



ASSAM STATE ELECTION COMMISSION  
ADITYA TOWER, 2<sup>ND</sup> FLOOR, DISPUR, GUWAHATI-781006. Ph. No. 0361 2263210  
e-mail - secassam@gmail.com

No. SEC. 28/2021/30

Dated Dispur, 7<sup>th</sup> December, 2021

**Re-tender Notice Inviting Tender**

Sealed Tenders in two bids, affixing non refundable court fee stamps of Rs. 8.25 ( Rupees eight and paise twenty-five) only are invited from intending suppliers / firms for supply of **Arrow Cross Mark (Plastic)** and **Metal Seal (Brass)** in connection with ensuing elections to the Thengal Kachari Autonomous Council, Municipal Board Election, 2022 etc. subject to fulfilment of the terms, conditions and specifications at **ANNEXURE-I** and will be received in the Office of the Assam State Election Commission, Aditya Tower, 2<sup>nd</sup> Floor, Dispur, Guwahati-06 up to 1.00 pm of **15<sup>th</sup> December, 2021**. The tenders will be opened on the same day at 3:00 pm in the office of the Assam State Election Commission, Aditya Tower, 2<sup>nd</sup> Floor, Dispur, Guwahati-06. The detailed terms and conditions may be inspected in the office of the Assam State Election Commission, Aditya Tower, 2<sup>nd</sup> Floor, Guwahati-06, during office hours w.e.f. 8<sup>th</sup> December, 2021, before submitting the quotations/tenders.

  
Secretary


Assam State Election Commission  
Dispur :: Guwahati-06.

Dated Dispur, 7<sup>th</sup> December, 2021

Memo No. SEC. 28/2021/30 -A  
Copy to:

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

  
Secretary,

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

Terms & Conditions (Part -A)

1. Specification of (i) the **Arrow Cross Mark (Plastic)** : Best quality plastic Arrow Cross mark ( at both ends) - cross section of 1.5 cm x 1.5 cm and length of bar - 7.5 cm, (ii) the **Metal Seal** : Best quality Brass metal seal of minimum 25gm weight ( as per sample ).
2. Quantity of (i) Arrow Cross Mark( Plastic) - 17450 (approx.)  
(ii) Metal Seal (Brass) - 4370 (approx.)  
Above quantities of the materials are only tentative and the actual order may vary as per the actual polling stations and decisions of the authority.
3. The technical bid should be submitted as per **FORMAT- A** only.
4. The Financial Bid should be quoted for per **100 (one hundred)** piece of Arrow Cross Mark and per **10 (ten)** piece of Metal Seal (Brass) including GST and other taxes/charges as per **FORMAT B**. The quoted rate should be valid for a period of 1(one) year from the date of opening the tenders/quotations.
5. The envelopes containing technical bid and financial bid should be duly sealed and the envelope containing the financial bid should be put inside the envelope containing the technical bid. Both the envelopes containing technical bid and financial bid should be superscribed as "TECHNICAL BID FOR ARROW CROSS MARK AND METAL SEAL" and "FINANCIAL BID FOR ARROW CROSS MARK AND METAL SEAL" respectively and name of the firm/ party should be distinctly written on the cover of the envelope.
6. The delivery period of the materials shall be 20 (twenty) days from the date of issue of the work order or as may be fixed by this Commission.
7. Bidders will have to submit Earnest Money @Rs. 2% of the bid value in the form of Bank Draft drawn in favour of "**Secretary, Assam State Election Commission**" payable at **SBI, Dispur Branch** along with the tender papers.
8. Selected bidder(s) will have to submit performance security @10% of the bid value in the form of TDR/ Bank Guarantee in favour of "**Secretary, Assam State Election Commission**" payable at **SBI, Dispur Branch**, within 5 (five) days from the date of receiving the order. The TDR/Bank Guarantee should be valid for a minimum period of 1 (one) year.
9. The performance security will be released only after satisfactory completion of the job.

10. The earnest money of the unsuccessful bidders will be returned within 1 (one) month from the date of selection of bidder and that of the successful bidder will be returned only after completion of the job.
11. The materials will have to be well packaged separately for each DC/SDO(C) as per quantity to be provided by this Commission in due course.
12. Payment is subject to satisfactory completion of the job. No advance/part payment will be made for the job.
13. The firm should have average turnover of minimum ₹ 10.00 lakh for the assessment years viz. 2018-2019, 2019-2020. Relevant document duly certified by CA should be enclosed.
14. Each firm shall submit photo copies of : GST Registration Certificate, Up-to-date GST Filing ( Upto November, 2021) duly certified by CA, Income Tax Clearance for last two years commencing from 2018-19, up-to-date Trade License (valid till March, 2022), valid Pan Card, Previous experience, if any, along with the tender paper.
15. Bidders will have to provide samples of the items along with the tender papers. Sample of the Brass Metal Seal should bear the mark of the letters "ASEC" at the top and maximum 4 (four) letters at the bottom to be specified in the order copy.



