



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. 28/2021/21

Dated Dispur, 1st December, 2021

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 **Voting Compartment** in connection with ensuing elections to the Thengal Kachari Autonomous Council and Municipal Board Election, 2022 etc. subject to fulfilment of the terms, conditions at **ANNEXURE- I** and specifications at **ANNEXURE- II** and will be received in the Office of the Assam State Election Commission, Aditya Tower, 2nd Floor, Dispur, Guwahati-781006 up to 1 pm of 7th December, 2021. The tenders will be opened on the same day at 4:00 pm in the office of the Assam State Election Commission, Aditya Tower, 2nd Floor, Dispur, Guwahati-6. The detailed terms and conditions may be inspected in the office of the Assam State Election Commission, Aditya Tower, 2nd Floor, Dispur, Guwahati-06, during office hours w.e.f. 3rd December, 2021, before submitting the quotations/tenders.

Secretary

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

Dated Dispur, 1st December, 2021

Memo No. SEC. 28/2021/ 21 -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. Quantity of Voting Compartment required - 8736 (approx.)
Above quantity of the material is only tentative and the actual order may vary as per the actual polling stations and decisions of the authority.
2. The technical bid should be submitted as per **FORMAT- A** only.
3. The Financial Bid should be quoted for per **100 (one hundred)** piece of Voting Compartment 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.
4. 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 VOTING COMPARTMENT" and "FINANCIAL BID FOR VOTING COMPARTMENT" respectively and name of the firm/ party should be distinctly written on the cover of the envelope.
5. 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.
6. 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.
7. 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.
8. The performance security will be released only after satisfactory completion of the job.
9. 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.
10. The materials will have to be well packaged in bundles comprising 100 pieces in one bundle or as specified in subsequent times. The Voting Compartments will have to be delivered to the offices of the DCs and SDOs of the State (as per distribution sheet to be provided in due course) except 4(four) districts of BTAD, Karbi Anglong and Dima Hasao districts.
11. Payment is subject to satisfactory completion of the job. No advance/part payment will be made for the job.

12. The firm should have annual turnover of minimum ₹ 10.00 lakh for last 2 years viz. 2018-2019, 2019-2020. Relevant document duly certified by CA should be enclosed.
13. 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.
14. A self-declaration declaring that the firm has not been blacklisted by any Government or semi-Government organisation or under a declaration of ineligibility for corrupt or fraudulent practices as on date of bid submission.
15. Bidders will have to provide one sample of the Voting Compartment.
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 similar material 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. Quality and specifications of the articles supplied will have to be similar to the sample submitted to the Commission.
20. Financial bid will be considered only of those bidders who qualify in the technical bid.
21. Model of the Voting Compartment is available in the office of the Assam State Election Commission for inspection with reference to its size length and mark.
22. 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.
23. An undertaking as per Format C.
24. 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.


Secretary,
Assam State Election Commission
✓ 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. A self-declaration declaring that the firm has not been blacklisted by any Government or semi-Government organisation or under a declaration of ineligibility for corrupt or fraudulent practices as on date of bid submission, is not submitted.
- x. CA certified document regarding GST filing of upto November, 2021 not submitted
- xi. CA certified income tax clearance for last two years from 2018-19 and 2019-2020 not submitted
- xii. CA certified document certifying annual turnover of ₹ 10.00 lakh for last 2 (two) years 2018-19, 2019-2020 not submitted
- xiii. An undertaking as per Format C not submitted



Secretary,

Assam State Election Commission

✓ Dispur :: Guwahati-6

Annexure- II

Specification (Part -A)

1. The Voting Compartment(VC) shall be in three folds, each fold having dimension of 24"x24"x30" (length x width x height)
2. The VC shall be made only of corrugated plastic sheet (flex-board) of steel grey colour, which is opaque and reusable
3. All the three sides of the Voting Compartments shall be printed in white script on black surface as mentioned at Annexure-A
4. The diameter of the logo of Assam State Election Commission should be 1 ft.
5. The Voting Compartments should have the provision to route the interconnecting cables of Ballot Units/ VVPATs in the manner as shown in Annexure-C.
6. The stability of the Voting Compartments has to be ensured by the successful bidder.

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

Annexure- A

On one side: Facing the web camera



Name of District/Sub-Division :

Number and Name of Constituency:

Date of Poll:

Name of Polling Station:

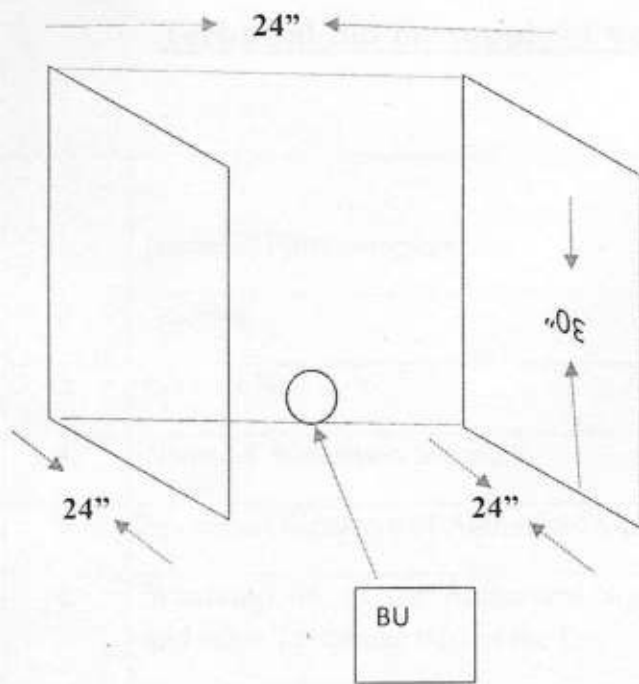
Number of Polling Station:

On one side: On remaining two sides of the VC



Assam State Election Commission
Voting Compartment

Annexure- C



Format -A

Technical Bid for supply of Voting Compartment

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 3 years (2017-18, 2018-19, 2019-20) 6. CA certificate certifying annual turnover of ₹10.00 lakh for last 2 (two) years 2018-19, 2019-2020 7. Undertaking	

Signature of Proprietor/ Authorised signatory with Seal

Format- B

Format for submitting Financial Bid for supply of Voting Compartment

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 transportation cost, GST and other taxes and charges (in figures)	Price per 100 piece including transportation cost, GST and other taxes and charges (in words)
1.	Voting Compartment		

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