



GOVERNMENT OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER: CHIRANG , KAJALGAON.

NOTICE INVITING TENDER/QUOTATION


Quotation affixing non-refundable court fee stamp of Rs. 8.25 (Rupees eight and twenty five paise) only are invited from the intending registered firms/suppliers for supply of the furniture items, stationery items etc. as enclosed at **Annexure-I** in connection with the General Election to Lok Sabha, 2024 as per the following terms and conditions. The quotation will be received by the office of the District Commissioner cum District Election Officer, up to 3.00 PM of **26/02/2024** and will be opened at 4.00 PM on the same day in presence of quotationers or their authorized agents.

TERMS AND CONDITIONS:

1. The quotation should invariably enclose copy of firm's/suppliers registration certificate, GST registration certificate, PAN Card, Labour Registration Certificate with the quotation. Quotation without said documents will be rejected.
2. The supplier must have experience in at least of one Election in any district and have to submit copy of experience certificate / work order with the quotation.
3. The quotation should have to be deposited along with security money of Rs. 20,000/- (Rupees twenty thousand) only vide cheque in favour of Deputy Commissioner , Chirang(Election).
4. The rate of quoted should be inclusive of all admissible taxes i.e. CGST/SGST, IT etc. (To be submitted as per prescribed format)
5. The supply of items has to be completed supply in such a manner and in such time as stipulated in the supply order without fail. Under no circumstances, the extension of time for completion of supply order will be allowed.
6. All people to be engaged by the supplier should obtain Identity Card from the i/c Identity Card Cell in advance.
7. All bills to be submitted by the supplier must be accompanied by supply orders to be issued by the undersigned or by the authorised officers.
8. The supplier selected will have to undergo with an agreement with the District

Commissioner, Chirang before work.

9. In case of the rate quoted by quotationer is found to be lowest/higher than the normal price, the undersigned reserves the right to cancel his quoted rate against that item without any notice served upon him though his rate seems to be lowest/higher in the public interest.
10. The supply order will be placed as per requirement of concerned election related cell and payment will be made subject to availability of fund in the respective head of account after observing of all necessary formalities thereof. Rates should be quoted both in digit and words by the quotationer.
11. If the party is not able to supply the items at its accepted rate or supplies sub-standard items he will have to replace the same, otherwise the security money will be forfeited and his work order will get cancelled. In that case, the L2 bidder will be considered.
12. The undersigned reserves the right to accept or reject any or all quotations without assigning any reasons thereof in the public interest.

  
District Commissioner cum  
District Election Officer,  
Chirang, Kajalgaon

Memo No. CHR/ELE- 17 /2023/2  
Copy to:

Dated Kajalgaon the 6<sup>th</sup> February, 2024


6. The Chief Electoral Officer, Election Department, Assam Dispur, Guwahati-5 for favour of kind information.
7. The Officer in charge of Election Cell, General Election to Lok Sabha, 2024 for information and necessary action.
8. The DIPRO, Chirang for publication through printing and electronic media.
9. The DIO, Chirang for uploading the NIQ at District website immediately.
10. Office Notice Board.

  
District Commissioner cum  
District Election Officer,  
Chirang, Kajalgaon



## Annexure-I

Sl. No.	Name of Items	Unit	Quantity	Hire charge of per Items		
				CGST	SGST	Total
1	Plastic Chair on rental basis	Per unit/day	1			
2	Plastic Table on rental basis	Per unit/day	1			
3	Black /Green/White Board	Per unit	1			
4	Pigeon Hole	Per unit	1			
5	Dustbin (Big)	Per unit	1			
6	Dustbin (Small)	Per unit	1			
7	Floor Cleaner (500 ml)	Per unit	1			
8	Pen stand	Per unit	1			
9	Mouse pad	Per unit	1			
10	Foldable bed on rental basis	Per unit/day	1			
11	Sofa set on rental basis	Per unit/day	1			
12	Centre Table on rental basis	Per unit/day	1			
13	Bowl (6 pcs)	Per unit	1			
14	Stool on rental basis	Per unit/day	1			
15	Doormat	Per unit	1			
16	Ceramic plate (6 pcs)	Per unit	1			
17	Hand fire extinguishers (2 ltrs) on rental basis	Per unit/day	1			
18	Hand fire extinguishers (5 ltrs) on rental basis	Per unit/day	1			
19	Tarpaulin	Per Unit	1			
20	Raincoat	Per Unit	1			
21	Borosil Glass (Pack of 6)	Per Unit	1			
22	VIP Wooden Table on rental basis	Per unit/day	1			
23	VIP Wooden Chair on rental basis	Per unit/day	1			
24	Plastic Bucket	Per unit	1			
25	White paint/Chun	Per ltr	Per ltr			
26	Brush	Per unit	1			
27	Bamboo stick 6 ft	Per unit	1			
28	LED Bulb (100 Watts)	Per Unit	1			
29	LED Bulb (60 Watts)	Per Unit	1			
30	LED Bulb (40 Watts)	Per Unit	1			

  
 District Commissioner cum  
 District Election Officer,  
 Chirang