



ASSAM STATE ELECTION COMMISSION  
ADITYA TOWER, 2<sup>ND</sup> FLOOR, DISPUR, GUWAHATI-781006. Ph. No. 0361 2263210  
[e-mail - secassam@gmail.com](mailto:secassam@gmail.com)

No. SEC. 104/2020/65

Dated Dispur, 23<sup>rd</sup> July, 2021

### **NOTICE INVITING TENDER**

Sealed quotations in two bid form affixing non-refundable court fee stamps of ₹ 8.25 (Rupees eight and paise twenty-five) only from reputed local suppliers/dealers/firms/ agency etc. for supply of All-in-one Desktop Computers, Printers etc. in quality and quantity (**Annexure- A**) as specified in this tender document. Tenders will be received in the office of the Assam State Election Commission, Aditya Tower, 2<sup>nd</sup> Floor, Dispur, Guwahati-06 upto **1.00 pm of 02.08.2021** and will be opened on the same day at 2.00 pm. The Tender must be accompanied with an EMD of ₹ 2000.00 (Rupees two thousand) only in the form of a bank draft / TDR. Interested bidder may download the terms and conditions (**Annexure-B**) etc. relating to this tender from the website of the Commission **[www.secassam.in](http://www.secassam.in)**.

The Tender will be rejected if found incomplete and absence of document as required as per terms and conditions of this NIT.

Secretary

Assam State Election Commission

✓ Dispur :: Guwahati-06.

## ANNEXURE-'B' – (TERMS AND CONDITIONS)

1. The tenders should be submitted in double cover. The First cover should contain the technical bid including the Bank Draft/ TDR and the second cover should contain the financial bid in prescribed format duly filled in and signed. Then both the covers, the 1<sup>st</sup> and the 2<sup>nd</sup> cover should be put in a bigger cover. Both the envelopes containing technical bid and financial bid should be superscribed as "TECHNICAL BID" and "FINANCIAL BID" respectively and name of the firm/ party should be distinctly written on the covers.
2. Rate should be quoted as per **Format – I** prescribed in this tender only and the same should be valid for a period of one year from the date of awarding the contract.
3. The tenderers must have valid Trade License, PAN, and GST registration. Self attested copies of the documents should be attached with the tender papers.
4. The supply of the items should be made within 7 (seven) days from the date of issue of supply order.
5. The Bank Draft / TDR for EMD should be drawn in favour of **Secretary, Assam State Election Commission payable at SBI, Dispur Branch, Guwahati**. EMD will be returned to the unsuccessful bidders within 30 days after award of the Rate Contract to successful bidders.
6. Delivery of the ordered items is to be done within the specified time limit as per the approved rates and if the supplier fails to deliver the items within that specified time then the Assam State Election Commission has the liberty to forfeit the security money of the bidder and order the same items to the 2<sup>nd</sup> next bidder.
7. Bid evaluation will be done based on the total of summary prices for supply of the items.
8. TDS and all other taxes will be deducted at source as per latest laws and procedures of the government.
9. The Tendering committee has the sole discretion to take any decision regarding accepting the rate of the items of the L1 bidder or can accept the rate of any other bidder after taking into consideration the prevailing market rate of any of the items in comparison to the quoted rate whichever finds genuine and most beneficial for the Commission.
10. For any disputes arising out of any clause of the Tender will be subject to the jurisdiction of the Courts in Guwahati only.
11. Payment will be made after satisfactory delivery of items within the specified period.
12. The Tender should be addressed to **The Secretary, Assam State Election Commission, Aditya Tower, 2<sup>nd</sup> Floor, Dispur, Guwahati-06** and reach this Commission on or before **1.00 pm of 02.08.2021**.

  
Secretary

Assam State Election Commission  
Dispur :: Guwahati-06.