



**GOVT. OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER :: DIMA HASAO DISTRICT :: HAFLONG**  
**(ELECTION BRANCH)**

No. NCH/EL/DC/ Stny-10/2023-24/ 392,

Dated Haflong the 14<sup>th</sup> NOV. 2023

**SHORT NOTICE INVITING TENDER/QUOTATION**

Sealed quotation affixing non-refundable court fee stamp worth Rs. 8.25 (Rupees Eight and Twenty Five) only are hereby invited from the intending local reputed Printing Presses for Printing of various kinds of Statutory/ Non Statutory Forms/Covers and supply of big and small size of cloth-mixed covers for use in connection with upcoming Autonomous Council Election. Specimen copies of such Forms & Cover may be seen at the Election Office, Haflong during office hours on all working days.

The Quotation will be received on or before 25/11/2023 up to 2.00 P.M and will be opened on the same day in presence of the quotationers or their authorized representatives, if they so desires.

**TERMS AND CONDITION:**

1. The rate should be quoted both in figure and words inclusive of GST as per applicable rate.
2. Copy of GST Registration Certificate and Pan Card must be submitted along with quotation papers.
3. Quotationers must quote TIN No. etc. on the body of the quotation paper.
4. There is no guarantee that the lowest rate would be accepted. Decision of the undersigned/purchasing committee would be final in the matter of fixing of rates.
5. Payment of bills against any supply would be subject to availability of fund.
6. Quotation invited for fixing of rate of items only and order for supply may be made to any eligible party.
7. The successful quotationers should supply the required materials immediately on receipt of supply order and the item must be of good quality and in workable condition.
8. Rate should be quoted in the following format.

**(Group A):-List of Forms, Cover, Envelope etc.**


Sl. No.	Name of Materials	Rate Per 100	Rate Per 500
1	List of Contesting Candidates		
2	Appointment of Polling Agent		
3	Revocation of Appointment of Polling Agent		
4	List of Challenge Votes		
5	List of Blind and Infirm Votes		
6	List of Tendered Votes		
7	Ballot Paper Account		
8	Paper Seal Account		
9	Declaration of the Presiding officer at the beginning of the Poll at the time of use of subsequent Ballot Box (es) and at the end of the Poll		
10	Presiding Officer's Diary		
11	Cover for Ballot Paper Account		
12	Cover for Counterfoils of used Ballot Papers		
13	Receipt Book for deposit of fee for challenged votes		
14	Release order of Polling Officer		
15	Photocopy of signature of candidate/agent		
16	Identification of Electors through alternate documents		
17	Letter of complaint to SHO/Police		
18	Declaration by elector about age		

19	list of elector who have voted after giving declaration/refused to give declaration		
20	Declaration by the companion of blind & infirm elector		
21	Visit sheet		
22	Cover for marked copies of Electoral Roll		
23	Cover for list of Challenged Voter		
24	Cover for signed and unused Ballot Papers		
25	Cover for unused/cancelled paper seals		
26	Cover for cancelled Ballot Papers		
27	Cover for Receipt Book and Cash forfeited if any		
28	Notice specifying Polling Area		
29	Pass for Polling Agent		
30	Blank Cover to keep all other papers		
31	Ballot Box label		
32	Cover for Presiding Officer's diary		
33	Cover for tendered Ballot Paper		
34	Cover for Paper Seal Account		
35	Address Tag		
36	Cover for Metal Seal		
37	Cover for distinguishing seal		
38	Cover for Arrow Cross Mark		
39	Cover for other copy of Electoral roll		
40	Cover for declaration by Presiding Officer before and after the Poll		
41	Cover for list of blind and infirm voters		
42	Cover for declaration of companion of blind voters		
43	Presiding Officer		
	Polling Officer		
	Entry		
	Exit		
	Polling Agent		

  
District Commissioner,

&

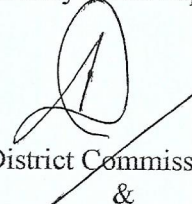
District Election Officer,  
Dima Hasao District, Haflong

  
Dated Haflong the 14<sup>th</sup> NOV 2023

M/No. NCH/EL/DC/ Stny-4/2023-24/ 392 CA,

Copy to :-

1. The Secretary, State Election Commission, Assam, Dispur, Guwahati-06 for favour of kind information.
2. The DIO, NIC, Haflong for information and necessary action with request to upload in the District Web Site.
3. The D.I & P.R.O, Dima Hasao District, Haflong for information and necessary action with request to give wide Publicity through Print & Social Media publishing the same in atleast 2 (two) local daily News Papers.
4. Notice Board.

  
District Commissioner,

&

District Election Officer,  
Dima Hasao District, Haflong

