



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT ELECTION OFFICER :: NALBARI
03624-220496 (O) / 220218 (R) – 220469 / 220371 (F)
Email : deo-nalbari@nic.in

NOTICE INVITING QUOTATION

Sealed quotations affixing a Court Fee Stamp of Rs. 8.25 (Rupees eight and twenty-five paise) only are hereby invited from intending **Government-registered Printing Presses** under **Nalbari District** for **printing of Photo Electoral Rolls**, as per the terms and conditions laid down below, in connection with the proposed Special Summary Revision (SSR) as per CEO's Office Letter No. ELE.60/2025/2 dated 30/10/2025. The quotations will be received up to **3:00 P.M. of 14th November, 2025**. The Electoral Rolls are to be printed on A4 size paper (not less than 75 GSM) as per the following ceiling rates:

- **Both side Black & White printing:** Rs. 2.80 per copy (excluding GST)
- **Single side Black & White printing:** Rs. 1.90 per copy (excluding GST)

The quotations will be opened **on the same day at 4:00 P.M** in presence of the quotationers or their authorized representatives.

TERMS AND CONDITIONS :-

1. The Printing Press must be **registered with the Printing & Stationery Department, Government of Assam**, and a **self-attested photocopy of a valid Government registration certificate** must be submitted along with the quotation.
2. **Self-attested photocopy of the last three years' Income Tax Return certificates** must be submitted along with the quotation.
3. **Self-attested photocopy of up-to-date GST Registration certificate** must be submitted along with the quotation.
4. **Self-attested photocopy of valid Trade License** must be submitted along with the quotation.
5. **Self-attested photocopy of PAN Card** must be submitted along with the quotation.
6. The **Bank Account Number** in the name of the Printing Press, **IFS Code**, and **Bank Branch Name** must be indicated in the quotation. A **photocopy of the first page of the Bank Passbook** or a **copy of a cancelled cheque** (where the IFS Code is mentioned) should be enclosed.
7. The quotationers should be **well-experienced**, and **relevant documents of past experience** should be enclosed with the quotation.
8. All documents must be **signed by the quotationer**. The **Technical Bid** and **Financial Bid** should be **sealed in separate covers** and both placed inside a **single outer cover**.
9. **No excuse for failure to print** within the stipulated time due to **power failure or any other reason** will be entertained.
10. **Payment shall be made as and when funds are provided by the Election Department, Dispur.**
11. The authority shall **not be bound to accept the lowest quoted rates**, and the rates once accepted shall **not be changed under any circumstances**.
12. The **District Election Officer, Nalbari** reserves the right to **reject any or all quotations** without assigning any reason thereof.


District Election Officer
Nalbari.

Dated 06.11.2025.

Memo No. NEL- 29/ 2024 /9- A

Copy to :-

- 1) The Chief Electoral Officer, Assam for kind information.
- 2) The DI&PRO, Nalbari for wide publicity through well circulated News Paper.
- 3) The DIO, NIC, Nalbari for publication of the said quotation notice in the District website.
- 4) Office Notice Board.




District Election Officer
Nalbari.