



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. 153/2019/95

Dated Dispur, 1<sup>st</sup> December, 2020

**NOTICE INVITING QUOTATION**

Sealed quotations are invited affixing court fee stamps of Rs. 8.25 (non refundable) from authorized registered firms for supply of some items for office of Assam State Election Commission as per the Statement at **Annexure- I**. Tenders will be received in the office of the Assam State Election Commission, Aditya Tower, 2<sup>nd</sup> Floor, Dispur, Guwahati-06 upto **3.00 pm of 15.12.2020** and will be opened on the same day at 4.00 pm. Interested bidder may download the terms and conditions and items to be supplied from the website of the Commission **www.secassam.in**.

Secretary

Assam State Election Commission  
✓ Dispur ::: Guwahati-06

Annexure- I

Sl. No.	Name of Item	Specification	Qty.	Rate		Total ( in figure and words)
				Base Price	GST	
1.	File Board and File cover with logo of Assam State Election Printed on it	( 35 cm x 25 cm) size (as per sample)	500 nos.			
2.	Visiting Card	Standard Size ( 89mm x 51 mm) of 300 GSM paper with customised multicolour offset printing (as per sample)	500 copies			
3.	Letter Head	A4 size of 100 GSM smooth finish matte paper acid-free with full colour printing (as per sample)	500 copies			
4.	Photocopy & Spiral binding of single document	a. Cost of Photocopy per page (A4/Legal) b. Cost of spiral binding				
5.	Copying of PDF document in USB	a. Cost of copy Per piece in 2GB/4GB/8GB capacity b. Cost of USB 2GB/4GB/8GB				

**General terms and conditions:**

- Quotation should be sealed in an envelop superscribed "Tender for supply of office" and should be addressed to the Secretary, Assam State Election Commission, Aditya Tower, 2<sup>nd</sup> Floor, GS Road, Opposite – Downtown Hospital, Guwahati-06 along with following documents:-
  - Copy of PAN card-
  - Copy of valid Income Tax Clearance Certificate and valid Trade License.
  - Copy of G.S.T registration certificate.
  - Up to date copy of G.S.T clearance Certificate.
  - Bank details for payment.
- Each page of the quotation should bear the signature, date, name and designation of the person signing the offer and a rubber stamp indicating full name, address and phone no. of the firm.

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3. The prices quoted for services should be inclusive of all taxes and duties for free delivery and installation of the office of the Assam State Election Commission, Assam.
4. Exact details of G.S.T and other Levies must be clearly indicated.
5. Earnest Money of Rs. 5000.00 (Rupees five thousand) only will have to be deposited in the form of Bank Draft in favour of Secretary, Assam State Election Commission.
6. Prices once approved will remain valid during the scheduled delivery period. Increase or decrease of Taxes and other statutory duties will not affect the price during this period. Any increases in taxes and other statutory duties levies after the approved rates shall be the tenderer's liability.
7. The Competent Authority shall be under no obligation to accept the lowest rate or any tender received in response to this tender notice and shall be entitled to reject any tender without assigning any reason whatsoever.
8. Sample of paper to be used for the items must be attached with the quotation.
9. Delivery of the items to be made within the stipulated period after release of the supply order from this office.
10. Payment shall be made after satisfactory execution of the supply and installation of the articles on bill basis. The decision of the undersigned towards satisfaction of quality of articles shall be final.
11. Clarification with respect to the tender may be well sought before the last date of submission of tender.
12. In case of violation of terms and conditions of the tender document or unsatisfactory supply of articles the undersigned reserves the right to terminate the supply order by giving intimation to the supplier.
13. The decision of the undersigned in all respect shall be final and binding.
14. Bidder who quotes lowest rate collectively for all items only will be selected.
15. If the lowest bidder withdraws the tender after opening the tender box, then the earnest money deposit will be forfeited.
16. The last date of submission of Quotation: **15.12.2020**



Secretary

Assam State Election Commission

Dispur ::: Guwahati-06