



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&PC/2025/৪৪

Dated 10/01/2025


**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 **hiring charge of various items** etc. as per annexure-A, Sl no 1-47 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, up to 3.00PM of 16<sup>th</sup> January, 2025 and will be opened on the same day at 3.30 PM in the office Chamber of the Co-District Commissioner, Naduar 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/ 88-A

Dated 13/01/2025

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**



Hiring items		
Sl No	Items	Quantity
1.	Projectorwithscreenandoperator	perno per day
2.	Projectorwithscreen,Laptop andOperator	perset/ perday
3.	Projector	perno per day
4.	Screen	perno per day
5.	Operator	perno per day
6.	Standfan	perno per day
7.	CeilingFan	perno per day
8.	Scanner (Flatbed)	perno per day
9.	VIPChair	perno per day
10.	WoodenTable (StandardSize)	perno per day
11.	Cordless Microphonesetwith Batteryand othernecessaryaccessorieswithoperator	perno per day
12.	PA System(1Amplifire,2Microphone,2Box orHorn)	perset/ perday
13.	PA System(1Amplifire,4Microphone,4Box orHorn)	perset/ perday
14.	Screen/Shamiyanawithfitting	persq.ft.
15.	HirechargeofDGsetwithoperator(SoundlesswithoutPOL)	per KVA/perday
16.	HirechargeofDGsetwithoperator(withoutPOL)	per KVA/perday
17.	Air conditioner 1Ton & 1.5 Ton	perno/per day
18.	Fridge	perno/per day
19.	Steel Almirah	perno per day
20.	Web-cam	perno/per day
21.	Hiring Charges of Furniture(Chairs,Sofa,etc)	per no/per day
22.	VisitorsChair	perset/ perday
23.	WoodenDesk	perset/ perday
24.	Plasticchairwith cover	perno/per day
25.	Plastic Chairs	perset/ perday
26.	SecretaryTable	perno per day
27.	PlasticTable	perno/per day

28.	HalfSecretaryTable	perset/ perday
29.	PlasticTablewith cover	perno/per day
30.	Pandal	Per sqft.
31.	Carpet	Per sqft.
32.	DVD player	perset/ perday
33.	CCTV Camera with all accessories &Installation charge	perno/per day
34.	LEDMonitor18"	perno/per day
35.	LEDTVupto32"	perset/ perday
36.	LEDTVabove32"	perset/ perday
37.	UPS600VA	perno/per day
38.	Generator 1 KVA (with and without Operator)	perset/ perday
39.	Generator5KVA (with and without Operator)	perset/ perday
40.	Generator7KVA (with and without Operator)	perset/ perday
41.	Generator7.5KVA(with and without Operator)	perset/ perday
42.	Generator10KVA (with and without Operator)	perset/ perday
43.	Colour Printer	perset/ perday
44.	Photostat/XeroxMachine	perset/ perday
45.	Laserprinter	perset/ perday
46.	Laptop with Window, MS Office, Anitvirus etc.	perset/ perday
47.	Desktop with UPSwith3-4hrs backup, Window, MSOffice ,Anitvirus etc.	perset/ perday

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