

OFFICE OF THE  
DISTRICT MISSION CO-ORDINATOR  
SAMAGRA SIKSHA ABHIYAN  
SRIMANTA SANKARDEV NAGAR, HOJAI, ASSAM

File No: SSA/Hojai/DLPC/47/2018-19

Dated: 13/10/2025

**Expression of Interest (Eoi) for Vendor Registration and Enlistment**

The Office of the District Mission Coordinator, Samagra Shiksha, Hojai, Assam, hereby invites **Expression of Interest (Eoi)** from interested and eligible **vendors, suppliers, manufacturers, distributors, and service providers** for **registration and enlistment** for the supply of goods and services, as and when required by the department. The prescribed application form may be collected from Accounts Branch of the DMC, Office SS, Hojai, Sankardev Nagar latest by 3<sup>rd</sup> November, 2025.



Addl. District Commissioner  
cum  
District Mission Coordinator  
SS, Hojai

Memo No. SSA/Hojai/DLPC/47/2018-19

Dated: 13/10/2025

**Copy to:**

1. PA to the District Commissioner, Hojai for kind appraisal of the District Commissioner, Hojai.
2. The DIPRO, Hojai for kind information and necessary action. He is requested to take necessary measures for publication in two (2) leading daily newspapers and on the office notice board.
3. The NIC, Hojai for uploading/publicity of the notice on the official District website.
4. Notice Board, The Mission Coordinator ,SS,Hojai.
3. Office File



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### 1. Purpose of Enlistment

The objective of vendor registration is to develop a robust and reliable panel of technically competent and financially sound firms, from which quotations or tenders can be invited for procurement of various items or services as per departmental requirements.

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### 2. Important Dates

- **Date of Issue:** 13<sup>th</sup> October 2025
  - **Last Date for Submission of Application:** 3<sup>rd</sup> November 2025, by 3:00 PM
  - **Application Form Collection Point:** Accounts Branch, Office of the District Mission Coordinator, Samagra Shiksha, Sankardev Nagar, Hojai
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### 3. Eligibility Criteria

Firms engaged in manufacturing, authorized distribution, supply, or service provision in the listed categories are eligible to apply. Registration is open to:

- Public Sector Manufacturers
- Private Manufacturers
- Authorized Distributors / Dealers
- Local Traders / Suppliers
- Contractors (Civil)
- Service Providers

Applicants must fulfil all the eligibility requirements and submit the required documentation for consideration.

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### 4. Categories of Items/Services (Indicative List)

Applicants may apply for enlistment under one or more of the following categories:

- **Gift Items** (e.g., Gamocha, Bouquets)
- **Electrical Items** (Bulbs, Fans, Extension Boards, Decorative Lights etc.)
- **Transport Services** (Rental Vehicles: Car, Bus, Truck etc.)
- **CCTV Installation & Accessories** (Cameras, DVR, Networking etc.)
- **Temporary Constructions** (Furniture, Decorations)
- **Printing & Branding** (Flex, Banners, Standees)

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- **Computers & Accessories** (Desktops, Laptops, Printers, Routers)
  - **Air Conditioning** (Split ACs, Cassette ACs, Repair Services)
  - **Accommodation & Catering Services** (Rooms, Meals, Tea & Snacks)
  - **Interior & Exterior Decoration** (Office Set-up, Carpeting, TV)
  - **Office Stationery** (Paper, Pens, Toners, Cleaning Items etc.)
  - **Furniture** (Tables, Chairs, Racks, Almirahs desk-benches)
  - **Labour Supply** (Daily Wage Workers, Cleaning Staff)
  - **Digital Services** (Photography, Videography, PA System)
  - **Contract works repairing renovations** up to 2 Lakhs (civil)
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#### 5. Application Fee & Security Deposit

- **Application Fee:** ₹500/- (Rupees Five Hundred only), **non-refundable**, to be submitted via **Demand Draft** in favour of: **AXOM SARVA SIKSHA ABHIJAN MISSION, HOJAI**
  - **Security Deposit:** ₹20,000/- (Rupees Twenty Thousand only), **refundable**, to be deposited by shortlisted vendors.
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#### 6. Documents Required (Self-Attested Copies)

