

GOVT. OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER, DHIRMAJI  
(ELECTIONS BRANCH)

No. DE-10/3/2019/

Dated Dibrugarh the 19<sup>th</sup> March, 2019

TENDER NOTICE

Sealed tenders with rate quote in plain papers, affixing Non refundable Court fee stamp of Rs. 8.25 (Rupees Eight and paise twenty five only) are hereby invited from GST Registered intending Firms / Govt. recognized / Co-operative organizations / persons for supply of Election Materials / Stationery items / Printing of Forms & Envelop etc / Hiring items / Videography & Photography etc. as per list mentioned below to be used during conduct of ensuing Parliamentary Election, 2019 under 11 Lakshmapur HP, in respect of H.E. Dhirmaji (S.D.L.A.C).

The sealed tenders with rate quote should reach at District Election Officer (Election branch), Dibrugarh on or before 30.03.2019 by 4.30 PM through registered / speed post on by hand at the Tender Box kept at P.O. Office, Dibrugarh. The cover containing tender papers should be superscribed as "TENDER FOR ELECTION MATERIALS / STATIONERY ITEMS / PRINTING OF FORMS & ENV. LOF ETC / HIRING ITEMS / VIDEOGRAPHY & PHOTOGRAPHY ETC".

The tender documents may be received upon payment of a non refundable fee of Rs. 20/- (Rupees Twenty only) from the office of the Deputy Commissioner (Election branch), Dibrugarh.

The tender will be opened by the purchase committee on 30.03.2019 at 2.00 PM in presence of the quotationer or his / her representative agent in the office of chamber of the Election Officer, Dibrugarh.

Tenders will not be accepted / entertained after expiry of the due date and time as fixed.

Annexure - A Stationery / Election Materials

Sl. No.	Items	Quantity	Rates (individual item)	Bid rate in packet
1	Ordinary pencil	314		
2	Pin (in small jkt containing 15-20 nos of pins)	314		
3	Sealing Wax (in Pkt)	314		
4	Gum paste	314		
5	Blade	314		
6	Candles (stick in nos)	314		
7	Flint stone / thread ball	314		
8	Match stick	314		
9	Carbon Paper Sheet	314		
10	Clay or rag for removing oil etc.	314		
11	Packing paper sheet	314		
12	Cup / Empty tin / Plastic Box for holding indelible ink bottle	314		
13	Plastic container (1.26x4)	314		
14	Cellu tape	314		
15	Plastic Basket	314		
16	Stationery Bag (in nos)	314		
17	Match box	314		
18	Pen or marker / Ink / Rubber Stamp	314		
19	Stack Pad / "dhp" rubber stamp	314		
20	Souff Pad (Purple)	912		
21	Ball Pen (1) (Blue & 3, red = 1)	1,254		
22	Blank Paper (sheets)	1,254		

The suppliers has to supply these stationery items in 314 Nos of packets which should contain the items as shown below :-

- Item No 1 to 19 = 1 No in each packet
- Item No 20 - 23 nos in each packet
- Item No 24 to 22 = 4 Nos in each packet

