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POWER DEPARTMENT
GOVERNMENT OF SIKKIM
GANTGOK

No. 699/IT/POWER/2026 Date: 26/05/2026

NOTICE INVITING QUOTATION

With the approval of Competent Authority Sealed quotations are hereby invited from reputed publishers/press to supply Bar Coded Electricity Bill Forms for use in the Billing Section of the Power Department, Government of Sikkim.

The specifications of the Bill Forms are as follows:

1. One A4 size paper should incorporate one form.
2. Paper quality should conform to minimum 75 GSM or above.
3. One side of the bill form shall be printed in bi-color and the reverse side in single color as per the approved format.
4. The size, layout, spacing, margins, barcode alignment, and overall formatting shall strictly conform to the sample approved by the Department. No deviation shall be accepted.

Terms & Conditions:

1. The rates quoted shall be inclusive of all applicable taxes, GST, transportation and all other incidental charges.
2. The rates quoted shall remain valid for a period of **one year** from the date of finalization/acceptance of quotation unless otherwise decided by the Department.
3. The sample format/specification of the Bill Form may be inspected and obtained from the office of the undersigned during office hours on working days.
4. The supplied Bill Forms must strictly conform to the approved sample, specifications, layout, barcode alignment, paper quality, margins, spacing, and printing quality prescribed by the Department. Any deviation may lead to rejection of the supplied materials.
5. The quotations should be submitted along with the TDR of ₹30000.00/- (Rupees Thirty Thousand Only) drawn in favour of Secretary, Power Department obtained from State Bank of Sikkim.

6. Conditional quotations shall not be entertained.

7. The tentative requirement of item is 1,22,500 copies per month.

8. Sealed quotations should be submitted at the office of the undersigned by **12.06.2026, 1:00 PM** which shall be opened on the same day at 2.00 PM.

9. The Department reserves the right to accept or reject the quotations without assigning any reason thereof.

26/05/26.

Assistant Director (IT),
Power Department,
Government of Sikkim.

Assistant Director (IT)
Power Department
Government of Sikkim

Copy to:-

1. Notice Board, Power Department (HQ).
2. Main File.
3. Guard File.