



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT ELECTION OFFICER:::UDALGURI
(ELECTION BRANCH)

Telephone No- 03711-224433
No. 11/BTCC Election/2025/

email. Dc-udalguri@nic.in
Date:27.08.2025

BIDDING DOCUMENT FOR

Construction of Temporary sheds and Electrification at various works within Court Complex, DC's Office, Udalguri for ensuing BTCC Election- 2025

Tender inviting authority : District Election Officer, Udalguri.



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT ELECTION OFFICER::UDALGURI
(ELECTION BRANCH)

Telephone No- 03711-224433

email. Dc-udalguri@nic.in

Table of Contents

Sl	Content	Page No.
1	Details Notice inviting tender & General Terms & Conditions	3-4
2	General rules and directions for the guidance of contractors	5
3	Annexure- A	6
4	Annexure- B	7
5	Annexure- C	8



**GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT ELECTION OFFICER::UDALGURI
(ELECTION BRANCH)**

Telephone No- 03711-224433
No. 11/BTCC Election/2025/

email. Dc-udalguri@nic.in
Date:27.08.2025

DETAIL NOTICE INVITING TENDER

Sealed tender affixing a non refundable court fee of R. 8.25 (Rupees eight and paise twenty five) only is invited from the registered contractors of A.P.W.D./BTC Class I (A, B & C), Class II & Class III (Civil) category according to their eligibility for submitting tenders/BID for the below mentioned works in connection with ensuing BTCC Election, 2025. The tender will be received by the undersigned upto 01:00 PM of **06.09.2025** and will be opened on the same date at **02:00 PM onwards**.

LIST OF WORKS

Group	Sl	Description of Item	Unit	Qty	Rate (Rs.)	Total Cost (Rs.)
Group A	1	Constn. of Materials distribution & Receipt Shed (New Construction)	m2	1352	706.00	954512.00
	2	Shed for Waiting Area	m2	200	615.00	123000.00
	3	Constn. of Pit Latrine in different place = 8 Nos (4 Set)	Each	3	42959.00	128877.00
	4	Constn. of Temporary Urinal with Dharamat encloser walling. (30 Nos =1 Unit) different place	Each	1	19141.00	19141.00
	5	Constn. Of Temporary Bathroom with Dharamat encloser wall for Driver & Khalasi (5 Nos =1 Unit) different place	Each	1	15012.00	15012.00
	6	Installation of Temporary Tubewell.	Each	2	14507.00	29014.00
	7	Earth Work	m3	70	329.15	23040.50
	8	Constn. of Bamboo Barricade at different locations	Rm	1000	379.00	379000.00
	9	Supplying of Sand bag for bunker	Each	300	130.00	39000.00
Total of Group A						1710596.50
Group B	1	Constn. of Dinning Hall & Kitchen (3 + 1 veg)	m2	2725	706.00	1923850.00
	Total of Group B					
Group C	1	Constn. of Decoding Shed with Check in Counter	m2	2550	675.00	1721250.00
	Total of Group C					
Group D	1	Police Control shed	m2	450	202.00	90900.00
	2	Constn. of counter for various utilities (on Existing Garage Area)	m2	348	202.00	70296.00
	3	Providing Waiting shed for Fire Brigarde personal.	m2	50	615.00	30750.00
	4	Constn. Of media cell	m2	144	202.00	29088.00
	5	Constn. of Temporary Shed for Transport Cell (Court Field)	m2	390	202.00	78780.00
	6	Constn. of Temporary Shed for Generator(30m2) 3 Nos	m2	120	615.00	73800.00
	7	Constn. of Medical Unit with Three Chamber	m2	60	675.00	40500.00
	8	Constn. of Sentyory Post in different place Total = 2 Nos	Each	2	9347.00	18694.00
	9	Hire of Furnitures (Table Chair & Bench)	Job	1	429825.30	429825.30
	10	Repairing of Strong Room	Job	1	127605.02	127605.02
	11	Dinning for Counting Hall	m2	304	615.00	186960.00
	12	Counting Hall (Fencing, Furniture, etc)	Job	1	489263.00	489263.00
	13	Observer Room	Job	1	39239.00	39239.00
Total of Group D						1705700.32
Group E	1	Electrical Works at all the Temporaray works and varoius locations of the Campus	Job	1	1702133.00	1702133.00
	Total of Group E					
Note: Above amounts are exclusive of GST and other taxes except Group E						

2% Security money of the total value of work allotted will be required in form of Fixed Deposit/Call Deposit pledged in favour of the District Election Officer, Udalguri at the time of signing formal tender agreement. Rates are to be quoted in flat percentage basis on above/below/as per annexure attached with NIT.

