



GOVT. OF ASSAM
OFFICE OF THE DISTRICT ELECTION OFFICER::LAKHIMPUR
Email: deo-lakhimpur@nic.in

No.LEL.12/2025/12

Dated North Lakhimpur, the 3rd November, 2025

NOTICE INVITING QUOTATION

Sealed quotations affixing non-refundable court fee stamp of Rs. 8.25 (Rupees eight and twenty-five paise) only are invited from the reputed Printing Presses registered with Printing and Stationery Department, Govt. of Assam which will be received up to 3:00 P.M. of 17th November, 2025 for printing of Photo Electoral Roll in connection with the Special Summary Revision, 2026. The quotation will be received in the office of the District Election Officer, Lakhimpur from 4th November, 2025 to 17th November, 2025 till 3.00 PM.

The quotation is called in pursuance of letter No. ELE.60/2025/2, dtd. 30-10-2025 of the Addl. Chief Electoral Officer, Assam.


The quotations will be opened on the same day at 3.30 PM in presence of the quotationers or their authorized representatives.

Terms and conditions:

1. The Printing Press must be registered with Printing & Stationery Department, Govt. of Assam (Copy of up-to-date Registration must be submitted along with the quotation).
2. Rates should be quoted exclusive of GST (including the cost of paper, sorting & packaging charges).
3. The quotationer will have to deposit an amount of Rs. 10,000.00 (Rupees ten thousand) only as Earnest Money deposit in the form of Demand Draft pledged in favour of District Election Officer, Lakhimpur.
4. 1% of total work value to be deposited as Performance Security before award of the work in the form of Demand Draft in favour of District Election Officer, Lakhimpur.
5. Printing of Photo Electoral Roll must be done as per specification mentioned in the work order, otherwise it will be summarily rejected.
6. The authority is not bound to issue order to the L-1 bidder if the undersigned finds that the L-1 rate is on the higher side. The undersigned may negotiate the price with L-1 bidder at the rate deemed appropriate.
7. Failing to complete the work within stipulated period will lead to forfeit of Earnest Money and Performance Security.
8. In case of printing error, the respective press will be responsible and shall have to bear the cost of re-printing.
9. The quotationers must attach the self-attested copies of Firm Registration Certificate, PAN Card, up-to-date Income Tax Clearance Certificate for the financial years 2023-24, 2024-25 & 2025-26, valid Trade License, Bank Account Details and GST Registration along with the quotation.
10. The rate of printing of Photo Electoral Roll per page should not be more than the rates fixed by the Director, Printing & Stationeries, Assam vide letter No.E-410948, dtd. 28/11/2023 & Office of the Chief Electoral Officer, Assam vide letter No. ELE.60/2025/2, dtd. 30-10-2025 which is Rs. 2.80 in case of both side printing and Rs. 1.90 in case of single side printing in A4 size paper of 75 GSM (including cost of paper).
11. Authority has the right to accept or reject any or all the quotations without assigning any reason thereof and has the right to fix the rate as per prevailing market rate.
12. Payment will be made as and when fund is received from the Govt. for the purpose.

Quotation may be submitted in the format given below :-

Name of Work	Description	Rate per copy
Printing of Photo Electoral Roll	Both side (in 75 GSM A4 size paper)	
	Single side (in 75 GSM A4 size paper)	



District Election Officer &
District Commissioner
Lakhimpur

Dated. North Lakhimpur, the 3rd November 2025

Memo No.LEL.12/2025/12-A

Copy to :-

1. The Chief Electoral Officer, Assam, Dispur, Guwahati-06 for favour of kind information.
2. The DIPRO, Lakhimpur, North Lakhimpur. He is requested to publish the notice in the highly circulated daily Newspaper both Assamese and English.
3. The DIO, NIC, Lakhimpur for uploading the above Notice Inviting Quotation on Lakhimpur District website.
4. Notice Board.


District Election Officer &
District Commissioner
Lakhimpur.