



GOVERNMENT OF ASSAM  
OFFICE OF THE CO-DISTRICT COMMISSIONER, NADUAR, SONITPUR  
(TRANSFORMATION AND DEVELOPMENT BRANCH)

Email ID – [cdc-naduar@assam.gov.in](mailto:cdc-naduar@assam.gov.in)

Contact No. 03715-291835

NCD/TND/PEP&amp;PC/2025/ 116

Dated 20/01/2025

**NOTICE INVITING TENDER**

Sealed quotation in plain paper affixing non-refundable Court Fee stamp of Rs. 8.25 (Rupees eight and twenty five paise) only are invited from intending local Registered Firms for **IT equipment Supply** etc. as per annexure-A, Sl no 1-69 of enclosed herewith in connection with upcoming Panchayat Election 2024-2025 as per following terms and conditions. Quotation will be received at the Transformation and Development Branch, CDC Office, Naduar, Sonitpur, up to 3.00PM of 30<sup>th</sup> January, 2025 and will be opened on the same day at 3.30 PM in the Chamber of the Co- District Commissioner, Sonitpur in presence of the intending firms.

**TERMS AND CONDITIONS:**

- 1) Intending bidders must furnish the following valid documents along with their quotation:
  - a) Trade Registration Certificate of firm with up to date validity.
  - b) GST, Registration Certificate.
  - c) Tax Clearance Documents.
  - d) Permanent Account Number (PAN) card.
  - e) Photostat copy of self-attested bank account number.
- 2) The firm will have to deposit a earnest money of Rs 20,000/ in form of demand draft in favour of Co-District Commissioner, Naduar.
- 3) Rates quoted should be inclusive of all taxes. GST/ Income Tax as applicable will be deducted from the bill amount at source.
- 4) Rates to be quoted should be economical and reasonable. If the lowest quoted rate is higher than the MRP/Market price, then rate will be fixed as per the MRP/Market Price. Rate should be quoted in both figure and word.
- 5) In case lowest rate is quoted by one firm for an item and by other firm for other items, then these firms will have to assure their willingness/submit consent letter to supply any or all of the materials as above, as per approved rates of the undersigned.

- 6) The authority is not bound to issue order to the successful bidder. The undersigned has the right to reject any quotation having abnormally low rates than Market rates.
- 7) The work order will be placed as per requirement and payment will be made subject to availability of fund in the respective head of account after observing all necessary formalities thereof. No claim as regards to advance payment will be entertained.
- 8) The undersigned reserves the right to reject any item in a quotation or the whole quotation without assigning any reason thereof if the conditions are not fulfilled by the tender.
- 9) The Approved Firms / Contractor will have to supply the items as and when required under short notice and in due time without fail.
- 10) Payment of bill will be made as per Assam Govt, rules on receipt of fund through budget allotment from time to time. The undersigned will not be responsible for any delay in payment of bill for reasons beyond his control/authority.
- 11) Any firm/supplier indulging in any malpractice or adopting any unfair means will be barred from working in the office. Any deviation in terms and conditions or inability to supply materials as per standard or on time, shall invite cancellation of quotation/tender/Bills etc. and forfeiture of security deposit.
- 12) The Committee can select one or more bidder at L1 rate.
- 13) And any other condition deemed to be just, fit and proper at any point of time.

  
**Co-District Commissioner, Naduar**  
&  
**Chairman, Procurement & Purchase Committee**

Memo No. NCD/TND/PEP&PC/2025/A(116)

Dated 20/01/2025

Copy to :

1. The District Information and Public Relation Officer, Sonitpur, Tezpur for wide publicity through local print media.
2. The DIO, NIC Sonitpur, Tezpur for uploading in the District website

3. PA to DC for kind appraisal of DC Sonitpur.
4. Notice Board,Co- District Commissioner's Office and Election Office, Sonitpur
5. All leading firms of the Sonitpur Election District.



