

**GOVERNMENT OF ASSAM  
ELECTION DEPARTMENT::C BLOCK::4<sup>TH</sup> FLOOR  
ASSAM SECRETARIAT::DISPUR**

**ELE.229/2011/254**

**Date: 29.09.2012**

**SHORT NOTICE INVITING TENDER**

Sealed Tenders affixing Court Fee Stamp of Rs 8.25 (Rupees eight and twenty five paise) only are invited from A- category Printing and Stationery Department Assam approved private printers with up to date validity for printing of Photo Electoral Rolls 2013 for some Legislative Assembly Constituencies of the state of Assam on urgent basis.

Interested printers may apply in prescribed format during office hours from 29/9/2012 to 03/10/12 and upto 11 am on 4/10/2012 to the Joint Chief Electoral Officer Assam.

The Election Department reserves the right to cancel / reject any or all the applications without assigning any reason thereof at any point of time.

The prescribed format and terms and conditions may be seen on our website:

<http://ceoassam.nic.in> or can be obtained in physical form from The Joint Chief Electoral Officer Assam, Election Department, C Block, 4th Floor, Assam Secretariat, Dispur-781006

**SHORT NOTICE INVITING TENDER**

Sealed Tenders are invited for the printing of Photo Electoral Rolls (PER) 2013 of some LACs of Assam as per specifications given below:

**A. TECHNICAL SPECIFICATIONS**

- 1. Size:** Printing is to be done on both sides of A-4 size paper
- 2. No. of copies:** 15 sets of Photo Electoral Rolls (PER) per Polling Station
- 3. Volume of work:** Approximately 20-30 pages with both side printing including AC Header and main PER per Polling Station. The total volume of work will approximately be 50 lakh pages and printing will be done on both sides of A 4 size cream wove paper of 75 GSM.
- 4. Composing:** PDF of the PER and AC Header will be provided to the approved printer by the Election District concerned. PDF of each Polling Station will be provided separately. PDF of AC header will be common to all Polling Stations of one LAC.
- 5. Mode of Printing:** Computer/ Offset
- 6. Paper:** Cream wove paper of 75 GSM (*The sample of the paper must accompany the quotation; otherwise the tender will not be accepted*). Paper is to be provided by the approved printer.
- 7. Binding:** Stapling along the sides of the PER (minimum three staples)
- 8. Time Schedule:** The printer will have to deliver printed PER to the representatives of all the concerned districts within 10 am on 18/10/2012.
- 9. Method of delivery of printed PER:** PER will have to be delivered in Polling Station wise packages for each Legislative Assembly Constituency to the representative of the concerned election district.

## **B. FORMAT FOR SUBMITTING QUOTATIONS**

**Rate for printing of 15 sets of Photo Electoral Rolls for each Polling Station from the provided PDF**

1. Per page rate for printing of both sides of one page (inclusive of cost of paper as per specification and binding etc): Rs. \_\_\_\_\_ (in figures)

and \_\_\_\_\_ (in words)

2. Taxes as applicable (in percentage terms) \_\_\_\_\_

## **C. TERMS AND CONDITIONS**

1. The tenderer shall have to deposit a sum of Rs. 5, 00, 000/- (Rupees five lakhs only) in the form of Bank Draft/ DCR from any nationalized bank pledged in favour of **The Chief Electoral Officer Assam** and payable at Guwahati as Security Deposit, which shall be refundable on satisfactory completion of the assigned job and after the contract period is over. If the job is not executed satisfactorily as per the specifications of size, style & paper etc. and within the stipulated period, the Election Department reserves the right of rejecting the printed copies and no compensation will be paid for such rejection and the Security Deposit will also stand forfeited.

2. In case of violation of any condition of the contract by the printer at any stage, the Election Department reserves the right of rejecting the printed copies supplied by him without making any payment for such copies.

3. The Printer should have adequate experience of executing important and urgent government jobs with huge volume like the one in question during the last two years.

4. The rate should be quoted by the Printer on their Letter heads in the format given above.

5. The Printer will be required to strictly adhere to the time-frame and no delay will be accepted. Penalty @ 2 % of the total cost will be imposed per day for any delay beyond the stipulated timeline and deducted from the final bill.

6. Intending presses must furnish the following documents along with their quotation:

a. VAT Registration Certificate

b. VAT clearance certificate with up to date validity

c. Income Tax Permanent Account Number and PAN card

d. Income Tax Clearance Certificate

e. A category valid Registration Certificate with the Printing and Stationery Department, Assam

f. Trade license with up to date validity.

g. Copies of earlier printing orders preferably from Assam Government Departments indicating the kind of printing work undertaken and completed during the last two years.

7. Printers cannot bid for the work in parts. The bid will have to be for taking up the complete work of all LACs for which tenders have been called.

8. The Election Department reserves the right to accept /reject any or all the tenders without assigning any reason thereof at any time and stage and does not bind itself to accept the lowest rate.

The quotations must be submitted/ delivered to the Joint Chief Electoral Officer Assam, C Block, 4<sup>th</sup> Floor, Assam Secretariat, Dispur-781006 in sealed cover so as to reach him latest by 11 am on 4th October, 2012. Tenders so received shall be opened on the same day at 11.15 am in the office of the Chief Electoral Officer, Assam, Dispur.

**Joint Chief Electoral Officer, Assam**

**Memo No ELE.229/2011/254-A**

**Date: 29.09.2012**

### **Copy to**

1. The Secretary to the Government of Assam, Printing and Stationery Department, Dispur, Guwahati for information.

2. The Director, Information and Public Relations, Assam, Guwahati, with a request to publish the NIT in two local vernacular newspapers and one local English newspaper, with known good circulation.

3. Computer Cell, Election Department for uploading on CEO Assam website.

**Joint Chief Electoral Officer, Assam**