



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

No: TEL.5/PE/2024-25/1806

Dated Tinsukia the 19<sup>th</sup> 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 firms/parties for providing **Metal Seal, Secret Seal and Arrow Cross Mark** for ensuing Panchayat Election 2024-25. Required Specification are as follows :

**Metal Seal :**

1. Best Quality Metal Seal made of brass should be provided.
2. The weight should be around 25 grams.
3. Design of the Metal Seal is attached in **Annexure – A.**

**Secret Seal :**

1. Best Quality Secret Seal made of brass should be provided.
2. The weight should be around 25 grams.
3. Design of the Metal Seal is attached in **Annexure – A.**

**Arrow Cross Mark :**

1. Arrow Cross Mark should be made of Wood.
2. Polymer Arrow Cross Mark should be affixed at both ends.
3. Bar length should be 10cm and Polymer Arrow Cross section should be around 1.5cm.

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 the Govt. 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 and Trade License must be submitted along with quotation.

**District Commissioner &  
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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 supplying of Metal Seal, Secret Seal and Arrow Cross Mark to any Govt. Department/State Election Commissions/DCs etc.

**Tender may be submitted in the format given below:**

Sl. No	Particulars	Details
1.	Name of Firm/Supplier	
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	Specification	Rate (per piece)
1.	Metal Seal	As mentioned above.	
2.	Secret Seal	As mentioned above.	
3.	Arrow Cross Mark	As mentioned above.	

  
District Commissioner &  
District Election Officer  
Tinsukia

Memo No: TEL.5/PE/2024-25/1806

-(A)-

Dated Tinsukia the 19<sup>th</sup> December, 2024

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, Material 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

1. Sample of Metal Seal :



2. Sample of Secret Seal :



3. Sample of Arrow Cross Mark :

