



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER, UDALGURI

ECF No. 89984/03

BIDDING DOCUMENT FOR
PRINTING OF THE PHOTO ELECTORAL ROLLS IN OFFICE OF THE
DISTRICT COMMISSIONER, UDALGURI 2023-2024.

Tender inviting authority: District Commissioner cum District Election Officer, Udalguri,
Assam



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER, UDALGURI

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GOVT. OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER, UDALGURI

ECF No. 89984/03

SHORT NOTICE INVITING BID (NIB)

**FOR PRINTING OF THE PHOTO ELECTORAL ROLLS IN OFFICE OF THE DISTRICT
COMMISSIONER, UDALGURI 2023-2024.**

1. Sealed Bids are invited from interested Bidders in the format as given in **Annexure (A)** of Bidding Document to participate in the tender No. ECF No 89984/03 Dated 26/11/2023 for **Printing of the Photo Electoral Rolls in Office of the District Commissioner, Udalguri 2023-2024** following **single bid system** to O/o the District Commissioner, Udalguri as per requirement of the undersigned.
2. Details of the requirement of Material/Service are mentioned in the **Annexure (B)** of Bidding Document.
3. For any clarification, interested parties may visit the O/o the District Commissioner, Udalguri, on any working day between 10.00 am to 5.00 pm. (except Holidays) before quoting the rates.
4. Bidding will be conducted through Competitive Bidding Method and procedures as specified in "The Assam Public Procurement Act, 2017" and "The Assam Public Procurement Rules, 2020".
5. The Bid is to be submitted (by hand) following 1 (one) envelope system in sealed envelope affixing **Court fee stamp** of Rs. 8.25 (Rupees eight and twenty-five paisa) only and to be dropped in the Tender Box of the office of the undersigned. The sealed cover shall be superscribed as given below:

**"BID FOR PRINTING OF THE PHOTO ELECTORAL ROLLS IN OFFICE OF THE DISTRICT
COMMISSIONER, UDALGURI 2023-2024"**

(TENDER NO. ECF No 89984/03 DATE 26/11/2023)

Name & Address of the Bidder: xxxxxxxxxxxxxx

6. Bids without court fee stamp will not be accepted.
7. Every page of the bid must be serially numbered, indexed, stamped and signed by the authorized representatives of the bidder, failing which, it is liable to be rejected.
8. Closing date and time for submission of bid/ tender is **30/11/2023** up to **3:00 PM**. The bids complete in all respect must reach the office of the Tender Inviting Authority not later than the date & time specified for submitting the same.
9. The bids will be opened in the presence of bidders or their authorized representatives in the office the undersigned on **30/11/2023** at **4:00 PM**.
10. The bidders are advised to go through all the instructions, formats, terms & conditions and specifications as given in the bidding documents before submitting the bid. Failure to furnish all required information and documents by the bidder may result in rejection of the bid.
11. The Bid as submitted is final and modification/ correction is not allowed once submitted.

District Commissioner,
&
District Election Officer,
Udalguri

ECF No 89984/03-A

Copy to: -

1. The Chief Electoral Officer, Assam, Dispur for kind information.
2. The District Information & Public Relation Officer, Udalguri. He is requested to give wide publicity.
3. The DIO, NIC to publish in the district website.
4. Notice Board, DC's Office, Udalguri and all Circle Officer's Office (all) of Udalguri district.
5. Office file.

e-Signed
District Commissioner,
&
District Election Officer,
Udalguri

GENERAL INSTRUCTIONS TO THE BIDDER

1. The bidders are required to quote their best rates for all items as per the format given in "**Annexure- (B)**" in both Hard and Soft copy under authentication of the Bidders.
2. Tender will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the Lowest bidder (L 1) as per rules specified in "The Assam Public Procurement Act, 2017" and "The Assam Public Procurement Rules, 2020".
3. Specifications of the Bid:
 - a) Printing shall have to be done in good quality A4 size paper of 75 GSM.
 - b) Printing shall have to be done from the PDF format to be provided from this end.
 - c) Rate of printing per page on both sides and single sides inclusive of paper, stitching, binding, sorting, tagging, delivery charges and of all admissible taxes.
4. The Bidders should furnish the following documents duly self-attested along with the bid documents, failing which, the Bid will be liable for rejection.
 - a) Copy of AADHAAR Card
 - b) Copy of PAN Card
 - c) Copy of GST Registration Certificate
 - d) Copies of Tax clearance certificate (GST and IT)
 - e) Copy of Trade License
 - f) Copy of Bank Passbook/ cancelled cheque against the firm.
5. The Bid should be accompanied by **Security Deposit of Rs 20,000/-** in form of Demand Draft/ Banker's Cheque in favour of District Commissioner, Udalguri.
6. Selection of the successful bidder (i.e. L1 Bidder) shall be on the basis of the price offered in the Financial Bid, as per Annexure- (B).
7. The per page rate of printing of Photo Electoral Roll should not be above of **Rs. 2.80** in case of both sides and **Rs. 1.90** in case single side (inclusive of all taxes).
8. The Authority reserves the right to reject any or all the Bids without assigning any reason thereof. The Lowest rate may not be compulsorily accepted and the decision of the Authority in this matter will be the final and binding on the Bidders.
9. Any over-writing, over-typing or erasing of figures or words in the bid which render it doubtful and ambiguous are not allowed and shall render the same invalid
10. The quality of printing items should be standard and undersigned shall have the right to reject the printing items supplied by the Printing Press, if not satisfied.
11. Any bidder may withdraw the bid before the last date of submission of bid. Only single bid shall be submitted by each bidder.
12. The O/o the District Commissioner, Udalguri will deal with the bidder directly and no middlemen/agents/commission agents etc., should be asked by the bidder to represent their cause and they will not be entertained by the O/o the District Commissioner, Udalguri.
13. All the pages of bid including the documents submitted therein must be serially numbered, indexed, duly signed and stamped failing which the offer shall be liable for rejection.

