



**OFFICE OF THE DISTRICT ELECTION OFFICER, CHIRANG
KAJALGAON, CHIRANG, BTR, ASSAM**

**BIDDING DOCUMENT
FOR
PRINTING AND SUPPLY OF
ENUMERATION FORMS FOR THE PROPOSED SPECIAL INTENSIVE REVISION (SIR)
TO THE OFFICE OF THE DISTRICT ELECTION OFFICER, CHIRANG.**

Bid Ref. No. **CHR-ELE-13/SIR/2025/16**

Date of Issue: **22.08.2025**

Tender inviting authority:
**DISTRICT COMMISSIONER-CUM-DISTRICT ELECTION OFFICER, CHIRANG, BTR,
ASSAM**



OFFICE OF THE DISTRICT ELECTION OFFICER, CHIRANG
KAJALGAON, CHIRANG, BTR, ASSAM

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**OFFICE OF THE DISTRICT ELECTION OFFICER, CHIRANG
KAJALGAON, CHIRANG, BTR, ASSAM**

No. CHR-ELE-13/SIR/2025/16

Dated: Kajalgaon, 22nd August, 2025

**SHORT NOTICE INVITING TENDER FOR PRINTING AND SUPPLY OF
ENUMERATION FORMS FOR THE PROPOSED SPECIAL INTENSIVE REVISION (SIR)
TO THE OFFICE OF THE DISTRICT ELECTION OFFICER, CHIRANG.**

1. Sealed Bids affixing court fee stamps worth Rs. 8.25 are invited from interested Bidders in the format as given in Annexure (A) of Bidding Document for Printing and Supply of Enumeration Forms for the proposed Special Intensive Revision (SIR) to the office of the District Election Officer, Chirang as per requirement of the undersigned.
2. For any clarification, interested parties may visit the O/o the District Commissioner-cum-District Election Officer, Chirang, on any working day between 10.30 A.M. to 4.00 P.M. (except Holidays) before quoting the rates.
3. 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".
4. 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 superscripted as given below:

**"NOTICE INVITING BID (NIB) FOR PRINTING AND SUPPLY OF
ENUMERATION FORMS FOR THE PROPOSED SPECIAL INTENSIVE REVISION
(SIR) TO THE OFFICE OF THE DISTRICT ELECTION OFFICER, CHIRANG"**

TENDER NO.....

DATE.....

Name & Address of the Bidder:

5. Bids without court fee stamp will not be accepted.
6. Every page of the bid must be serially numbered, indexed, stamped and signed by the bidder, failing which, it is liable to be rejected.
7. Closing date and time for submission of bid is **02:00 P.M. of 30.08.2025**. 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.
8. The bids will be opened in the presence of bidders or their authorized representatives in the office of the undersigned at **05:00 P.M. of 30.08.2025**.
9. 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.

10. The Bid as submitted is final and modification/ correction is not allowed once submitted.


District Commissioner &
District Election Officer,
Chirang.

Dated: Kajalgaon, 22nd of August, 2025

Memo No. **CHR-ELE-13/SIR/2025/16-A**

Copy to:

1. The Chief Electoral Officer, Assam, for favour of kind information. This has reference to the letter from the Addl. Chief Electoral Officer vide no. ECF.676228/25 Dtd. 21.08.2025.
2. The District Information & Public Relation Officer, Chirang for information and necessary action.
3. The DIO, NIC, Chirang for information and necessary action. He is requested to publish the Bid Documents on the official website (<https://chirang.assam.gov.in>).
4. Nazir, D.C.'s Office, Chirang, for placing the Notice Inviting Bid on the Notice Board, DC's Office, Chirang.
5. Office file.


District Commissioner &
District Election Officer,
Chirang.