GENERAL TERMS AND CONDITION

1. All terms and conditions as set by Form F-2 of the Assam Public Works Department, Govt. of Assam will be applicable with such modifications as may be required. The selected contractor/contractors will have to apply in Annexure-A with all the requisite documents as mentioned therein along with an undertaking in Annexure-C and will have to be enter into an agreement in prescribed format at Annexure-B after furnishing required S.D. Money.
2. Rates to be quoted both in figure and words clearly.
3. The undersigned does not bind himself to accept the lowest or any other tender and reserves all rights to reject any/all tenders without assigning any reason thereof.
4. If there will be a holiday on the stipulated date, the tenders will be received and opened on the next working days.
5. Payment will be made subject to the availability of fund received from the Govt. under specified Head of A/Cs.
6. GST and all other taxes as per prevailing rates on total bill value will be deducted from the bill.
7. No tender paper will be issued to the contractors with invalid registration.
8. The rates are to be quoted including GST and all other taxes.
9. Copies of PAN, GST, Labour Licence and updated registration certificate must be enclosed with the sealed tender.
10. Average Annual Turnover of minimum Rs.20,00,000.00 (Rupees twenty lakh only) in the last three financial years i.e. 2022-23, 2023-24 and 2024-25 along with CA Certified Turnover Certificate with UDIN needs to be furnished
11. Must have executed similar works or in previous election related works. Copy of Purchase/Work Order/ Work completion Certificate and the nature and volume of work needs to be furnished.
12. Any clarification may be obtained from the O/o the District Commissioner & District Election Officer, Udalguri between 10:00AM to 05:00 PM on working days.



District Commissioner cum
District Election Officer,
Udalguri.

Memo No. 11/BTCC Election/2025

Date:27.08.2025

Copy to:

1. The Chief Electoral Officer, Assam for favour of kind information.
2. The Executive Engineer, PWD, Udalguri & Baksa Dist. Territorial Building Division, Udalguri for information and necessary action.
3. The Executive Engineer, PWD (Electrical), Tezpur Division, Sonitpur for information and necessary action.
4. The District Information and Public Relations Officer, Udalguri for information and necessary action.
5. The DIO, NIC, Udalguri for information and necessary action.
6. Notice Board of DC's Office and Office of the Revenue Circle Offices, Udalguri.
7. File.



District Commissioner cum
District Election Officer,
Udalguri.

GENERAL RULES AND DIRECTIONS FOR THE GUIDANCE OF CONTRACTORS

1. All works proposed for execution by contractor will be notified in a form of invitation to tender posted on a board hung up in the office of and signed by the District Commissioner, Udalguri.
2. The form will state the work to be carried out, the date for submitting and opening tenders, the time allowed for carrying out the work, the amount of earnest money to be deposited with the tender the amount of the security deposit to be deposited from bills. Copies of the Specifications, designs and drawings and any other documents required in connection with the work, signed (with the exception of the current Assam general Specifications which although binding on the contractor need not to be signed) for the purpose of identification by the District Commissioner, Udalguri during office hours.
3. In the event of the tender being submitted by the firm, it must be signed separately by each member therefore in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so.
4. Receipts for payment made on account of a work when executed by a firm, must also be signed by the several partners, except where the contractors are described in their tender as a firm, in which case the receipts must be signed in the name of the firm by one of the partners or by some other person having authority to give of factual receipts of the firm.
5. Any person who submits a tender for shall fill up the usual printed form stating at what rates he is willing to undertake each item of the work. Tender which purposes any alternation in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, will be liable to rejection. No single tender shall include more than one works shall submit a separate tender for each. Tenders shall have the name and number of the work to which they refer written outside the envelopes.
6. The District Commissioner, Udalguri or his duly authorized assistant will open tenders in the presence of any intending contractor who may present at the time, and will initial and date the tenders. In the event of a tender being accepted, a receipt, a receipt for the earnest money forwarded therewith shall thereupon be given to the contractors who shall there upon for the purposed for identification sign copies of the specifications and other documents as mentioned in Rule-I, in the event of a tender being rejected, the earnest money forward with such unaccepted tender shall thereupon be returned to the contractor making the same.
7. The District Commissioner, Udalguri shall have the right of rejecting all to any of the tenders without assigning any reasons.
8. The receipt of an accountant of Clerk for any money paid by the contractor will not be considered as any acknowledgement of payment and the contractor shall be responsible for seeing that the procures a receipt duly signed by competent authority.
9. The memorandum of work tendered for and the memorandum of materials to be supplied and their issue rates, shall be filled in and completed in the office of the District Commissioner, Udalguri before the tender form is issued. If a form is issued to an intending tenderer without having been so filled in and completed, he shall request the office to have this done before he completes and delivers his tender.
10. The person/persons, whose tender may be accepted (herein after called the contractor), shall permit State Government at the time of making any payment to him for work done under the contract to deduct such as will amount to 10 percent of the all money so payable, such deduction to be held by the State Government free of interest by the way of security deposit. Unless he is/they are exempted from payment of security deposit in individual cases or has/have deposited the amount of security at the rate mentioned above in cash or in the form of Government securities or fixed deposit receipts of any Nationalized Bank or the State Bank of India. In case of fixed deposit receipt of any Bank is furnished by the Contractor to the Government as part of the Security deposit and the bank goes into liquidation or for any reason is unable to make payment against the said fixed deposit receipt. The loss casued thereby shall fall on the contractor and the contractor shall for with demand furnish additional security to the government to make good the deficit.
11. All bids will be accompanied by an Undertaking as per the prescribed format in Annexure-C

