



GOVERNMENT OF ASSAM

**OFFICE OF THE DEPUTY COMMISSIONER, UDALGURI**

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(Nazarat Branch)

**INVITING QUOTATION**

No.UNZ.3/2019/49, Dtd. 21/12/2019. Sealed quotation affixing non-refundable Court fee Stamp of Rs. 8.25 (Rupees eight & twenty five paise) only is hereby invited from the press / firms registered with GST registration for printing and supplying of the following items in connection with the Written Test Examination to be conducted by Udalguri District Administration.

Sl. No.	Description	Rate per unit
01	Printing of Admit Card	
02	Attendance Sheet generation/label	
03	Printing of OMR Sheet	
04	Scanning and Result Processing of OMR Sheet	

**Terms & Conditions:**

1. The rate fixed shall remain valid only for the current financial year 2019-20.
2. The bidders must be registered as per rule.
3. Overwriting in the quotation paper will not be entertained.
4. The undersigned reserves the right to accept or reject any or all quotations without showing any reason thereof.
5. It is not binding on the undersigned to accept the lowest rate.
6. Rate against each item should be clearly written both in figure and words.
7. Rate should be quoted inclusive all taxes.
8. Items are to be supplied and works to be executed immediately after receipt of printing work order as per requirement.
9. The Bidders having PAN Card/GST registration/Valid Bank Account in the name of firm preferably S.B.I are eligible to participate in the process.
10. Firms/Supplier should mention their address along with the contact numbers.
11. Canvassing directly or indirectly will disqualify the bidder.
12. Payment will be made as when fund is received from Govt.

The interested Press/Firms should have two or three years working experience and supplying examination related items under any Govt. institutions.

Any Press/Firms fulfilling the conditions may submit their quotation up to **28/12/2019** in the Tender Box placed at Nazarat Branch, Deputy Commissioner's Office, Udalguri on all working days or through registered post with all supporting documents.

Deputy Commissioner,  
Udalguri.

Dated Udalguri, the 21<sup>st</sup> December, 2019.

Memo No.UNZ.3/2019/49-A  
Copy to:-

1. The District Information and Public Relations Officer, Udalguri for wide publicity and follow up action of publishing aforesaid Notice as advertisement in one English daily at the earliest for one day only.
2. The DIO, NIC, Udalguri. He is requested to upload the inviting quotation in the official website [www.udalguri.gov.in](http://www.udalguri.gov.in) at the earliest.
3. Notice Board.

Deputy Commissioner,  
Udalguri.