22/08/25

TERMS AND CONDITIONS OF THE BID

1. Enumeration Form (EF) for every individual voter will contain 02 (two) nos. of pages and they are to be printed and supplied on A4 size paper of not less than 75 GSM on both side and in Black & white printing.
2. 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. **However, the quoted rate cannot be higher than the cost (excluding GST) of Printing of Electoral Roll on both side on A4 size paper of 75 GSM as per Govt. approved Schedule of Rates (2003-04)** as communicated by the letter from Addl. Chief Electoral Officer vide no. ECF.676228/25 Dtd. 21.08.2025.
3. Tender will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the Lowest bidder (L1) as per rules specified in "The Assam Public Procurement Act, 2017" and "The Assam Public Procurement Rules, 2020".
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. AADHAAR Card
 - b. PAN Card
 - c. GST Registration Certificate
 - d. Copy of Bank Passbook/cancelled cheque against the firm.
5. 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).
6. 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.
7. 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
8. Any bidder may withdraw the bid before the last date of submission of bid. Only single bid shall be submitted by each bidder.
9. The O/o the District Election Officer, Chirang 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 Election Officer, Chirang.
10. 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.
11. O/o the District Election Officer, Chirang, 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.
12. O/o the District Election Officer, Chirang reserves the right to seek clarification or verification of any information furnished by the bidder.
13. 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.

14. 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.
15. O/o the District Election Officer, Chirang, may enter into an agreement for supply or register the vendor under relevant provision of Assam Public Procurement Act, 2017 and rules frames under it, and call upon such other documents as may be required.
16. O/o the District Election Officer, Chirang, reserves the right to register or empanel Vendors/Suppliers or conclude parallel rate contracts with other bidders, in addition to the responsive bidder (L1) submitting the lowest price bid or most advantageous bid, but at the rate of discovered and approved vide this NIT.
17. In case of conflict of rates between rates discovered vide this tender and rates approved by Chief Electoral Officer (CEO), Assam, the rates of CEO, Assam, shall prevail, and all subsequent procurement for such items shall be made as per rates approved by CEO, Assam.
18. The bidder should be capable to arrange the supply even at short notice and O/o the District Election Officer, Chirang will have the right to place order to supply required quantity of Material & Miscellaneous items even beyond office hours, and on holidays.
19. The supplier shall maintain the quality of product. All goods should be new, unused, and free from any defects and within the warranty period.
20. The Supplier shall, wherever unspecified, shall supply items of good quality from reputed brands with prominent market presence.
21. In case of default, the Tender Inviting Authority reserves the right to de-register a Vendor/Supplier and also to blacklist him from any future procurement by the office.
22. The rates should be genuine and reasonable and at the prevailing market rate.
23. The rates once quoted cannot be altered/ withdrawn after submission of the Bid.
24. 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.
25. The bill in duplicate may be sent to this office for settlement after delivery of the material has been done satisfactorily.
26. No advance payments will be entertained, and no payment will be made for rejected supplies.
27. All payment shall be made as per norms laid down by the Government of Assam and Chief Electoral Officer, Assam. The payment of bills will be made depending upon the availability of Fund.
28. The supplier shall make his own arrangement of loading, unloading and transporting of the vehicle spare parts up to the point delivery.

29. The Supplier will be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
30. In the event of delayed payment due to administrative reason, the bidder will have no legitimate right to claim for any kind of compensation.
31. Payment of suppliers bills shall be made after delivery of the goods in satisfactory condition and subject to release of fund from Government.
32. Deduction of tax at source from payment to the suppliers will be as per Existing laws in India.
33. 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.
34. 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 own cost.
35. The Purchaser and the supplier shall make all out efforts to resolve any dispute arises during the contract period.
36. The tender which does not comply with the above conditions will be summarily rejected.
37. 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	:	
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)	:	
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:
Place:

Signature with seal Bidder/Authorised Signatory

Annexure-B

Sl. No.	Name of item	Unit	Rate (in Rs.) (excluding GST)	Rate (in words) (excluding GST)
1	Printing and supply of Enumeration Form (EF) in A4 Size (Both Side) of 75 GSM in Black and White	Per copy		

ANNEXURE:C

DECLARATION

I/We the participating in the tender
(Ref No.....Date.....) for supply of
Material & Miscellaneous items to O/o the District Election Officer, Chirang, Assam do hereby
declare that:

1. I/ We qualify to participate in the bidding process as per the terms and conditions mentioned in the bidding document.
2. 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.

Name.....
Signature of the Bidder/Authorized Signatory with Seal

Date:
Place: