



ASSAM STATE ELECTION COMMISSION
 HOUSEFED COMPLEX, DISPUR, GUWAHATI - 781006. Ph. No. 0361-2263210/2220240/2264920
 (tele-fax) 2220024 e-mail - secassam@gmail.com

No.SEC. 58/2016/8

Dated Dispur the 28th November, 2016

Short Notice Inviting Tender/Quotation

Sealed quotations/Tenders are invited affixing non refundable court fee stamps of Rs. 8.25(rupees eight and paise twenty five)only from intending supplier / firms/ manufacturer for supply of best quality Brass Metal Seal and Secret Seal in connection with ensuing election to Deori Autonomous Council and Thengal Kachari Autonomous Council subject to fulfillment of the terms and conditions at Annexure- I and will be received in the Office of the Assam State Election Commission, Housefed Complex, Dispur, Guwahati-781006 up to 11:00 AM of 04.12.2016 and will be opened on the same day at 12:30 PM in the office of the Assam State Election Commission, Housefed Complex, Dispur, Guwahati-6. The details of specification and quantity etc. with terms and conditions may be seen in the office of the Assam State Election Commission, Housefed Complex, Dispur, Guwahati-6, during office hours before submitting the quotations/tenders.

Secretary,
 Assam State Election Commission,
Dispur :: Guwahati-781006.

Memo No. SEC. 58/2016/8 -A

Dated Dispur the 28th November, 2016

Copy to:-

1. The Commissioner & Secretary/ Secretary to the Govt. of Assam, WPT & BC Department/ Industry Deptt./ Printing & Stationery Deptt./SA Deptt./Election Deptt./ Agriculture Deptt./ P& RD Deptt./GA Deptt./ Handloom & Textile Deptt./ PWD Deptt./ CEO, Dispur, Guwahati-6 for publication in the notice Board.
2. The DC, Kamrup (M), Panbazar, Guwahati-1 for kind information and publication in the notice board.
3. Office Notice Board ASEC.
4. Website of ASEC.

Secretary,
 Assam State Election Commission,
 Dispur :: Guwahati-781006.



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Terms & Conditions in connection with the Notice Inviting Tender vide

No.SEC. 58/2016/8

Dt. 28.11.2016

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|--------------------|-----------------------------------|---|----------|
| 1. Item for supply | - Brass Metal Seal (Best Quality) | - | 260 Nos. |
| | Secret Seal | - | 22 Nos. |

Terms & Conditions

1. The price quoted shall be valid for a period of 1(one) year from the last date fixed for the receipt of Tender/quotation
2. The delivery period of the materials shall be 7(seven)days from the date of issue of the work order.
3. The rate may be quoted inclusive of all taxes and other charges as applicable.
4. Payment is subject to satisfactory completion of the job.
5. The undersigned reserves the right to reject any or all the tenders /quotation without assigning any reasons thereto and without incurring any liabilities/ obligations on the part of the Assam State Election Commission.
6. Each firm shall submit : VAT Registration Certificate with TIN, Trade Licenses, Pan Card, along with the tender paper.
7. Bill may be submitted in triplicate along with a copy of the work order and copy of Challan etc. for payment. Payment will be made after receipt of fund from Government.
8. The work may be allotted to one or more than one Firm/Supplier depending upon the urgency of the work, time factor, quality of works and past records of the Firm/ Supplier.
9. An amount of Rs. 5000/- only will have to be deposited as security money in the form of a call deposit/ Bank draft in favour of the "Secretary, Assam State Election Commission, Dispur, Guwahati-6" along with the tender /quotation and the same shall be adjusted to the selected firm at the time of payment of Bill after proper adjustment, if any.
10. And any other conditions as deem to be just, fit and proper at any point of time.
11. Total requirement: Metal Seal - 260 Nos.; Secret Seal - 22 Nos.

For further information the intending tenderers /quotationers may visit the office of the Assam State Election Commission during office hours.

Secretary,
Assam State Election Commission,
Dispur :: Guwahati-781006.