

GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER :: DIBRUGARH DISTRICT:
(ELECTION BRANCH)
DIBRUGARH

No. DEL.22/2010/1.

Dated, Dibrugarh the 24TH December,2010

QUOTATION

Sealed quotations in plain papers affixing Non refundable Court Fee Stamp worth of Rs. 8.25 (Rupees Eight and twenty five) only are invited from the Govt. Registered Printing Presses for printing and supply of Electoral Rolls including Supplements in Assamese/English as per following Terms and conditions and the same will be received by the undersigned up to 3 P.M. on 05/01/2011 and will be opened on the same day immediately after 3 P.M. of 05/01/2011 at the office chamber of the Election Officer Dibrugarh in presence of those questioners or their representatives who may remain present at that time .

TERMS AND CONDITIONS

1. (A) Rate of printing of electoral rolls should be quoted in the manner indicated below both in figures and words,
 - i) Full page :- Containing upto 40 names
 - ii) Half page :- Containing upto 20 names. However ,in such cases if some other “NIL”lists are printed in the same page will be treated as full page.
 - iii. Quarter Page :-Containing upto 10 Names.However in such cases if 2 “NIL”list lists are printed in the same page it will be treated as Full page, and If one “NIL”: list is printed in the same page will be treated as half page.
 - iii) In respect of “NIL” list if addition /Deletion/correction lists are printed in the same page will be treated as full page. If any of these 2 are printed in the same page will be treated as half page and only one is printed then it will be treated as quarter page.
 - v) The title page and the summery page will be treated as full page.
2. Rate should be quoted inclusive of stitching charge of the Electoral Roll as printed polling station wise and all other incidental charges, like carrying etc. Printing of Electoral Roll/ supplements will be applicable for 40 copies. The printing is to be done on both side of the paper and the size of the paper will be of A-4 and the thickness of the paper should be of 60 grams per quire miter. (sample of the paper should be enclosed with the quotation).
3. The rate for printing of Electoral Roll should be quoted for with paper i.e paper to be provided by the press as no paper will be provided from the office for the purpose.
- 4.The intending questioner/ questioners may inspect the specimen copy of the Electoral Roll/Supplements in the office of the undersigned. on any working day during office hours,
5. The quotationer/quotationers must have his/their own business establishment /Printing press without which quotation will be rejected outright.
6. The questioners should invariably enclose along with their respective quotation the attested copies of all relevant certificates such as STCC/ITCC/VAT etc. without which quotation may not be accepted.
7. Tax as and when applicable will be deducted from the bill amount.

8. The quotationer/quotationers to whom the work of printing of Electoral Roll will be entrusted will have to furnish security deposit for an amount of Rs. 10,000 in form of Bank Draft /DCR pledge in favour of the Deputy Commissioner, Dibrugarh .The Govt. Printing presses will have to furnish the upto date Registration Certificate, unless it will be treated as private Press.In respect of the default questioners the amount of security deposit will be forfeited and in respect of the others, the amount will be released on completion of the work and liabilities.
9. The questioner/ questioners to whom the work of printing of Electoral Roll will be entrusted will have to execute and indemnity Bond.
10. Printing work will be allotted on the basis of the capacity of the Press.
11. Rate once accepted will not changed under any circumstances and will remain valid up to one year or as may be decided by the undersigned.
12. The Paper and Printing quality of the Electoral Roll/ Supplements must be of standard quality. Below standard quality will not be accepted and no payment will be made against below standard works. 12. The undersigned is not be bound accepts the lowest rate quoted and may reject any or all quotations without assigning any reason thereof.

Deputy Commissioner
Dibrugarh

Memo No. DEL.22/2010/ 1-A

Dated, Dibrugarh the 24th December, 2010

Copy to :- 1.The President/Secy. Printing Owners Association, Dibrugarh

2. M/S _____ Printing Press.

3.Office Notice board

Deputy Commissioner
Dibrugarh