



ASSAM STATE ELECTION COMMISSION
ADITYA TOWER, 2ND FLOOR, DISPUR, GUWAHATI-781006. Ph. No. 0361 2263210
[e-mail - secassam@gmail.com](mailto:secassam@gmail.com)

No. SEC. 77 /2020/1

Dated Dispur, 28th October, 2020

Short 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 the following items in connection with ensuing elections to the Municipal Board Election, 2020 and Tiwa Autonomous Council Election, 2020, subject to fulfilment of the following terms and conditions and will be received in the Office of the Assam State Election Commission, ADITYA TOWER, 2ND FLOOR, DISPUR, GUWAHATI-781006 up to **3 pm of 03.11. 2020** and will be opened on the same day at 3.30 pm. The detailed terms and conditions may be downloaded from the website of the Commission **www.secassam.in** before submitting the quotations/tenders.

Quantity and Specifications of the items are:

1. Arrow Cross Mark (best quality wooden) - 12000 nos. (approx)
[Polymer arrow cross mark (at both ends) - cross section of 1.5 cm x 1.5 cm and length of best quality wooden bar - 10 cm]

Terms & Conditions

1. 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 "FINANCIAL BID FOR ARROW CROSS MARK" respectively and name of the firm/ party should be distinctly written on the cover of the envelope and addressed to **The Secretary, Assam State Election Commission, Aditya Tower, 2nd Floor, Opp.- Downtown Hospital, Dispur, Guwahati-06.**
2. Rate should be quoted per piece of the item including GST and other taxes and valid for a period of 1(one) year from the date of opening the tenders/quotations.
3. The delivery period of the materials shall be 20 days from the date of issue of the work order or as may be fixed by this Commission.

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4. 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.
5. Selected bidder(s) will have to submit performance security @10% of the bid value in the form of TDR 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 should be valid for a minimum period of 1 (one) year.
6. The performance security will be released only after satisfactory completion of the job.
7. 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.
8. 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.
9. Payment is subject to satisfactory completion of the job. No advance/part payment will be made for the job.
10. Each firm shall submit photo copies of : GST Registration Certificate, up-to-date Trade License (valid till March, 2020), valid Pan Card, Previous experience, if any, along with the tender paper.
11. Bidders will have to provide samples of the items along with the tender papers.
12. The work may be allotted to one or more than one Firms/Suppliers depending upon the urgency of the work.
13. Preference will be given to bidder(s) with previous experience of supplying Arrow Cross Mark to any Govt. Department/ State Election Commissions/ DCs/SDOs(C)
14. And any other conditions as deemed to be just , fit and proper at any point of time.
15. Quality and specifications of the articles shall be similar to the sample submitted to the Commission.

16. The financial bid should be the as per following proforma :

Sl. No.	Name of Item	Base price per unit (in figure and words)	Taxes (GST/I. Tax etc.) (in figure and words)	Total Price
1	2	3	4	5

17. Financial bid will be considered of only those tenderers who qualify in the technical bid.
18. A model of the Arrow Cross Mark is available in the office of the Assam State Election Commission for inspection with reference to its size length and mark.
19. 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.
20. The undersigned reserves the right to 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.
21. The actual quantity of procurement of Arrow Cross Mark is liable to change as per actual requirement.


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