



GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER, JORHAT, DISTRICT - JORHAT
(DEVELOPMENT BRANCH)

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No. JP. 29/PE/2017/4

Dated Jorhat the 7th September 2017

Notice of Advertisement

In pursuance of Assam State Election Commission's Notice vide No. SEC.50/2017/4 dtd.04/09/2017, quotations of rates in sealed cover affixing Court fee stamp of Rs. 8.25 (Rupees eight and paise twenty five) only are invited from intending Printing Presses from Jorhat District for printing of Electoral Rolls and Ballot Papers etc. in connection with ensuing Panchayat Election (2017-2018). Such Printing Presses should fulfil the following **terms and conditions**:

- 1) The Printing Press should be registered with Printing & Stationery Department, Govt. of Assam.(supported by copy of Registration)
- 2) Attested copies of records /documents relating to Registration of PAN, up-to-date income tax clearance certificate, Trade Licence and GST IN etc. should be furnished. Quotation submitted without attested copies of the certificates will be rejected.
- 3) The quotationers should also submit a statement of showing the resources of the press viz. no. of printing machines, its capacity, no. of computers, facility for cutting/binding/stitching, work space, manpower, financial soundness etc.
- 4) Records/documents in support of experience of Election related printing works etc. (if any) to be furnished.
- 5) Rate(s) should be inclusive of all taxes admissible taxes like GST/ Income Tax as applicable will be deducted at source from the bill amount.
- 6) Rates /quotations for printing of Electoral Rolls, should be including cost of Paper, DIP etc. Specification of paper for printing of Electoral Rolls is 60 GSM (Legal size).
- 7) Electoral Roll will have to be printed polling station wise. Electoral Rolls will be printed on both sides of the piece of paper (Legal size). 1 (one) set of Electoral Rolls of a Polling Station may be having 8 to 20 pages (both side printing) depending upon no. of voters in a Polling Station. Electoral Roll of a Polling Station will be required in about 30 (thirty) sets.
- 8) Selected quotationers will have to deposit Rs. 20,000.00 (Rupees twenty thousand) only as security money in shape of Call deposit/FDR/ Bank draft in favour of the Deputy Commissioner, Jorhat.
- 9) If a firm fails to complete the printing works within the stipulated time, the work order will immediately be withdrawn from the concerned firm and the security money will be forfeited.
- 10) Rate once accepted will be treated as final and no alteration or modification will be entertained for any reason whatsoever and it will remain valid until next quotation is called for.
- 11) Authority is not bound to accept the lowest rate or any quotation and reserves the right to accept/reject any quotation without notice and assigning any reasons thereof.
- 12) Rate should be quoted as per following proformas:

A. For printing of Electoral Rolls (including supply of Paper):

SL No.	Item	Rate (including DTP and binding) in Rs. (both in figure and words)			
		30 copies	40 copies	75 copies	100 copies
1.	Pages containing 91-100 names				
2.	Pages containing 51-90 names				
3.	Pages containing 25-50 names				
4.	Pages containing less than 25 names				

In addition to the above terms and conditions following additional conditions will have to be fulfilled by a Press for printing of Ballot Paper.

- 1) Papers for Ballots will be supplied by this office. The width of ballot papers should be 4 (four) inch (single column), where the number of candidates is 8 (eight) or less the ballot paper to be printed in double column and breadth shall be twice i.e. 8 (eight) inch.
- 2) Every ballot paper shall have counterfoil attached to it. At the top, Serial number should be printed/ machined on every ballot paper as well as its counterfoil.
- 3) The ballot papers have to be stitched into bundles with consecutive serial ballot papers. Numbers of ballots in each bundle to be 50 (fifty).
- 4) The rate should be quoted inclusive of charges for stitching, serial numbering etc. Rates MUST be quoted in both words and figures.
- 5) The rate should be in following proforma.

B. Ballot Paper printing (Paper will be supplied by the Authority):

SL No.	Item	Rate quoted for printing of	
		First 100 copies	Subsequent 100s
1.	Single Column		
2.	Double Column		

Printing Presses fulfilling the terms and conditions will submit their quotations in sealed cover to the Deputy Commissioner, Jorhat by 3:00 PM of 18th September 2017. Tenders will be opened on the same day at 4:00 PM at the Conference Hall, DC's Office, Jorhat in presence of all tenderers. Sealed Quotations are to be dropped in the "DROP BOX" kept for the purpose at Development Branch, D.C.'s Office, Jorhat on all working days from 08/09/2017 onwards.

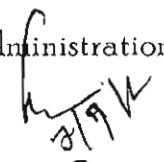
Sd/-
Deputy Commissioner,
Jorhat.

Memo No. JP. 29/PE/2017/4

Dated Jorhat the 7th September '2017

Copy for information and necessary action to:

1. The Superintendent of Police, Jorhat.
2. The CEO, Zilla Parishad, Jorhat.
3. The PD, DRDA, Jorhat.
4. All Circle Officers, Jorhat.
5. All BDOs, Jorhat.
6. The DIPRO, Jorhat for wide publicity.
- ✓ 7. The DIO, NIC, Jorhat for upload in the Portal of Jorhat District Administration.
8. The Notice Board.


District Development Commissioner,
Jorhat.