## 2) FOR VARIOUS CELLS AND OFFICIAL PURPOSE

Sl. No	Items	Quantity	Rates (in Rs)
1	A 4 paper (in pkt)	167	
2	Alpin (in box)	15	
3	Art paper (in sheet)	160	
4	Banner (in sq. ft)	72	
5	Blade (in nos)	50	
6	Blank CD (in nos)	180	
7	Blank DVD (in nos)	120	
8	Calculator (in nos)	60	
9	Candles (big size) (in pkt)	100	
10	Candles (stand) (in No)	100	
11	Carbon paper (in pkt)	5	
12	Cartridge - Inkjet (black) (in nos)	3	
13	Cartridge - Inkjet (colour) (in nos)	3	
14	Cartridge (konka) (in nos)	2	
15	Cartridge (LEP-2900) (in nos)	40	
16	Cartridge (NPC - 28) (in nos)	6	
17	Cartridge 337 (in nos)	5	
18	Cartridge HP 35A (in nos)	8	
19	CD writing pen (in nos)	80	
20	Cello tap (in nos)	110	
21	Computer LAN Cable (in mtr)	150	
22	Computer LAN RJ-45 (in nos)	100	
23	Correcting pen (in nos)	139	
24	Coupon book (sheets containing 100)	70	
25	Cover file (in nos)	70	
26	Envelop (A 4) (in nos)	40	
27	Envelop (normal size) (in pkt)	750	
28	Envelope (legal size) (in nos)	200	
29	Extension cables (in nos)	14	
30	Fevi quick	60	
31	File board with cover (in nos)	430	
32	File flag (in pkt)	78	
33	Flex (in nos) (sq. ft)	60	
34	Glue stick (in nos)	127	
35	Gum bottle (in nos)	134	
36	Gum tube (in nos)	155	
37	Hard board (in nos)	65	
38	Highlighter (in nos)	91	
39	Identity card covers (in nos)	3000	
40	Identity Card Strip with clip (in nos)	3000	
41	Keyboard (in nos)	16	
42	Keys pouch (in nos)	10	
43	Knife (in nos)	129	
44	Legal paper (in pkts)	155	
45	Lock & Key (in nos)	325	
46	Marker pen (in nos)	218	
47	Markin cloth (in mtrs)	10	
48	Match box (in nos)	60	
49	Mosquito coil (in pkt)	9	

50	Mosquito repellent (in nos)	11	
51	Mosquito spray (in nos)	9	
52	Needles with thread (in nos)	65	
53	Note pad (in nos)	2090	
54	Note sheet (pkt)	16	
55	Optical Mouse (in nos)	43	
56	Pen (in nos)	2349	
57	Pen drive (8 GB) (in nos)	90	
58	Pencil (in nos)	60	
59	Peon book (in nos)	97	
60	Photo paper (in pkt)	10	
61	Plain sheet (in dista)	55	
62	Plastic carry bags (in nos)	30	
63	Punch machine (single hole) (in nos)	35	
64	Pusher (in nos)	46	
65	Register (in nos)	218	
66	Room spray (in nos)	20	
67	Rubber band (in kg)	13	
68	Rubber stamp (in nos)	88	
69	Rubber stamp (round) (in nos)	48	
70	Scale (in nos)	109	
71	Scissor (medium) (in nos)	57	
72	Sealing wax (in pkt)	102	
73	Sketch pen (in pkt)	20	
74	Sponge (in nos)	88	
75	Stamp (Monogram) (in nos)	18	
76	Stamp pad (medium) (in nos)	70	
77	Stamp pad (small) (in nos)	15	
78	Stapler (medium) (in nos)	87	
79	Stapler (small) (in nos)	31	
80	Stapler pin (medium) (in nos)	125	
81	Stapler pin (small) (in nos)	43	
82	Stick file (A 4) (in nos)	120	
83	Stick file (legal 4) (in nos)	45	
84	Sutali (in kg)	14	
85	Tag (in bundles)	59	
86	Trunk (big size) (in nos)	46	
87	Trunk (medium size) (in nos)	80	
88	Trunk (small size) (in nos)	32	
89	UPS (in nos)	14	
90	Drawing Pin(in pkts)	314	
91	Emergency charge light	314	

3) FORMS FOR POLLING PERSONNELS				
Sl. No	Items	Quantity	Rates in individual items	Bid rate in packet
1	Register of voters (Form 17A)	314		
2	Commission's order of identification of electors through alternate documents	314		
3	List of Contesting Candidates (7A)	314		
4	Receipt Book for deposit of challenged votes fee	314		

