



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER ::: SONITPUR ::: TEZPUR
(ELECTION BRANCH)

No. SEL.39/2026/ 397

Date: 12/01/2026

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 **hiring charge of various items** etc. as per annexure-A, Sl no 1-43 of enclosed herewith in connection with upcoming **General Election to Assam Legislative Assembly 2026**, as per following terms and conditions. Quotation will be received at the Election Office, Sonitpur, Tezpur up to 3.00 PM of 28 January, 2024 and will be opened on the same day at 3.30 PM in the Chamber of the Election Officer, 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 an earnest money of Rs 20,000/- in form of demand draft in favour of District Commissioner, Sonitpur.
- 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) **If the total cost of hiring of a particular item exceeds the purchase cost (as per CEO empaneled rates or market rates), then the Committee reserves the right to approve the bill at the lower purchase cost and retain the item in the office.**
 - 13) And any other condition deemed to be just, fit and proper at any point of time.

Digitally signed by
ANANDA KUMAR DAS
Date: 11-01-2026
10:00:14
District Commissioner, Sonitpur &
Chairman, Procurement Committee

Memo No. 115984/397-A

Date: 12-01-2026

Copy for information and wide circulation forwarded to:

1. The District Information and Public Relation Officer, Sonitpur, Tezpur for wide publicity through local media.
- ✓ 2. The DIO, NIC Sonitpur, Tezpur for uploading in the District website
3. Notice Board, District Commissioner's Office and Election Office, Sonitpur
4. All leading firms of the Sonitpur Election District.

(e-signed)
District Commissioner, Sonitpur &
Chairman, Procurement Committee

Annexure-A

Hiring items		
SI No	Items	Quantity
1.	Projector with screen and operator	per set per day
2.	Projector with screen, Laptop and Operator	per set per day
3.	Projector	per no per day
4.	Screen	per no per day
5.	Operator	per no per day
6.	Stand fan	per no per day
7.	Ceiling Fan	per no per day
8.	Scanner (Flatbed)	per no per day
9.	VIP Chair	per no per day
10.	Wooden Table (Standard Size)	per no per day
11.	Cordless Microphone set with Battery and other necessary accessories with operator	per no per day
12.	PA System (1 Amplifire,2 Microphone,2 Box or Horn)	per set/ per day
13.	PA System (1 Amplifire,4 Microphone,4 Box or Horn)	per set/ per day
14.	Screen/ Shamiyana with fitting	per sq. ft.
15.	Hire charge of DG set with operator (without POL)	per KVA/ per day
16.	Hire charge of DG set without operator (without POL)	per KVA/ per day
17.	Air conditioner 1 Ton & 1.5 Ton	per no/ per day
18.	Fridge	per no/ per day
19.	Steel Almirah	per no per day
20.	Web-cam	per no/ per day
21.	Sofa Set (5-Seater) with Centre Table	per no/per day
22.	Visitors Chair	per set/ per day
23.	Wooden Desk	per set/ per day
24.	Plastic chair with cover	per no/ per day
25.	Plastic Chairs	per set/ per day
26.	Secretary Table	per no per day
27.	Plastic Table	per no/ per day

28.	Half Secretary Table	per set/ per day
29.	Plastic Table with cover	per no/ per day
30.	Pandal	per sq ft.
31.	Carpet	per sq ft.
32.	DVD player	per set/ per day
33.	CCTV Camera with all accessories & Installation charge (Excluding Cable)	per no/ per day
34.	CCTV CAT-6 cable	per meter
35.	LED Monitor 18"	per no/ per day
36.	LED TV up to 32"	per set/ per day
37.	LED TV above 32"	per set/ per day
38.	UPS 600VA	per no/ per day
39.	Colour Printer	per set/ per day
40.	Photostat/Xerox Machine	per set/ per day
41.	Laser printer	per set/ per day
42.	Laptop with Window, MS Office, Antivirus, etc.	per set/ per day
43.	Desktop with UPS with 3-4 hrs. backup, Window, MS Office, Antivirus etc.	per set/ per day

Digitally signed by
ANANDA KUMAR DAS
Date: 08-01-2026

23:59:58
District Commissioner, Sonitpur &
Chairman, Procurement Committee