All applications must include the following documents (whichever applicable):

1. GST Registration Certificate & Latest GST Return (up to 3 months)
2. Trade License / Factory License
3. Permanent Account Number (PAN) and Tax Deduction Account Number (TAN)
4. Certificate of Incorporation / Partnership Deed / Firm Registration Certificate
5. Dealership Certificate (if applicable)
6. Annual Turnover Certificates for FY 2022-23, 2023-24, and 2024-25 (CA-certified)
7. Bank Account Details
8. Annual GST Return (Form 9C)
9. Relevant ISO Certifications (if any)
10. Declaration (Annexure-I) on firm's letterhead
11. Notarized affidavit declaring the firm has **not been blacklisted** by any government department or PSU in the past three years

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12. Audited Balance Sheets for the last three years

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### 7. Submission Guidelines

- The **completed application**, along with all required documents and the **Demand Draft**, must be submitted in a **sealed envelope** clearly marked:

#### “APPLICATION FOR VENDOR REGISTRATION / ENLISTING”

- The sealed application must be submitted to:

**The District Mission Coordinator,  
Samagra Shiksha, Hojai, Assam**

Incomplete applications or those without the required documents or application fee will be **summarily rejected**.

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### 8. Benefits of Registration

Firms successfully enlisted shall be entitled to:

- Exemption from EMD and Security Deposit in Limited Tenders
  - Receipt of tender enquiries for non-advertised procurement
  - Consideration for Rate Contracts and Running Contracts
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### 9. Duration of Registration

- Vendor registration shall remain valid for a **period of three (3) years** from the date of approval.
  - Registration may be **terminated prematurely** in case of:
    - Non-responsiveness to tenders
    - Poor performance
    - Failure to supply goods/services
    - Bankruptcy or legal proceedings
    - Blacklisting by other departments
    - Breach of contract terms
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### 10. Terms & Conditions

- Registration does not guarantee award of contracts or tenders.

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- Enlisted vendors must respond to all relevant tender enquiries and update the department about new products, price variations, or developments.
  - Vendors must **not sublet or transfer** their registration.
  - Registered vendors must comply with all ethical, financial, and legal standards of business.
  - The Vendors must comply with the timely completion of work, failing which work order may be cancelled.
  - The department reserves the right to **modify, cancel, or reject** any application or change the registration terms without prior notice.
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#### 11. Purchase Through GeM

The office reserves the right to procure goods and services from the **Government e-Marketplace (GeM)**, irrespective of vendor registration status.

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#### 12. Declaration (Annexure – I)

All applicants must submit a signed **declaration** on their company letterhead confirming:

- Authenticity of information provided
  - Awareness of the consequences of false declarations
  - Commitment to inform the office of any material changes
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#### For Further Information & Clarification

Visit the Office of the District Mission Coordinator, Samagra Shiksha, Hojai during working hours or contact the Accounts Branch.

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Issued by:

**Addl. District Commissioner-cum-District Mission Coordinator**  
**Samagra Shiksha, Hojai**

**1. Sample Cover Letter for Vendor Registration Application**

You should print this on your **official company letterhead**.

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**To**

The District Mission Coordinator  
Samagra Shiksha  
Sankardev Nagar  
Hojai – 782435, Assam

**Date:**

**Subject: Submission of Application for Vendor Registration/Enlistment**

Respected Sir/Madam,

With due respect, I/We hereby submit our application for **registration and enlistment as a vendor** with your esteemed office for the supply of goods and/or services as per the categories mentioned in the Expression of Interest (EoI) vide Memo No. SSA/Hojai/DLPC/47/2018-19, dated 08/10/2025.

Please find enclosed the duly filled registration form along with the application fee Demand Draft (DD No. \_\_\_\_\_, dated \_\_\_\_\_, for ₹500/-) and all requisite supporting documents for your kind perusal and consideration.

I/We affirm that the information provided in the application is true to the best of our knowledge and belief. We also declare that our firm has not been blacklisted by any government organization, PSU, or any statutory body in the past three years.