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14. O/o the District Commissioner, Udalguri, in its discretion, reserves the right to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason thereof.
15. O/o the District Commissioner, Udalguri reserves the right to seek clarification or verification of any information furnished by the bidder.
16. Payment shall be made when required fund will be provided by the Election Department, Dispur.
17. The rates quoted by the bidder, if found to be unreasonable or unrealistic, then the bid shall be liable for rejection, even if it is the lowest. Preference will be given to the Lowest and the most advantageous one.
18. The bidder shall give an undertaking (as per **Annexure 'C'**) that it is not currently blacklisted and its business dealings with Central/ State Government/ Public Sector units/ Autonomous bodies is not currently banned/ terminated on the account of poor performance.

GENERAL CONDITIONS OF CONTRACT

1. The bidder should be capable to arrange for Printing of Photo Electoral Rolls at short notice.
2. The bidder shall quote rates both in figures and words. In case of any discrepancy, the figures mentioned in words will be considered.
3. O/o the District Commissioner, Udalguri will have the right to place order to supply for Printing of Photo Electoral Rolls even beyond office hours, and on holidays.
4. The supplier shall maintain the quality of product.
5. The rates should be genuine and reasonable.
6. The rates should be quoted as inclusive of GST and any other taxes/ charges.
7. The rates once quoted cannot be altered/ withdrawn after submission of the Bid.
8. No representation/ appeal for enhancement on the ground of rise in cost of materials, labour cost and rise in the market rate or any other reason whatsoever will be entertained.
9. The Tender Inviting Authority reserves the right to conclude parallel rate contracts with different bidders, in addition to the responsive bidder (L1) submitting the lowest price bid or most advantageous bid, but at the rate of such bidder.
10. The bill in duplicate may be sent to this office for settlement after delivery of the material has been done satisfactorily.
11. No advance payments will be entertained.
12. No payment will be made for rejected supplies.
13. All payment shall be made as per norms laid down by the Government of Assam. The payment of bills will be made depending upon the availability of Fund.
14. The supplier shall make his own arrangement of loading, unloading and transporting of the vehicle spare parts up to the point delivery.
15. The Supplier will be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods/Services to the Purchaser.
16. In the event of delayed payment due to administrative reason, the bidder will have no legitimate right to claim for any kind of compensation.
17. Payment of supplier's bills shall be made after delivery of the goods/services in satisfactory condition and subject to release of fund from Government.

18. Deduction of tax at source from payment to the suppliers will be as per existing laws in India.
19. The submission of a tender by a bidder implied that he / she has read entire tender document and has made himself/ herself aware of the scope and specification of the work to be performed and of the local condition and other factors which have a bearing on the execution of the work.
20. The supply of Printing of Photo Electoral Rolls will have to be made in the O/o the District Commissioner, Udalguri within 2 (two) days as and when required.
21. The supplied items should be the best quality/ as per specifications, otherwise the same will be rejected and the suppliers have to replace the same at his/her own cost.
22. The Purchaser and the supplier shall make all out efforts to resolve any dispute arises during the contract period.
23. The tender which do not comply with the above conditions will be summarily rejected. The tender received after the due date will not be entertained.

BID APPLICATION

(To be filled in by the bidder with reference to Notice Inviting Bid for awarding of contract for one year for supply of Material & Miscellaneous items)

1.	Name of the bidder with address	:	
2.	Nature of Business/Status	:	Manufacturer/ Franchisee/ Vendor (Documentary evidence to be furnished, as applicable)
3.	Name of the contact person (with Telephone No./ Mobile No./ Fax No. and e-mail ID)	:	
4.	GST No. (self-certified copy to be attached) Note: GSTIN registered under "Composition Scheme" will not be accepted.	:	
5.	PAN No. (self-certified copy to be attached)	:	
8.	Whether all the terms & conditions of NIT are agreeable.	:	Yes/No
9.	Undertaking form for blacklisted/ banned by any Government Department/ Public Sector undertaking/ Autonomous Body	:	As per Annexure-.....C.....

Date:

Signature with seal
Bidder/Authorised Signatory
Place:_____

Annexure-B

Sl. No.	Particulars	Unit	Rate Submitted by
			Rate per Unit (Inclusive of all taxes)
1	Printing of Electoral Rolls on Both Sides	Per Copy	
2	Printing of Electoral Rolls on Single Side	Per Copy	

ANNEXURE: C

DECLARATION

I/ We the participating in the tender (Ref ECF No.89984/03 Dated 26/11/2023) for supply for **Printing of the Photo Electoral Rolls in Office of the District Commissioner, Udalguri 2023-2024** 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.

Date:

Signature of the Bidder/ Authorized Signatory with Seal

Name.....