

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE PROJECT DIRECTOR: ITDP: TEZPUR**  
**SONITPUR: ASSAM**

File No. ITDP(T).555/DAJ-GUA/DFRAC(F)/2025/ 6187

Date- 28/09/2026

**INVITATION FOR QUOTATIONS**  
**(CATEGORY A: IT EQUIPMENT & PERIPHERALS)**

Sealed quotations are invited from reputed, authorized, and eligible suppliers/firms for the supply and delivery of the following IT equipment & peripherals to the Office of the Project Director, Integrated Tribal Development Project (ITDP), Tezpur, for the FRA Cell, Sonitpur District.

| Sl No. | Item & Specification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Quantity |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1      | Desktop Computer Setup (Complete Bundle)<br>• CPU / System Unit: Processor: Intel Core i5 (12th Gen) or AMD Ryzen 5 5600, RAM: 8GB DDR4 (Expandable), Storage: 512GB SSD, OS: Windows 11 Professional, Connectivity: Built-in Wi-Fi & Bluetooth<br>• Monitor: Screen: 27-inch LED/TFT (Same make as CPU)<br>• Power Backup: UPS: Minimum 600VA Line Interactive (15-30 mins backup)<br>• Accessories: Standard USB Keyboard & Mouse (Same make), Mousepad<br>• Warranty: 3 Years On-site (PC & Monitor), 2 Years (UPS) | 1 Set    |
| 2      | Multifunction Color Ink Tank Printer (Model Equivalent: HP Smart Tank 521 All-in-One Printer)                                                                                                                                                                                                                                                                                                                                                                                                                          | 1 No.    |
| 3      | Above Original Printer Ink Refill Bottles (1 Full Set - Black & Colour)                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1 Set    |
| 4      | Pen drive 32 GB (USB 3.0)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 3 Nos.   |
| 5      | Extension Board 4 metre length (Heavy Duty)                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1 No.    |

**Terms and Conditions:**

1. The quoted rates shall be inclusive of all applicable taxes, GST, transportation, delivery, installation, and any other incidental charges.
2. The items supplied shall be brand new, of standard quality, and conform to the required specifications.
3. The supplier shall clearly mention the make, model, specifications, and warranty period of the items.
4. Delivery shall be completed within 15 (fifteen) days from the date of the Purchase Order.
5. Payment shall be made only after successful delivery, installation, and verification of the supplied items.
6. The quotation shall remain valid for 30 (thirty) days from the date of opening.
7. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.
8. Quotations must be submitted in a sealed envelope superscribed 'Quotation for IT EQUIPMENT & PERIPHERALS'.

**Submission of Quotations:**

Interested suppliers shall submit their sealed quotations to the Office of the Project Director, ITDP, Tezpur, on or before **5<sup>th</sup> October, 2026** by **03:00 PM**

  
(Sri Ananda Kumar Das, ACS)  
District Commissioner, Sonitpur  
Sonitpur, Tezpur

Memo No. ITDP(T).555/DAJ-GUA/DFRAC(F)/2025/ 6189-A

Date - 28/09/2026

**Copy to:**

1. The Project Director, ITDP, Tezpur & Member Secretary, Procurement Committee for information.
2. The Sub-divisional Welfare Officer, Tezpur & Member, Procurement Committee for information.
3. The Financial and Accounts Officer (FAO), Sonitpur & Member, Procurement Committee for information.
4. The District Informatics Officer (DIO), NIC, Sonitpur, with a request to kindly upload this Invitation for Quotations on the official District website.
5. Office File.

  
(Sri Ananda Kumar Das, ACS)  
District Commissioner, Sonitpur  
Sonitpur, Tezpur

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE PROJECT DIRECTOR: ITDP: TEZPUR**  
**SONITPUR: ASSAM**

File No. ITDP(T).555/DAJ-GUA/DFRAC(F)/2025/ 6188

Date- 28/09/2026

**INVITATION FOR QUOTATIONS**  
**(CATEGORY B: OFFICE FURNITURE & ALLIED ITEMS)**

Sealed quotations are invited from reputed, authorized, and eligible suppliers/firms for the supply and delivery of the following office furniture & allied items to the Office of the Project Director, Integrated Tribal Development Project (ITDP), Tezpur, for the FRA Cell, Sonitpur District.

| Sl No. | Item & Specification                                          | Quantity |
|--------|---------------------------------------------------------------|----------|
| 1      | Steel Almirah (Standard Size: 78" x 36" x 18", 20/22 Gauge)   | 1 No.    |
| 2      | Clerical Table (Size: 4ft x 2ft with standard drawers)        | 1 No.    |
| 3      | Officers Chair (High-back or Medium-back Ergonomic/Revolving) | 1 No.    |
| 4      | Computer Table (Standard Size)                                | 1 No.    |
| 5      | Stand Fan                                                     | 1 No.    |

**Terms and Conditions:**

1. The quoted rates shall be inclusive of all applicable taxes, GST, transportation, delivery, installation, and any other incidental charges.
2. The items supplied shall be brand new, of standard quality, and conform to the required specifications.
3. The supplier shall clearly mention the make, model, specifications, and warranty period of the items.
4. Delivery shall be completed within 15 (fifteen) days from the date of the Purchase Order.
5. Payment shall be made only after successful delivery, installation, and verification of the supplied items.
6. The quotation shall remain valid for 30 (thirty) days from the date of opening.
7. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.
8. Quotations must be submitted in a sealed envelope superscribed 'Quotation for OFFICE FURNITURE & ALLIED ITEMS'.

