

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 579/Printing/2015/Communication (Pt.12)

Dated: 14th September, 2016

Tender Notice

Subject: - Preparing 1500 DVDs of Matdata Mahotsav 2016 Film –reg.

Sealed tenders are invited for the preparing 1500 DVDs of Matdata Mahotsav 2016 Film.

. Specification of the said job is as follows:

Specifications:-	
No. of copies	1500
Case	Paper-300 gsm (four Colour Printing – Front & Back) Gloss Lamination and folded flap
Sticker (on DVD face)	Four Colour
Case & Sticker Designs	Will be provided
Packing	Each unit in a polythene cover
Others	Content Writing etc

In case of any change in the specifications mentioned above, the payment will be made on pro-rata basis. Interested parties may submit sealed tender by 11:00 am till 19th September, 2016 to the under signed. Sealed tenders will be opened in room no. 308 at 02:30 pm on same day. Necessary terms and conditions are enclosed herewith. The tenders not fulfilling any of the enclosed terms and conditions will be summarily rejected. **Rate quoted should be inclusive of all taxes.**



(S.K.Das)

Under Secretary

Ph. No.- 011-23052082, Extn. 283

E-mail: sumands34@gmail.com

Terms and Conditions

1. The Agency will appoint a Nodal person for this specific job for coordination and regular update to the Commission.
2. The firm after allotment of job, will have to first submit proof for approval. If it is found that the job is not being done as per the required specifications and or if the terms and conditions are not met with, the Commission has the right to cancel the job assigned and to impose a penalty on the firm.
3. The Commission will not pay any advance to the firm. The firm will have carry out the entire job on its own and payment will be made only after satisfactory completion of job and submission of bill in this regard.
4. Time for completion of work is strictly 3 days from the date of awarding work order.
5. The Commission reserves the right to accept or reject any or all tenders without assigning any reasons thereof. The Commission can also modify the terms and conditions before giving job order.
6. The Commission may cancel the order if the required items are not supplied in time or do not meet the specification envisaged by the Commission.
7. In case of any dispute, the decision of the Commission shall be binding.