



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER ::: MORIGAON
deo-morigaon@nic.in

No.: MEL. Tender. 33/2024/11

Dated 13th November, 2025

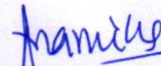
SHORT QUOTATION NOTICE

Sealed quotations affixed with non-refundable court fee stamp of Rs. 8.25 (Rupees eight and twenty-five paise) only are invited from the intending printing presses registered with Printing and Stationery Department, Govt. of Assam, which will be received up to **2:00 P.M. of 21st November, 2025** for printing of computerized Photo Electoral Rolls in Assamese, Forms and any other related activities (as shown at Annexure-A) in connection with Special Summary Revision of Electoral Rolls w.r.t. 01-01-2026 as the qualifying date under the following terms and conditions. If 21st November, 2025 remain holiday then the next working day will be considered.

The quotations will be opened on the same day at **2.30 PM** in presence of the quotationers or their authorized representatives.

Terms and conditions

1. The Printing Press should be registered with Printing & Stationery Department, Govt. of Assam (supported by copy of Registration)
2. The printing press should have an income tax assessment for the last three financial years i.e. 2023-24, 2024-25 and 2025-26 (up to date).
3. The printing press should have adequate financial resources to execute the work.
4. The copies of electoral rolls are to be printed for each polling station from the CD containing computerized photo electoral rolls in PDF supplied by this office and these are to be stitched polling station-wise. The press will have to return the CD in good condition.
5. Rates should be quoted for printing on both sides of a sheet inclusive of binding and stitching charges of electoral rolls polling station-wise in A4 size paper of 75 Gsm and printing of 1000 copies of Forms in ¼ DFC and ½ DFC size papers on single and both sides of a sheet separately.
6. The quotationer will have to deposit an amount of Rs. 10000/- (Rupees ten thousand) only as security deposit in the form of DD in favour of District Election Officer, Morigaon.
7. Printing of photo electoral Rolls/Forms must be as per specification, otherwise it will be rejected.
8. Printing of electoral rolls should be completed within the stipulated period fixed by this office.
9. No excuse for failure to print the electoral rolls within the stipulated time on account of power failure or any other reasons will be entertained.
10. The quotationer must have offset machine.
11. The quotationers must attach the attested copies of firm registration Certificate, PAN Number, GST Number, Trade License from MB/TC, Bank Account No. in the name of Printing Press, up-to-date income tax clearance certificate and GST IN etc. should be furnished with the quotation.
12. The rate of printing of per page in both side of A4 size paper of 75 GSM Maplitho Paper should not be above Rs. 2.80 (excluding GST but inclusion of cost of printing paper) and in case of single side of A4 size paper of 75 GSM should not be above Rs. 1.90 (excluding GST but inclusion of cost of printing paper).
13. This office gives no assurance to the L-1 bidder to award the work at his quoted rate. If the DEO finds that the L-1 rate is on the higher side, the DEO may negotiate the price with L-1 bidder at rate deemed appropriate.
14. Payment will be made as and when fund is received from Govt / authority concerned.
15. Sample of printing items may be seen at Election Branch during office hours.

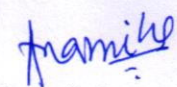

District Commissioner &
District Election Officer,
Morigaon

Memo No.: MEL. Tender. 33/2024/11-A

Dated 13th November, 2025

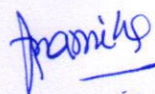
Copy to:

1. Members of Tender Committee for kind information.
2. The DIPRO, Morigaon with request to arrange publication of tender notice at least in two leading dailies including one in English and other in Assamese.
3. The DIO, NIC, Morigaon for uploading on website.
4. All Printing Presses of Morigaon district for information.
5. Notice Board, DC Office.


District Commissioner &
District Election Officer,
Morigaon

ANNEXURE-A

Sl. No.	Name of items	Unit	Quoted rate excluding GST
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
1	Printing of Form in ¼ DFC (single side)	Per 1000 copies	
2	Printing of Form in ¼ DFC (Both side)	Per 1000 copies	
3	Printing of Form in ½ DFC (single side)	Per 1000 copies	
4	Printing of Form in ½ DFC (Both side)	Per 1000 copies	
5	Printing of Poster in ½ DFC (single side)	Per 1000 copies	
6	Printing of Photo Electoral Rolls single side with paper	Per copy	
7	Printing of Photo Electoral Rolls both side with paper	Per copy	
8	Hard binding of 15-20 Electoral Rolls in one book	Per book	
9	Flex Printing	Per Sq. feet	



District Commissioner
&
District Election Officer,
Morigaon