**Co-District Commissioner , Naduar  
&  
Chairman, Procurement & Purchase Committee**

**Annexure- A**

<b>IT equipment Supply</b>		
<b>SL No.</b>	<b>Description of Works/items</b>	<b>Units</b>
1	Anti-virus (1 user) Quick Heal or similar	Each
2	Anti-virus (3 user) Quick Heal or similar	Each
3	Anti-virus (5 user) Quick Heal or similar	Each
4	Cat 6 Cable 100 meters	Per Coil
5	Cat 6 Cable up to 3 meters with connectors	Each
6	Cat 6 Cable above 3 meters up to 10 meters with connectors	Each
7	RJ 45 Connector	Each
8	RJ45 to USB Adaptor	Each
9	Compact Disc (CD) Best Quality	Each
10	Computer key board Logitech or similar	Each
11	Computer mouse Branded Logitech or similar	Each
12	D-Link Switch 12/16 port	Each
13	D-Link Switch 8 port	Each
14	HP DVD-R 4.7 GB Premium Professional Recordable Blank Digital Versatile Disc 16x Speed	Each
15	External Hard Disk 1Tb - Seagate or similar	Each
16	External Hard Disk 2Tb - Seagate or similar	Each
17	External Hard Disk 4Tb - Seagate or similar	Each
18	SSD Hard Disk 1Tb - Seagate or similar	Each
19	SSD Hard Disk 2Tb - Seagate or similar	Each
20	SSD Hard Disk 4Tb - Seagate or similar	Each
21	D-link DIR -825/IIN/J1 MU_MIMO Gigabit Wireless Router,Dual Band ,1200 Mbps Wi-Fi Speed,5 Gigabit Port,4 External Antenna,Router   Dual Band,Access Point   Repeater Mode,Black or similar	Each
22	Pen Drive 32 Gb Best Quality	Each
23	Pen Drive 64 Gb Best Quality	Each
24	Pen Drive 128 Gb Best Quality	Each
25	UPS 1 KVA-APC Back-UPS BX1100C-IN 1100VA/660W, 230V, UPS System or similar	Each
26	UPS 600 VA-APC Back-UPS BX600C-IN 600VA/360W, 230V, UPS System or similar	Each
27	Cartridge Canon 2900 (Original)	Each
28	Cartridge Canon 2900 (Compatible)	Each
29	Cartridge Canon 337 (Original)	Each
30	Cartridge Canon 337 (Compatible)	Each

31	Cartridge Canon 925 (Original)	Each
32	Cartridge Canon 925 (Compatible)	Each
33	Cartridge HP LaserJet 15 A (Original)	Each
34	Cartridge HP LaserJet 15 A (Compatible)	Each
35	Cartridge HP LaserJet 05 A (Original)	Each
36	Cartridge HP LaserJet 05 A (Compatible)	Each
37	Cartridge HP LaserJet 388 Universal (Compatible)	Each
38	Cartridge HP LaserJet 55A (Original)	Each
39	Cartridge HP LaserJet 55A (Compatible)	Each
40	Cartridge HP LaserJet 88 A (Original)	Each
41	Cartridge HP LaserJet 88 A (Compatible)	Each
42	Cartridge HP LaserJet 78 A (Original)	Each
43	Cartridge HP LaserJet 78 A (Compatible)	Each
44	Cartridge HP LaserJet P1108 (Original)	Each
45	Cartridge HP LaserJet P1108 (Compatible)	Each
46	Cartridge HP LaserJet PLH 388 Produt (Compatible)	Each
47	Cartridge HP 277 (Original)	Each
48	Cartridge HP 277 (Compatible)	Each
49	Cartridge Canon LaserJet 6030 (Original)	Each
50	Cartridge Canon LaserJet 6030 (Compatible)	Each
51	Cartridge Dell 1033 (Compatible)	Each
52	Cartridge Samsung ML 1450 (Compatible)	Each
53	Cartridge Taskalfa 2200 (Original)	Each
54	HP All-in-One PC 11th Gen Intel Core i5 23.8 inch (60.5cm) FHD Anti-Glare 8GB RAM, 512GB SSD, Intel Iris Xe Graphics, Wireless Keyboard and Mouse Combo (Win 11, MSO21) 24-df1229in or similar	Each
55	HP Laptop-11th Gen Intel Core i5- 1155G7, 15.6-inch (39.6cm), FHD, 16GB DDR4 512GB SSD, (Win 11, MSO 2021) or similar	Each
56	HP LaserJet Tank MFP all in one 1005 Printer	Each
57	HP LaserJet P1008	Each
58	HP laser Jet 1536dnf MFP	Each
59	HP All in one/Dell 90w Adapter	Each
60	Branded HDMI Cable - 10 Meters	Each
61	Branded HDMI Cable - 3 Meters	Each
62	Branded HDMI Cable - 1.5 Meters	Each
63	Branded USB Hub 3.0 (min 4 ports )	Each
64	Anchor (4 pin) Extension Board	Each
65	Spike Guard - 4 Universal Socket with Single Switch - 4 Mtr , Anchor or similar	Each
66	Spike Guard - 4 Universal Socket with Single Switch - 1.5 Mtr , Anchor or similar	Each
67	Web camera-Logitech C270 Digital HD Webcam with Widescreen HD video Calling ,HD Light Correction ,Noise -Reducing Mic or similar	Each
68	Branded USB Multimedia Speakers (10 Watt )	Each
69	Branded Headset with noise cancelling mic (3.5mm jack)	Each

  
**Co-District Commissioner , Naduar**  
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