

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

ELE.32/COM/2014.236

Dated 12<sup>th</sup> November, 2014.

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**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 private printers registered with the Printing and Stationery Department Assam, for coloured printing of the booklet namely General Election to the 16<sup>th</sup> Lok Sabha-2014 – A Statistical Report.

Interested printers may apply on all working days in prescribed format during office hours from 11.00 AM to 04.00 PM to the Joint Chief Electoral Officer Assam. The last date for filing tender is 20.11.2014.

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 tender document may be downloaded from website:<http://ceoassam.nic.in> or can be obtained from the Deputy Secretary, Govt. of Assam, Election Department & Joint Chief Electoral Officer, Assam, Election Department, C- Block, 4<sup>th</sup> Floor, Assam Secretariat, Dispur-781006.

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**A. TECHNICAL SPECIFICATIONS:**

1. Size: Coloured printing is to be done on both sides of A-4 size paper.
  2. No. of copies: 400 copies of the booklet namely “**General Election to the 16<sup>th</sup> Lok Sabha-2014 – A Statistical Report**” containing total 130 pages (including cover pages).
  3. The coloured printing will be done on both sides in **A 4 size art paper of 130 GSM and in A-4 size art paper of 250 GSM for the front cover and back page.**
  4. Composing: Soft copy of the matter in pdf file shall be provided from this department.
  5. Mode of Printing: Computer /Offset.
  6. Paper: A-4 size art paper of 130 GSM for the inside pages and A-4 size art paper of 250 GSM for the front cover and back cover page.
- (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: Perfect binding in standard form.
  8. Time Schedule: The printer will have to deliver the work within 20 days from the date of awarding

of the work. The soft copy of the matter in pdf file shall be provided along with the work order to the selected vendor.

9, Method of delivery: The whole 400 sets of printed book let will have to be delivered to the Election Department, Assam Secretariat (Civil), Dispur, Block-C, 4<sup>th</sup> Floor in a single lot within the specific time period as stated in para-8.

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

Per copy rate for coloured printing of 400 copies of the booklet (each containing 130 pages) namely "General Election to the 16<sup>th</sup> Lok Sabha-2014 – A Statistical Report" shall be quoted including of all taxes, duties and surcharge etc.

#### **Format**

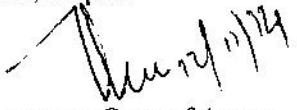
| Name & address of the Tenderer | Rate quoted per copy (including all taxes, duties, surcharge etc) |
|--------------------------------|---|
| 1                              | 2   |
|                                |   |

**Signature of the Tenderer.**

### **C. TERMS AND CONDITIONS:**

1. The tenderer shall have to deposit a sum of Rs. 20,000/- (Rupees twenty thousand 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 to the non-successful tenderers/on award of the work to the successful tenderer.
2. Work performance guarantee equivalent to 10% of the awarded work, shall be deposited by the successful bidder by way of Bank Draft in favour of the Chief Electoral Officer Assam and payable at Guwahati. The work performance guarantee shall be refunded subject to successful completion of work.
3. 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 work performance guarantee and Security Deposit will also stand forfeited.
4. 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.
5. The printer should have adequate experience of executing important and urgent government jobs like the one in question during the last two years. The proof for the same shall be furnished with the tender.

6. The rate should be quoted by the Printer on their Letter heads in the format given above.
7. The printer will be required to strictly adhere to the time-frame and no delay will be accepted. Penalty @ 1% of the total cost will be imposed per day for any delay beyond the stipulated timeline and deducted from the final bill.
8. The payment shall be made on completion of work. No advance payment/part payment shall be made.
9. Statutory deduction will made from the bill as per rule.
10. Intending presses must furnish the following documents along with their quotation:
  - (i) VAT Registration Certificate (ii) VAT clearance certificate with up to date validity (iii) copy of PAN card (iv) Income Tax clearance Certificate (v) A category valid Registration Certificate with the Printing and Stationery Department, Assam (vi) Trade license with up to date validity (vii) Copies of earlier printing orders preferably from Assam Government Departments indicating the kind of printing work undertaken and completed during the last two years.
11. Printers cannot bid for the work in parts. The bid will have to be for taking up the complete work as specified.
12. 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.
13. 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 4.00 PM on 20.11.2014. Tenders so received shall be opened on the same day i.e, on 20.11.2014 at 4.10 PM in the office of the Chief Electoral Officer, Assam, Dispur.

  
Deputy Secretary, Govt. of Assam  
Election Department &  
Joint Chief Electoral Officer, Assam