**Submission of Quotations:**

Interested suppliers shall submit their sealed quotations to the Office of the Project Director, ITDP, Tezpur, on or before **5<sup>th</sup> October, 2026** by **03:00 PM**.

(Sri Ananda Kumar Das, ACS)  
District Commissioner, Sonitpur

Date - 28/09/2026

Memo No. ITDP(T).555/DAJ-GUA/DFRAC(F)/2025/ 6188-A

**Copy to:**

1. The Project Director, ITDP, Tezpur & Member Secretary, Procurement Committee for information.
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4. The District Informatics Officer (DIO), NIC, Sonitpur, with a request to kindly upload this Invitation for Quotations on the official District website.
5. Office File.

(Sri Ananda Kumar Das, ACS)  
District Commissioner, Sonitpur

## **MINUTES OF THE PROCUREMENT COMMITTEE MEETING**

Date: 17/07/2026

Time: 1:00 PM

Venue: Office Chamber of the District Commissioner, Sonitpur

The meeting of the Procurement Committee was held under the chairmanship of the District Commissioner, Sonitpur, cum Chairperson of the Procurement Committee. The Member Secretary placed the proposed list of items, along with their detailed specifications, to be procured for the District FRA Cell before the committee for review and financial approval. The Member Secretary appraised the committee that the sanctioned budget for this procurement is Rs. 75,000/- (Rupees Seventy-Five Thousand) for IT Equipment and Rs. 32,000/- (Rupees Thirty-Two Thousand) for Office Furniture.

After detailed discussion, the committee resolved the following:

1. The committee unanimously approved the procurement of the following items, divided into two categories as per the sanctioned budget provisions, along with their specifications and quantities:

### **Category A: IT Equipment & Peripherals (Sanctioned Value: Rs. 75,000/-)**

| Sl No. | Item & Specification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Quantity |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1      | Desktop Computer Setup (Complete Bundle) <ul style="list-style-type: none"><li>• CPU / System Unit: Processor: Intel Core i5 (12th Gen) or AMD Ryzen 5 5600, RAM: 8GB DDR4 (Expandable), Storage: 512GB SSD, OS: Windows 11 Professional, Connectivity: Built-in Wi-Fi &amp; Bluetooth</li><li>• Monitor: Screen: 27-inch LED/TFT (Same make as CPU)</li><li>• Power Backup: UPS: Minimum 600VA Line Interactive (15-30 mins backup)</li><li>• Accessories: Standard USB Keyboard &amp; Mouse (Same make), Mousepad</li><li>• Warranty: 3 Years On-site (PC &amp; Monitor), 2 Years (UPS)</li></ul> | 1 Set    |
| 2      | Multifunction Color Ink Tank Printer (Model Equivalent: HP Smart Tank 521 All-in-One Printer)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1 No.    |
| 3      | Above Original Printer Ink Refill Bottles (1 Full Set - Black & Colour)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1 Set    |
| 4      | Pen drive 32 GB (USB 3.0)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 3 Nos.   |
| 5      | Extension Board 4 metre length (Heavy Duty)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1 No.    |

**Category B: Office Furniture & Allied Items (Sanctioned Value: Rs. 32,000/-)**

| Sl No. | Item & Specification                                          | Quantity |
|--------|---------------------------------------------------------------|----------|
| 1      | Steel Almirah (Standard Size: 78" x 36" x 18", 20/22 Gauge)   | 1 No.    |
| 2      | Clerical Table (Size: 4ft x 2ft with standard drawers)        | 1 No.    |
| 3      | Officers Chair (High-back or Medium-back Ergonomic/Revolving) | 1 No.    |
| 4      | Computer Table (Standard Size)                                | 1 No.    |
| 5      | Stand Fan                                                     | 1 No.    |

2. The Procurement Committee decided to procure the mentioned items by inviting sealed quotations separately for Category A (Rs. 75,000/-) and Category B (Rs. 32,000/-) from registered vendors. Furthermore, since these estimated values are well below the mandatory newspaper advertisement threshold of Rs. 10 Lakhs under standard financial rules, the committee resolved that newspaper circulation is not required. Instead, the separate Invitation for Quotations notices shall be directly circulated to local registered vendors and widely publicized by uploading them to the official District website through the District Informatics Officer (DIO).

The meeting ended with a vote of thanks from the chair.

  
(Sri Ananda Kumar Das, ACS)

District Commissioner, Sonitpur

-cum-

Chairperson, Procurement Committee,

District FRA Cell

