



ASSAM STATE ELECTION COMMISSION
HOUSEFED COMPLEX, DISPUR, GUWAHATI - 781006. Ph. No. 0361-2263210/2264920
(tele-fax) 2220240 e-mail - secassam@gmail.com

No. SEC. 15/2021/6

Dated Dispur, 13th August, 2021

Notice Inviting Tender

Sealed quotations/tenders in two bid format (Technical Bid and Financial Bid) affixing non-refundable court fee stamp of Rs. 8.25 (Rupees eight and paise twenty-five) only are invited from A- Category Printing Presses registered with the Printing and Stationery Department, Assam , for printing of booklets namely (a) Election Report of BTC Election, 2020 and (b) Election Report of TAC Election, 2020, subject to fulfilment of terms and conditions at **Annexure- I**. Interested printers may submit tender on all working days in prescribed format during office hours from 11.00 AM to 4.00 PM in the office of the Assam State Election Commission at Aditya Tower, 2nd Floor, Dispur, Guwahati-06. The last date for receiving tenders is **04.09.2021 upto 2.00 pm** and the same will be opened on the same day at 3.00 pm. The bidder or his authorised agents may remain present at the time of opening of the tender/ quotations. For details of manuscript, specifications, terms and conditions etc. bidders may visit office of the Assam State Election at above address or download the same from Commission's website www.secassam.in.


Secretary,

Assam State Election Commission,
Dispur :: Guwahati-6.

Dated Dispur, 13th August, 2021

Memo No. SEC. 15/2021/6 -A

Copy to:

1. The Director, Information & Public Relations, Assam, Dispur, Guwahati-06, for publicity in two local dailies of both Assamese and English.
2. Office Notice Board, ASEC.


Secretary,

Assam State Election Commission,
Dispur :: Guwahati-6.

A. TECHNICAL SPECIFICATIONS:

1. **Size:** Black and White printing is to be done on both sides of A-4 size glossy paper and coloured printing is to be done for the front cover and back page in A4 size glossy paper.
2. **No. of copies:** 250 copies of each of the booklets namely "Election Report of BTC Election, 2020" containing 162 pages (including cover pages) and "Election Report of TAC Election, 2020" containing 135 pages (including cover pages)
3. **Paper :** Black and White printing is to be done on both sides of A-4 size glossy paper of 100 GSM and coloured printing is to be done for the front cover and back page in A4 size glossy paper of 200 GSM.
Samples of paper must accompany the tender papers otherwise tender will be rejected.
4. **Mode of Printing :** Computer/ Offset.
5. **Composing:** Standard DTP of manuscript to be provided by Assam State Election Commission. Scanning will not be allowed.
6. **Binding:** Perfect binding in standard form.
7. **Time Schedule:** The printer will have to deliver the work within 30 (thirty) days from the date of awarding of the work.
8. **Delivery:** The printed booklets will have to be delivered to the office of the Assam State Election Commission at Aditya Tower, 2nd Floor, Dispur, Guwahati-06 within the specific time period.
9. **Digital versions of the booklets in the form of CD/USB will have to be delivered to this Commission.**

Format -A**Technical Bid**

1.	Name of Printing Press	
2.	Address of Printing Press	
3.	GST IN No.	
4.	Name of Authorised Signatory	
5.	Specimen Signature of Authorised Signatory	
6.	Telephone no. of the Authorised Signatory and other Telephone nos. of the firm	
7.	DD/ Pay order No. (EMD)	
9.	<p>List of copies of documents enclosed</p> <ol style="list-style-type: none"> 1. Govt. certified copy as A-Category Printing Press 2. GST Registration Certificate 3. Valid Trade License 4. Valid PAN 5. GST up-to-date filing (CA certified document) 6. CA certified Income Tax clearance for last 3 years (2017-18, 2018-19, 2019-20) 	

Signature of Proprietor/ partner of Printing Press with Seal

Format- B**Format for submitting Financial Bid**

1.	Name of Printing Press			
2.	Address of Printing Press			
3.	GST IN No.			
4.	Name of Authorised Signatory			
5.	Specimen Signature of Authorised Signatory			
6.	Telephone no. of the Authorised Signatory and other Telephone nos. of the firm			
Sl. No.	Name of Booklet	Price per copy	GST	Total Price per copy
1.	Election Report of BTC Election, 2020			
2.	Election Report of TAC Election, 2020			

Signature of Proprietor/ partner of Printing Press with Seal

Terms and Conditions:

1. The tenders should be submitted in double cover. The First cover should contain the only the technical bid in prescribed **Format-A** and the second cover should contain only the financial bid in prescribed **Format-B** duly filled in and signed. Then both the covers, the 1st and the 2nd cover should be put in a bigger cover. Both the envelopes containing technical bid and financial bid should be superscribed as "TECHNICAL BID" and "FINANCIAL BID" respectively and name of the Press should be distinctly written on the covers.
2. The tenderer shall have to deposit a sum of ₹ 10,000/- (Rupees ten thousand) in the form of Bank Draft from any nationalised bank pledged in favour of Secretary, Assam State Election Commission and payable at SBI, Dispur Branch, Guwahati as EMD which shall be refundable to the non-successful tenderers within 1 (one) month on award of the work to the successful bidder.
3. Performance security equivalent to 10% of the awarded work, shall be deposited by the successful tenderer by way of TDR of minimum 6 (six) months validity, in favour of Secretary, Assam State Election Commission and payable at SBI, Dispur, Guwahati. The work performance guarantee shall be refundable subject to successful completion of work.
4. In case of violation of any condition of the contract like the job is not executed satisfactorily as per the specifications of size, style and paper etc. and within the stipulated period, the Assam State Election Commission reserves the right of rejecting the printed copies and no compensation will be paid for such rejection and the work performance guarantee and EMD will also stand forfeited.
5. The Financial Bid will be submitted by the bidder on their letter heads as per prescribed **Format- B**.
6. The rate shall be valid for a period of one year from the date of acceptance of the tender.
7. Payment shall be made on completion of work and no advance / part payment will be made.
8. One or more printers may be awarded the printing work.
9. Digital versions of the booklets will have to be delivered to this Commission.
10. Tenderer must furnish the following documents along with the quotation :
 - a. Govt. certified copy as A-Category Printing Press
 - b. GST Registration Certificate
 - c. Valid Trade License
 - d. Valid PAN
 - e. Up-to-date GST filing (CA certified document)
 - f. CA certified Income Tax clearance Certificate for last 3 years (2017-18, 2018-19, 2019-20)
11. Assam State Election Commission reserves the right to accept or reject any tender or cancel this tender at any point of time without assigning any reason thereof and does not bind itself to accept the lowest rate.


Secretary,

Assam State Election Commission,
Dispur :: Guwahati-6.