5	list of Electors who voted after giving declaration / refused to give declaration as to their age	314	
6	Format for Presiding Officer's additional 16 point report to be submitted to constituency Observer/Returning Officer	314	
7	Visit sheet	314	
8	Receipt of return of election records and materials after Poll	314	
9	Polling agents/ relieving agent move sheet	314	
10	Check list	314	
11	List of Challenged Voters (Form-14)	628	
12	List of Blind and infirm Voters (Form- 14A)	628	
13	List of Tendered Voters (Form- 17B)	628	
14	Declaration by the Presiding Officer Part I, II, III and IV	628	
15	Declaration by Elector about his age	628	
16	Declaration by the companion of blind and infirm voter	628	
17	Receipt of return of election records (Special counter)	628	
18	Declaration under rule 49 MA	628	
19	Declaration made by ASD voter	628	
20	Voter turn-out report PS - 05	628	
21	Presiding Officer Diary	628	
22	Mock Poll certificate	628	
23	Letter to S.H.O	1256	
24	Entry Passes for Polling Agents	3140	
25	Accounts of votes Recorded (Form- 17C)	3140	
26	Voter's Slip	285100	

The suppliers has to supply these printing items in 314 Nos of packets which should contain the items as shown below :-

- Item No 1 to 10 – 1 form in each packet
- Item No 11 to 22 – 2 nos of form in each packet
- Item No 23 -- 4 nos in each packet.
- Item No 24 to 25 – 10 nos in each packet.
- Item No 26 – as per voters in the PS, PDF will be generated by Election branch.

4) ENVELOPES				
Sl. No	Items	Quantity	Rates in individual items	Bid rate in packet
1	For marked copy of electoral rolls (Medium) (12"x16")	314		
2	For other copy of electoral rolls (Medium) (12"x16")	314		
3	For Tendered Ballot Paper and Tendered Voters List (10"x14")	314		
4	for Declaration by the Presiding Officer Part I, II, III and IV (5"x11") art paper	314		
5	For list of Challenged voters (SE-5) 5"x11" art paper	314		
6	For appointment letters of Polling Agents (SE-6) (5"x11") art paper	314		
7	For list of blind and infirm voters & declaration made by companions of such voters (SE-5) (5"x11") art paper	314		
8	For Presiding Officer's Diary's report (SE-6) (5"x11") art paper	314		
9	For Election Duty certificate (SE-5) 5"x11" art paper	314		
10	For Receipt Book and Cash forfeited (SE-6) (5"x11") art paper	314		
11	list of Electors who voted after giving declaration / refused to give declaration as to their age & declaration made by such voters (5"x11") art paper	314		
12	For Register of Voters containing signatures of voters (Form 17A) (10"x14") art paper	314		
13	Cover for voter slip (Used) (12"x16")	314		
14	For unused ballot papers (SE-7) (10"x14") plastic coated	314		

15	Cover for unused and damaged special tag (SE-7) (5"x11") art paper	314	
16	Cover for unused and damaged strip seal (SE-7) (5"x11") art paper	314	
17	Cover for unused voter slip (10"x14") plastic coated	314	
18	Cover for unused and damaged pink paper seal (5"x11") art paper	314	
19	Cover for unused and damaged Green paper seal (5"x11") art paper	314	
20	Thick Black cover for VVPAT printed slips (std) (5"x11")	314	
21	Cover for voter turnout report (5"x11") art paper	314	
22	Cover for visit sheet (5"x11") art paper	314	
23	Cover for 16 point report (5"x11") art paper	314	
24	Cover for TADA for polling personnel (5"x11") art paper	314	
25	3 <sup>rd</sup> packet (for smaller) (19"x25") plastic coated	314	
26	4 <sup>th</sup> packet (19"x25") plastic coated	314	
27	For other relevant papers (SE-5) (5"x11") art paper *	628	
28	1 <sup>st</sup> Packet (for statutory covers) (19"x25") plastic coated *	628	
29	For account of voters recorded (Form 17C) (SE-5) (5"x11") art paper *	628	
30	For Mock Poll certificate (5"x11") art paper *	628	
31	For any other paper that the R.O. has decided to keep in the sealed cover (5"x11") art paper *	628	
32	2 <sup>nd</sup> packet (for non statutory covers) (19"x25") plastic coated *	628	

- The suppliers has to supply envelopes in 314 sets, each set has to contain 1 No of envelop from Sl. No 1 to 26
- 2 Nos of envelope from Sl. 27 to 32.

