



GOVERNMENT OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER  
HOJAI :: SANKARDEV NAGAR  
(ELECTION BRANCH)  
Email ID – deo-hojai@nic.in

No. HJEL.42/2022/8

Date:20.08.2022

**SHORT NOTICE INVITING TENDER**

Sealed tenders are hereby invited from experienced firms/vendors for supply of various items required for **Special Summary Revision 2022-23**.

The detailed Eligibility, Criteria, Quantity required and Terms and Conditions are available at the office of the Deputy Commissioner, Sankardev Nagar, Hojai.

The Tenders shall be received in the office of the Deputy commissioner, Sankardev Nagar, Hojai up to 3.00 P.M. on 29.08.2022, and shall be opened on the same day at 4.00 P.M. Intending bidders may obtain the Tender papers from the office of the Deputy Commissioner, Sankardev Nagar, Hojai.

**General Terms and Conditions:** The bidders are requested to go through the terms & conditions very carefully before submission of their respective bids on satisfaction with the terms & conditions of the contract, as laid down hereafter, the bidder may submit their bid.

1. The firm/vendor should be registered in India and the proprietor/owner should be a citizen of India.
2. The tenderer to whom the works shall be allotted will have to supply the items within stipulated time.
3. The items have to be decent, legible, without any mistake and free from any defects.
4. Any deviation from terms and conditions shall invite cancellation of tenders/bills etc.
5. Each Firm must have GSTIN Registration/ Trade License/Income Tax Clearance Certificate, PAN Card etc.
6. The bills must be submitted along with necessary work order in original and copy of Challan etc. for payment.
7. Payment will be made through NEFT/RTGS only.
8. Any other conditions deem to be just, fit and proper may be imposed at any point of time.
9. The technical bid will be opened first for the necessary evaluation. The price bids of the technically qualified bidders only will be opened later.
10. The tender of the lowest bidder will be accepted provided it fulfills all other criteria.
11. Preference will be given to the local, financially sound and experienced firms.
12. The quoted rate should be inclusive of all taxes.
13. The quoted rate should include installation and carrying charge wherever applicable.
14. The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Deputy Commissioner &  
District Election Officer,  
Election

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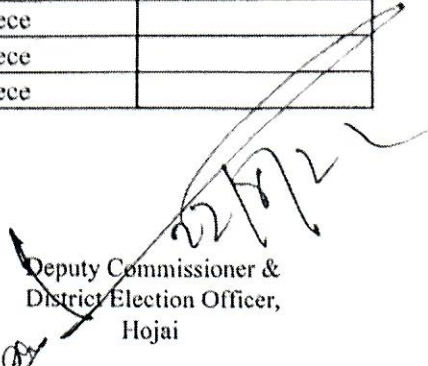
Copy to:

1. The SDIPRO, Hojai for information and she is directed to widely publicize the notice.
2. The DIO, NIC to upload the same on district official website, Hojai.
3. All Notice Boards of DC Office, Circle Office, MB/TC office of the Hojai district.
4. Office Copy.

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### List of Items

Sl. No.	Item	Rate per Unit	Quotation Rate
1	A4 Paper (90 GSM)	Per packet	
2	Legal Paper (90 GSM)	Per packet	
3	12A Tonner (Pro Dot)	Per Piece	
4	Rubber Band (Big & Small)	Per 100gm	
5	Red Ball Pen	Per Dozen	
6	Blue Ball Pen	Per Dozen	
7	File Board & Cover	Per Piece	
8	Tag	Per Bundle	
9	Staple	Per Piece	
10	Staple Pin	Per Dozen	
11	Whitener	Per Dozen	
12	Gum	Per 100 ml	
13	Register	Per Number	
14	Punch Machine	Per Piece	
15	UPS	Per Piece	
16	Key Board	Per Piece	
17	Mouse	Per Piece	
18	Knife	Per Piece	
19	Gajjeng	Per Dozen	
20	Printer (HP Laser Jet 1020 plus)	Per Piece	
21	Extension Cord	Per Piece	
22	Pen Drive 64 GB	Per Piece	
23	Pen Drive 32 GB	Per Piece	
24	Quick Heal Antivirus 3 User	Per Piece	
25	Dustbin	Per Piece	
26	Marker Pen Blue	Per Dozen	
27	Marker Pen Red	Per Dozen	
28	Scissors	Per Piece	
29	CD	Per Box	
30	DVD	Per Box	
31	Cello Tape	Per Dozen	
32	Multicolour Flags	Per Packet	
33	Gum Stick	Per Dozen	
34	Banner	Per Squire Feet	
35	Plastic folder	Per Piece	
36	Lock and Key	Per Piece	
37	Scanner (Canon Image Formula P-201)	Per Piece	
38	Ring Binder File	Per Piece	
39	Wifi	Per Piece	
40	Bluetooth	Per Piece	
41	USB Cable (Type -B)	Per Piece	
42	USB Cable (Type -C)	Per Piece	

  
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 Hojai