

GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER :: DHUBRI DIST :: DHUBRI
(ELECTION BRANCH)

QUOTATION NOTICE

Sealed quotations in plain paper affixing non-refundable court fee stamp of Rs. 8.25 (Rupees eight and twenty five paisa) only are hereby invited from the intending Govt. Registered local printing presses for preparation/printing of different Forms/ covers (both in English and Assamese) as per the list enclosed (Annexure-A) & as per the following terms and conditions. Quotations will be received at the Office of the Election Officer, Dhubri during office hour and **upto 2-00 PM of ...5.../03//2019** . Quotations will be opened on the same day at 3:00 PM in the office chamber of the Election Officer, Dhubri in presence of the quotationers or their authorized agents.

TERMS AND CONDITIONS:

- 1) The rates shall be inclusive of all taxes and other contingent charges, carrying charges etc. Applicable Taxes would be deducted at sources.
- 2) The rate to be quoted should be economical and reasonable. Rate should be quoted both in figure and words. Rates once accepted will not be changed under any circumstances .
- 3) The quotationers should invariably enclose along with their respective quotations, the attested copies of certificates of the registration of the presses , certificates in respect of clearance of up-to-date GST/ Income Tax from the competent authority. GST registration number should be mentioned in the quotation.
- 4) The intending quotationers may look over the specimen copy of forms/covers/registers/sign boards etc in the Election Office, Dhubri on any working day during office hours.
- 5) Papers required for covers/printing will not be supplied to the press by the undersigned. Good quality paper of given colour with minimum specification of (i) HPC (17x27) – 8Kg or (ii) Century Color board - 8.2 Kg whichever is applicable (as per work order) have to be used for printing .
- 6) An amount of Rs. 5000.00 (Five thousand) only has to be furnished as earnest money in the form of bank draft payable in favour of Deputy Commissioner, Dhubri (Election Branch) along with the quotation papers.
- 7) Quotationers selected for work will have to deposit Rs. 10000/- (Rupees Ten thousand) only as security money in the shape of bank draft payable in favour of Deputy Commissioner, Dhubri (Election Branch).
- 8) The printing and supply of forms/covers must be completed within the stipulated time and under no circumstances extension of time for completion of works would be allowed.
- 9) If any sub – standard quality of printing items found in any lot, the entire supply would be returned and work order will automatically stand cancelled.
- 10) (a) Failure to print and to supply the items as per direction as stated in the work order will entail the undersigned to cancel the work order of printing.
(b) The undersigned may also take any other action against the defaulter as he may think fit and proper in addition to what has been stated in clause (a) above.
- 11) The undersigned is not bound to accept the lowest or any quotation and reserves the right to accept / reject any quotation without assigning any reasons thereof.
- 12) Payment against any order will be made subject to availability of fund.

Sdf
Deputy Commissioner &
District Election Officer, Dhubri

Dated, Dhubri the 20th Feb/2019

Memo No. DEL-16/2019/2 (A)

Copy to :-

- 1) The DIPRO, Dhubri for information and necessary action. He is requested to give publicity of the above quotation notice.
- 2) The DIO, NIC Dhubri for information with a request to upload the above quotation notice in the district website.
- 3) All local Suppliers/Firms for for information and necessary action
- 4) Notice Board, DC's Office / Election Office, Dhubri.

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Deputy Commissioner &
District Election Officer, Dhubri

20/2/19

Annexure-A

A) Forms & Others printed articles.						
SI No.	Particulars	Colours	Rate should be quoted for			
			1 st 100	Subsequ-ent 100	1 st 1000	Subsequ-ent 1000
1	One side printing with paper A4 sized copier paper	White				
2	Both side printing with paper A4 sized copier paper	White				
3	One side printing with paper on Legal sized copier paper	White				
4	Both side printing with paper on Legal sized copier paper	White				
5	DFC size , one side printing with paper	White				
6	1/2 DFC size , one side printing with paper	White				
7	1/2 DFC size , one side printing with paper	Colour				
8	1/2 DFC size , both side printing with paper	White				
9	1/2 DFC size , both side printing with paper	Colour				
10	1/4 DFC size , one side printing with paper	White				
11	1/4 DFC size , one side printing with paper	Colour				
12	1/4 DFC size , both side printing with paper	White				
13	1/4 DFC size , both side printing with paper	Colour				
B) Registers/ Sign Board etc.						
14	Register of voters (Form 17A) as per size & sample					
15	Register of Voters Slip (size & design as per sample) a) Book containing 100 Slips b) Book containing 300 Slips c) Book containing 500 Slips d) Book containing 1000 Slips					
16	Address Tag- size & design as per sample)					
17	Sign Boards (One side printing on Art paper 1/6 size)					
18	Sign Boards (One side printing on Art paper 1/8 size)					
19	Entry Pass (One side printing on Art paper 1/12 size)					
20	Register of Pre printed Serial Numbers Slips (size & design as per sample)					
21	Money receipts (size & design as per sample)					
22	Log Book (size & design as per sample)					
C) Envelops/ Covers						
23	White Envelope one side printing , Size 25x12					
24	Yellow Envelope one side printing , Size 25x12					
25	Brown Envelope one side printing , Size 25x12					
26	Green Envelope one side printing , Size 25x12					
27	Blue Envelope one side printing , Size 25x12					
28	White Envelope one side printing , Size 25x15					
29	Yellow Envelope one side printing , Size 25x15					
30	Brown Envelope one side printing , Size 25x15					
31	Green Envelope one side printing , Size 25x15					
32	Blue Envelope one side printing , Size 25x15					
33	White Envelope one side printing , Size 32x17					
34	Yellow Envelope one side printing , Size 32x17					
35	Brown Envelope one side printing , Size 32x17					
36	Green Envelope one side printing , Size 32x17					
37	Blue Envelope one side printing , Size 32x17					
38	White Envelope one side printing , Size 37x 21					
39	Yellow Envelope one side printing , Size 37x21					
40	Brown Envelope one side printing , Size 37x21					
41	Green Envelope one side printing , Size 37x21					
42	Blue Envelope one side printing , Size 37x21					
43	White Envelope one side printing , Size 32x40					
44	Yellow Envelope one side printing , Size 32x40					
45	Brown Envelope one side printing , Size 32x40					
46	Green Envelope one side printing , Size 32x40					
47	Blue Envelope one side printing , Size 32x40					
48	Cloth Pasted/laminated Envelope one side printing , Size 32 x 40					
D) Banners						
SI.No	Particulars	Rate should be quoted for				
49	Printing of Flex Banners (with minimum thickness of 180GSM)	Per Sq. ft.				