We kindly request you to consider our application for enlistment, and we assure you of our best services and adherence to the terms and conditions laid down by your office.

Thank you for your kind attention and consideration.

Yours faithfully,

**[Signature]**

**[Full Name of Proprietor/Authorized Signatory]**

**Designation:** \_\_\_\_\_

**Name of the Firm/Company:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Encl.:** As stated

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**2. Document Checklist for Vendor Registration Application**

Use this to double-check all documents before submission. You can also include this printed and ticked off in your application packet.

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**Document Checklist for Vendor Enlistment with DMC, Samagra Shiksha, Hojai**

Sl. No.	Document Description	Attached (✓)
1	Duly Filled Application Form	<input type="checkbox"/>
2	Cover Letter (on letterhead)	<input type="checkbox"/>
3	Demand Draft of ₹500/- (Non-refundable)	<input type="checkbox"/>
4	GST Registration Certificate	<input type="checkbox"/>
5	Latest GST Return (last 3 months)	<input type="checkbox"/>
6	Trade License / Factory License	<input type="checkbox"/>
7	PAN Card Copy	<input type="checkbox"/>
8	TAN Number (if applicable)	<input type="checkbox"/>
9	Annual Turnover Certificate (Last 3 Years) – CA certified	<input type="checkbox"/>
10	Annual GST Return Statement (Form 9C)	<input type="checkbox"/>
11	Dealership Certificate (if applicable)	<input type="checkbox"/>
12	Company Registration Documents (MOA, AOA, Partnership Deed, etc.)	<input type="checkbox"/>
13	Relevant ISO Certificate (if any)	<input type="checkbox"/>
14	Notarized Declaration of No Blacklisting (Last 3 Years)	<input type="checkbox"/>
15	Declaration Form (Annexure I) on Firm's Letterhead	<input type="checkbox"/>
16	Audited Balance Sheets (FY 2022–23, 2023–24, 2024–25)	<input type="checkbox"/>
17	Bank Account Details	<input type="checkbox"/>
18	Product/Service Category Selection (as per format)	<input type="checkbox"/>

**APPLICATION FORM FOR VENDOR REGISTRATION & ENLISTING**

*(To be submitted in a sealed envelope on or before 24.10.2025, by 3:00 PM)*

**To:**

The District Mission Coordinator,  
Samagra Shiksha Abhiyan,  
Hojai, Sankardev Nagar, Assam.

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**A. GENERAL INFORMATION**

1. **Name of the Firm / Vendor:**

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2. **Type of Organization (Tick ✓):**

- Proprietorship  
 Partnership  
 Pvt. Ltd.  
 Public Ltd.  
 Others: \_\_\_\_\_

3. **Year of Establishment:**

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4. **Registered Office Address:**

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**PIN Code:** \_\_\_\_\_

5. **Contact Details:**

- Phone: \_\_\_\_\_  
 Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website (if any): \_\_\_\_\_

6. **Authorized Contact Person:**

- Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Phone/Mobile: \_\_\_\_\_

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**B. REGISTRATION & LICENSING DETAILS**

7. **GST Registration No.:**

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8. **Trade License No. & Validity:**

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9. **PAN No. (attach copy):**

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10. Any other relevant licenses/certificates:

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**C. NATURE OF BUSINESS / SERVICES OFFERED**

11. Categories of Items/Services You Supply (Tick all that apply):

- Stationery
- Office Equipment
- Furniture
- Electrical Items
- Printing Services
- IT Equipment
- Vehicle Hire
- Maintenance Services
- Other (please specify): \_\_\_\_\_

12. Are you an Authorized Dealer / Distributor / Supplier? (Attach proof):

- Yes
- No

• If Yes, mention Brand(s): \_\_\_\_\_

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**D. PAST EXPERIENCE**

13. Years of Experience in Supplying Goods/Services:

**F. DECLARATION**

I/We hereby declare that the information provided above is true and correct to the best of my/our knowledge. If any information is found to be false or misleading, my/our registration is liable to be cancelled.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal of the Firm: \_\_\_\_\_

Date: \_\_\_\_\_