16. The work may be allotted to one or more than one Firms/Suppliers depending upon the urgency of the work.
17. Preference will be given to bidder(s) with previous experience of supplying Arrow Cross Mark and Metal Seals to any Govt. Department/ State Election Commissions/ DCs/SDOs(C).
18. And any other conditions as deemed to be just, fit and proper at any point of time.
19. Financial bid will be considered only of those bidders who qualify in the technical bid.
20. Models of the Arrow Cross Mark and Metal Seal are available in the office of the Assam State Election Commission for inspection with reference to its size length and mark.
21. The decision of the tender Committee will be final and any disputes arising out of the tender will be subject to the jurisdiction of Guwahati only.

22. An undertaking as per Format -C.
23. The undersigned reserves the right to accept/reject any or all the tenders /quotations without assigning any reasons thereto and without incurring any liabilities/ obligations on the part of the Assam State Election Commission.
24. If any bidder withdraws the bid after the last date for submission of tender, his security money will be forfeited and other action will be taken against bidder as per decision of the tender committee.
25. Further, if the selected bidder does not receive/accept the supply order in time, his security money will be forfeited and other action will be taken against the bidder as per decision of the tender committee.

Secretary,  
Assam State Election Commission  
W Dispur :: Guwahati-6

Terms & Conditions (Part -B)

Tenders will be rejected if :

- i. Court fee stamp of appropriate value is not affixed
- ii. Covering envelope not sealed
- iii. Samples not furnished/ not as per specification.
- iv. Technical Bid and Financial Bid not submitted as per prescribed formats or submitted without signature
- v. Trade License is not valid upto March, 2022
- vi. GST registration certificate not furnished
- vii. PAN not in the name of the firm or proprietor
- viii. EMD not deposited
- ix. CA certified document regarding GST filing of upto November, 2021 not submitted
- x. CA certified income tax clearance for last two years from 2018-19 and 2019-2020 not submitted
- xi. CA certified document certifying average turnover of ₹ 10.00 lakh for the assessment years 2018-19, 2019-2020 not submitted
- xii. Undertaking as per Format- C.

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

**Format -A**

**Technical Bid for supply of Arrow Cross Mark and Brass Metal Seal**

1.	Name of Firm/ Supplier	
2.	Address	
3.	GST IN No.	
4.	Name of Authorised Signatory	
5.	Specimen Signature of Authorised Signatory	
6.	Whatsapp no. of the Authorised Signatory and other Telephone nos. of the firm	
7.	DD/ Pay order No. (EMD)	
9.	List of copies of documents enclosed  1. GST Registration Certificate 2. Valid Trade License ( upto March, 2022) 3. Valid PAN 4. CA certified GST up-to-date filing (upto October, 2021) 5. CA certified Income Tax clearance for last 2 years ( 2018-19, 2019-20) 6. CA certificate certifying average turnover of ₹10.00 lakh for financial years 2018-19, 2019-2020 7. Undertaking	

Signature of Proprietor/ Authorised signatory with Seal

**Format- B**

**Format for submitting Financial Bid for supply of Arrow Cross Mark**

1.	Name of Firm/ Supplier	
2.	Address	
3.	GST IN No.	
4.	Name of Authorised Signatory	
5.	Specimen Signature of Authorised Signatory	
6.	Whatsapp no. of the Authorised Signatory and other Telephone nos. of the firm	

Sl. No.	Name of Item	Price per 100 piece including GST and other taxes and charges ( in figures)	Price per 100 piece including GST and other taxes and charges ( in words)
1.	Arrow Cross Mark (Plastic)		
Sl. No.	Name of Item	Price per 10 piece including GST and other taxes and charges ( in figures)	Price per 10 piece including GST and other taxes and charges ( in words)
2.	Brass Metal Seal		

Signature of Proprietor/ Authorised signatory with Seal

**FORMAT -C**

**UNDERTAKING**

I, Shri.....proprietor/  
partner/ authorized signatory of M/S .....  
..... do hereby solemnly affirm that all the facts provided  
and documents enclosed with this tender are true. If any  
information/documents found faulty during cross verification, my firm  
will be liable to be blacklisted and earnest money forfeited.

Signature of Proprietor/ Authorised signatory with Seal