

1. Secretary, Assam State Election Commissioner, Dispur for kind information.
2. In Charge, Election Monitoring Cell, Panchayat Election 2024-25, Tinsukia for information.
3. In Charge, Ballot Paper Cell, Panchayat Election 2024-25, Tinsukia for information.
4. Election Officer, Tinsukia for information and necessary action.
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 &
District Election Officer
Tinsukia

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