5) SIGNBOARDS				
Sl No	Items	Quantity	Rates in individual item	Bid rate in packet
1	Presiding Officer	314		
2	Polling Office: - 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup>	314		
3	Entry	314		
4	Exit	314		
5	Miscellaneous Notice specifying area etc. As required by Rule 30 [10 (a)]	314		
6	No Smoking	314		
7	Polling Agent	1570		

6) HIRING ITEMS (RATE PER DAY)			
Sl No	Items	Quantity	Rates (in Rs)
1	Mike set (including battery)	9	
2	Photocopier machine	4	
3	Plastic chairs (on hire - per no)	220	
4	Plastic tables (on hire - per no)	60	
5	Printer (in nos)	16	
6	Computer / Laptop (in nos)	10	
7	DTH connection with Television (including installation)	6	

7) SUPPLY AND INSTALLATION OF GPS DEVICE IN VEHICLES (RATE PER DEVICE)			
Sl. No	Items	Quantity	Rates (in Rs)
1	GPS device with installation	30	

8) VIDEOGRAPHY / PHOTOGRAPHY			
Sl. No	Items	Quantity	Rates (in Rs)
1	Videography (on hire - per no)	29	
2	Photography (on hire - per no)	12	

9) INSTALLATION OF CC TV CAMERA (SET CONTAINING 4 CAMERA) (RATE PER SET)			
Sl. No	Items	Quantity	Rates per day (in Rs)
1	CC TV camera set - (including installation)	~36	

The tenders should accompany with the following documents and fulfill the following terms & conditions.

1. Self attested copies of PAN, up-to-date Income Tax Certificate, / Trade Licence and GST IN etc. should be furnished.
2. Rate(s) should be inclusive of all taxes admissible taxes like GST / Income Tax as applicable will be deducted at source from the bill amount.
3. Suppliers / Firms will have to deposit Earnest Money Deposit of Rs. 10,000.00 (Rupees Ten thousand) only as security money in shape of Call deposit / Bank Draft in favour of the Election Officer, Dhemaji.
4. The successful tender / tenders should deliver the articles within 3 (three) days from the date of placement of supply order, failure to deliver within the stipulated period shall result forfeited of the E.M.D to Govt and alternative action will be taken immediately.
5. Qualities of items have to be maintained.
6. If defective / low quality materials / items is supplied by the Firms, the same will be returned back.
7. No advance payment shall be made.
8. Rate once accepted will be treated as final and no alteration or modification will be entertained for any reason whatsoever.
9. Sample of Forms / Envelopes and other items may be collected from Election Office, Dhemaji.
10. The quantity of the items may vary depending upon the demand of the items.

The quotation / tenders received without fulfil the above terms & conditions shall be treated as prima facie rejected and shall not be taken into consideration

The authority reserves the right to accept or reject a quotation without assigning any reason thereof. No intimation will be given to the party in this matter. The authority is also not bound to accept the lower price subject to quality.

Supplier / Firms fulfilling the terms and conditions will submit their quotations in sealed cover in the Election Office, Dhemaji by 1:30 PM of 30-03-2019 and will be opened on the same day by 2:00 PM.

Deputy Commissioner,  
Dhemaji

Dated Dhemaji the 10<sup>th</sup> March, 2019

Memo No DE. 10/Parliamentary/2019/

Copy to :-

1. The CEO, Dispur, Assam for favour of kind information.
2. The Addl. Deputy Commissioner (E), Dhemaji for favour of kind information and necessary action.
3. The Election Officer, Dhemaji for kind information and necessary action.
4. The DIO, NIC, Dhemaji for information and to publish the same in the District website.
5. The DIPRO, Dhemaji for information and wide publicity.
6. Notice Board, Election branch / DC's office.
7. Office file.

Deputy Commissioner,  
Dhemaji