



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

No: TEL.47/TENDER/2026/1171

Dated Tinsukia the 25<sup>th</sup> February, 2026

**NOTICE INVITING BID**

Sealed bids affixing court fee stamp of Rs.8.25 (Rupees Eight and Twenty-Five paisa) only are hereby invited from Registered/reputed intending local Firms for **Printing of Postal Ballot Paper** in connection with conduct of upcoming Assam Assembly Election - 2026, as per the following required specification :-

1. The ballot paper should be printed as per sub- rule (1) of Rule 22 of the Conduct of Election Rules, 1961.
2. Every postal ballot paper shall have a counterfoil attached to it. The Counterfoil shall be at the top of the ballot paper and its depth shall not ordinarily exceed 15 cm. The particulars on the counterfoil shall be printed in English only and its shall contain the following:-
  - a. Space for stitching at the top of the counterfoil
  - b. A black border of 1 cm at the top of the counterfoil
  - c. The particulars of the election, as mentioned in para (5) below, printed immediately below item b. above
  - d. The words "**Electoral Roll Part Number and Serial Number of Elector**" which shall be printed one below the other on the left-hand side or right-hand side as may convenient
  - e. Serial Number of the ballot paper on the left-hand side either on the front or on the back as may convenient
  - f. One block of lines of 1 cm with a perforated rule/disjointed straight line below, separating the ballot paper from the counterfoil.
3. There shall be one block of lines 1 cm below the perforated rule/disjointed lines on the ballot paper.
4. The width of the postal paper when printed in single column and its counterfoil shall be between four (4) inches and six (6) inches.
5. On the top of the front face of the ballot papers, the particulars of the constituency and the election shall be printed.
6. The name of each candidate and his symbol shall be inscribed in a panel, the panels being separated from each other by shaded area of 3 cm width. There will be a thick black border of 1 cm at the bottom.
7. After the panel containing the name and particulars of the last candidate on the ballot paper there shall be a panel below the said last panel with the words "None of the Above" written therein.
8. The serial number of the ballot paper shall be printed on the lefthand side either on the front or on the back as may convenient.
9. The postal ballot papers will be stitched into convenient bundles, with consecutive serial numbers.
10. The postal ballot papers shall be printed on paper of pink colour.
11. 70 GSM paper should be use for printing of ballot paper and paper should be provided by printer itself.
12. Any other instructions as and when received from the Election Commission of India.

The bidss will be received **upto 3:00 PM on 11/03/2026** and will be opened on the same date at **4:00 PM** in presence of the bidders or their authorized representatives in **the office Chamber of Addl. District Commissioner (Election), Tinsukia.**


**TERMS AND CONDITIONS :**

1. The firms must be registered Registration of the Printing Press under Printing and Stationery Deptt, Govt of Assam with adequate sufficient manpower and machinery to complete the task within the fixed time frame.
2. The bidders will have to be accompanied by up-to-date GST and Income Tax from the competent Authority.
3. Security deposit of amount of Rs. 5000/- (Rupees five thousand) only in Bank Draft pledged in favour of **TINSUKIA DEPUTY COMMISSIONER (ELECTION).**
4. The rate should be quoted inclusive of all taxes.
5. The bidder must attach the photo copy of Registration Certificate under Printing and Stationery Deptt, Govt of Assam, GST Registration Certificate, PAN Card, trade License from MB/Gaon Panchyat and Bank account details.
6. The authority is not bound to issue order to the successful bidder.
7. The work may be allotted to one or more than one Firms/Suppliers depending upon the urgency of the work.
8. Documents to be furnished along with rate.
  - a. GST return for the last 2 (two) Financial Year including last quarter.

- b. IT return for the last 2 (two) Financial Year including last quarter.
  - c. Similar earlier experience, if any.
9. Payment will be made as and when fund is received from the Govt.
  10. The experienced firms under Tinsukia District would be preferred considering election urgency.
  11. District Election Officer, Tinsukia has the right to accept or reject any or all tenders without assigning any reason thereof and has the right to fix the price of any materials as per prevailing market rate.
  12. Tender may be submitted as per the format given below:-

Sl. No	Particulars	Details
1.	Name of Firm/Party	
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 inclusive of all taxes			
		Per copy (with paper)	Per 100 copies (with paper)	Per copy (without paper)	Per 100 copies (without paper)
1	Single Column				
2	Double Column				

  
 District Commissioner &  
 District Election Officer  
 Tinsukia

Memo No: TEL.47/TENDER/2026/1171      -(A)-

Dated Tinsukia the 25<sup>th</sup> February, 2026

Copy to :

1. Chief Electoral Officer, Assam, Dispur for favour of kind information.
2. All Cell In - Charges, Assam Assembly Election - 2026, Tinsukia for information.
3. In Charge, Election Monitoring Cell, Assam Assembly Election - 2026, 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. He is requested to upload the Tender details in District website of Tinsukia.
7. Notice Board, o/o the District Commissioner/Treasury Officer, Tinsukia.
8. Office order file.

  
 District Commissioner &  
 District Election Officer  
 Tinsukia

District Commissioner &  
 District Election Officer  
 Tinsukia