To,
The District Commissioner & District Election Officer,
Udalguri

Name of Work:-

Sir,

I do hereby agree to execute the workas per % (percent) above/below of the rate mentioned in NIT vide Ref. No.....

All general condition/clause of NIT/clause mentioned in detailed specification for the work requirement of quantity control test, their frequency, quality of materials used in the work permissible tolerance etc. as embedded in the detail NIT will be binding on me. I also clearly understand that quoted rates are in strict conformity with conditions mentioned and no relaxation or deviation will be admissible.

Enclo:

1. Attested copy of registration certificate.
2. Copy of PAN Card
3. Copy of AADHAAR Card
4. Copy of GST Registration Certificate.
5. Copy of valid Trade License issued in the state of Assam
6. Court fee of Rs. 8.25 (Rupees eight & paise twenty five) only.

Yours faithfully,

Signature (with seal)

Name of Contractor :
(Current Renewal of the year
Address :

TENDER FOR WORKS

I/We hereby tender for the execution for the O/o the District Election Officer, Udalguri of the work Specified in the underwritten memorandum within the time specified in such memorandum at the rates specified therein, and accordance in all respects with the true intent and meaning of the specifications, designed, drawings and instructions in writing referred to in Rule-I thereof and in clause 11 of the annexed conditions, and with such materials as are provided by, and in all other respects in accordance with, such conditions so for as applicable.

MEMORANDUM

Name of Work: Temporary Construction of Sheds for forthcoming BTCC Election, 2025 within Court Complex (Group _____)

- | | |
|---|------|
| 1. Tender Amount | :Rs. |
| 2. Earnest money | :Rs. |
| 3. Security deposit | :Rs. |
| 4. Percentage if any, to be deducted from bills | :Rs. |

Time allowed to start the work within 01 days from date of issue of written order

Time allowed for completion the work: 10 (ten) days from the date of issue of formal work order.

Item No.	Name/Item of Work	Unit	Per	Rates Tendered	
				In figures	In words
				Rs.	P.
1	Civil Works & Others				

1. Rates quoted by the contractor are inclusive of GST & all other Taxes.
2. The rates quoted shall be final and remain applicable during the entire period of execution of work upto the completion including extended period and no escalation in rates will be permitted due to increase in prices of materials, labour wages, and Railway freight or due to any reason whatsoever.
3. Should this tender be accepted in whole or part, I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions of contracts annexed thereto so far as applicable and/or in default thereof to forfeit and pay to the State Government the sum of money mentioned in the said conditions.
4. The above tender is hereby accepted by me with all terms and conditions, as applicable.

Signature of Contractor
(With Office Seal)

DECLARATION

I/We.....
the participating in
the tender (Ref eCF No.....) for Construction of Temporary
Sheds in DC's Office Complex, Udalguri for forthcoming BTCC Election, 2025 within Court Complex do
hereby declare that:

I/We qualify to participate in the bidding process as per the terms and conditions mentioned in the
bidding document.

I/We have not been blacklisted or debarred from participation in the bidding process by any
Government Department/Institution/Body or by public sector undertaking that is currently in force.

Signature of the Bidder/Authorized Signatory with Seal

Date:

Name