



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.78 /2020/1

Dated Dispur, 28th October, 2020

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 the following items in connection with ensuing elections to the Municipal Board Election and Tiwa Autonomous Council Election, 2020, subject to fulfilment of the following terms and conditions and will be received in the Office of the ASSAM STATE ELECTION COMMISSION, ADITYA TOWER, 2ND FLOOR, DISPUR, GUWAHATI-781006 up to **3 pm of 03.11.2020** and will be opened on the same day at 4.00 pm. The detailed terms and conditions may be downloaded from the website of the Commission **www.secassam.in** before submitting the quotations/tenders.

Quantity and Specifications of the items are:

- | | | |
|-----------------------------------|---|---------------------|
| 1. Best quality brass Metal Seal | - | 3000 nos. (approx) |
| (weight - 25 gm) | | |
| 2. Best quality brass Secret Seal | - | 50 nos. (approx.) |
| (weight - 25 gm) | | |

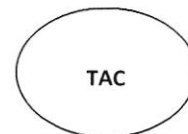
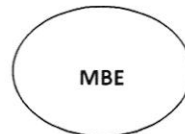
Terms & Conditions

1. 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 METAL/SECRET SEAL" and "FINANCIAL BID FOR METAL/SECRET SEAL" respectively and name of the firm/ party should be distinctly written on the cover of the envelope and addressed, **"The Secretary, Assam State Election Commission, Aditya Tower, 2nd Floor, Opp.- Downtown Hospital, Dispur, Guwahati-06.**
2. Rate should be quoted per piece of the seal including GST and other taxes and valid for a period of 1(one) year from the date of opening the tenders/quotations.
3. The delivery period of the seals shall be 10 (ten) days from the date of issue of the work order or as may be fixed by this Commission.

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4. 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.
5. Selected bidder(s) will have to submit performance security @10% of the bid value in the form of TDR 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 should be valid for a minimum period of 1 (one) year.
6. The performance security will be released only after satisfactory completion of the job.
7. 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.
8. The seals will have to be well packaged separately for each DC/SDO(C) as per quantity to be provided by this Commission in due course in a form of statement.
9. Payment is subject to satisfactory completion of the job. No advance/part payment will be made for the job.
10. Each firm shall submit photocopies of : GST Registration Certificate, up-to-date Trade License, valid Pan Card, Previous experience, if any, along with the tender paper.
11. Bidders will have to provide samples of the items along with the tender papers. The Metal Seals should be engraved with the designs separately-



in such a way that this should be visible on the surface on which it is stamped. The design of the Secret Seal will be given in due course.

12. The work may be allotted to one or more than one Firms/Suppliers depending upon the urgency of the work.
13. Preference will be given to bidder(s) with previous experience of supplying of Brass Metal Seal to any Govt. Department/ State Election Commissions/ DCs/ SDOs(C)
14. And any other conditions as deemed to be just, fit and proper at any point of time.
15. Quality and specifications of the articles shall be similar to the sample submitted to the Commission.

Contd. P-3

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16. The financial bid should be as per the following proforma:


Sl. No.	Name of Item	Base price per unit (in figure and words)	Taxes (GST/ I. Tax etc.) (in figure and words)	Total Price
1	2	3	4	5

17. Financial bid will be considered of only those tenderers who qualify in the technical bid.
18. A model of the Metal Seal is available in the office of the Assam State Election Commission for inspection with reference to its size, length and mark.
19. The decision of the tender Committee will be the final decision and any disputes arising out of the tender will be subject to the jurisdiction of Guwahati only.
20. The undersigned reserves the right to 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.
21. The quantity of Metal Seal mentioned in the first page is subject to change as per actual requirement.



Secretary,

Assam State Election Commission

 Dispur :: Guwahati-6