



GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER GOALPARA (ASSAM)
(DEVELOPMENT BRANCH)

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Detailed Notice of Advertisement


Dated 24th July, 2018.

No.GDP.3/2018/18 : Quotations of rates in sealed cover affixing Court fee stamp of Rs.8.25 (Rupees eight and paise twenty five) only are invited from intending Printing Press from Goalpara district for printing of Ballot Paper, Forms and Covers etc. in connection with ensuing Panchayat Election, 2018. Such Printing Press and Firms should fulfil the following **terms and conditions**. Quotation will be received upto **2.00 pm.** on **6th August, 2018** and will be open of the same day at **3.00 pm.** in the Office Chamber of the District Development Commissioner, Goalpara in presence of the parties or their authorized representatives.


The quotationers must be submitted up-to-date tax clearance certificate i.e. income tax, Trade Licence and GST IN etc. with their quotation.

- 1) The Printing Press should be registered with Printing & Stationery Department, Govt. of Assam (supported by copy of Registration).
- 2) Self attested copies of records/documents relating to Registration of PAN, up-to-date income tax clearance Certificate, Trade Licence and GST IN etc. should be furnished. Quotation submitted without self attested copies of the certificate will be rejected.
- 3) The quotationers should also submit a statement of showing the resources of the press viz. no. of printing machines, its capacity, no. of computers, facility for data entry/cutting/binding/stitching, work space, manpower, financial soundness etc.
- 4) Records/documents in support of experience of Election related printing works and data entry, specific experience, number of year of experience in Printing Press etc. (if any) to be furnished.
- 5) 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.
- 6) Quantity of Forms and Covers to be printed as per requirement time to time.
- 7) Papers for Ballots will be supplied by this Office. The width of ballot papers should be 4(four) inches (single column), where the number of candidates is 8(eight) or less the ballot paper is to be printed in double column and breadth shall be twice i.e. 8(eight) inches.
- 8) Every ballot paper shall have counterfoil attached to it. At the top, Serial number should be printed /machined on every ballot paper as well as its counterfoil.
- 9) The Ballot Paper have to be stitched into bundles with consecutive serial ballot papers. Numbers of ballots in each bundle to be 50(fifty).
- 10) The rates should be quoted inclusive of charges for stitching, serial numbering etc. Rates MUST be quoted in both words and figures.
- 11) Selected quotationers will have to deposit Rs. 20,000.00 (Rupees twenty thousand) only as security/earnest money in shape of Banker Cheque/FDR/Bank draft in favour of Deputy Commissioner, Goalpara.
- 12) If any Firm fails to complete the printing works within the stipulated time, the work order will immediately be withdrawn from the concerned firm and the security money will be forfeited.

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Dist. Development Commissioner

- 13) Rate once accepted will be treated as final and no alteration or modification will be entertained for any reason whatsoever and it will remain valid until next quotation is called for.
- 14) Authority is not bound to accept the lowest rate or any quotation and reserves the right to accept/reject any quotation without notice and assigning any reasons thereof.
- 15) Minor mistakes in bid may be ignored by authority in order to give chance to genuine bidder and better price for this Office.
- 16) Payment of printing works will be made only on receipt of fund from the Govt.
- 17) Rate should be quoted as per format (enclosed) i.e. Annexure-A for printing of Ballot Paper, Annexure-B for printing of Forms and Annexure-C for printing of Covers.


District Development Commissioner,
Goalpara.
Dated 24th July, 2018.

Memo No. GDP.3/2018/18 -A

Copy to :

01. The Commissioner, P & RD, Assam, Panjabari, Juripar, Guwahati-37 for favour of kind information.
02. The Secretary, Assam State Election Commission, Housefed Complex, Dispur, Guwahati-6 for favour of kind information.
03. The Executive Officer, Goalpara Zilla Parishad, Goalpara for information.
04. The District Information and Public Relations Officer, Goalpara. He/She is requested to make wide publicity of the same throughout Goalpara district. She will also arrange to make publicity of the same through a local day English and Assamese leading newspaper in addition preferably on 27.07.2018.
- ✓ 05. The District Informatics Officer, NIC, DC's Office, Goalpara with a request to upload website/Facebook page.
06. All local Printing Press/Firms of Goalpara district.
07. Notice Board.


District Development Commissioner,
Goalpara.