



GOVT. OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER:: :: NAGAON  
(Sub-Divisional Planning Branch)  
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No. NDP.5/2025/05-06

Dated. 21/03/2025

**NOTICE INVITING TENDER**

Sealed quotations affixing court fee stamp of Rs.8.25 (Rupees Eight and Twenty-Five paisa) only are hereby invited from Registered/reputed intending local Firms for hiring and procurement/hiring of **Tent house materials etc. / IT & ELECTRONIC EQUIPMENT including CCTV** (list enclosed herewith) in connection with conduct of upcoming Panchayat Election, 2025, under following terms and conditions. The quotations will be received up to **2.00 PM of 30/03/2025** and will be opened on the same working day at **03.00 PM** in the Office Chamber of Election Officer, Nagaon in presence of the tenderer or their representatives. Quotations will have to be deposited at the tender box kept at Election Office, Nagaon, during office hours on working days.

**TERMS AND CONDITIONS :**

- 1) The tenders will have to be accompanied by up to date GST and Income Tax from the competent Authority.
- 2) Non-refundable of bid processing fee of Rs.100/- (Rupees One hundred) only and EMD/Bid Security of Rs.20,000/- (Rupees twenty thousand) only are to be deposited in cash or Bank Draft pledged in favour of District Commissioner, Nagaon.
- 3) The rate should be quoted inclusive of all taxes. Further, the bill amount of Hiring a particular item should not exceed the MRP of the item.
- 4) The tenderer must attach the photo copy of Firm's Govt. Registration Certificate/ GST Registration Certificate with record of up-to-date return submission, PAN Card, trade License from MB, IT returned of last 3 (three) years and Bank Account Number with the Quotation.
- 5) L1 rate for each item will be decided through the tender. All work orders will be issued in L1 rate only. For supply of each listed item, preference will be given to the bidder who has quoted L1 rate for that particular item.
- 6) If a tenderer gets L1 rate and further he/she denies to supply that particular item, he/she will be barred from supplying the items during the entire election process.
- 7) Documents to be furnished along with rate.
  - i) GST return for the last 3 (three) Financial Year.
  - ii) IT return for the last 3 (three) Financial Year.
  - iii) PAN Card.
  - iv) Similar earlier experience, if any.
- 8) The approved firms must supply the equipment at the Branch immediately, as and when required, at their own cost.
- 9) Rates once accepted will not be changed and will remain for hiring valid for a period of one year.
- 10) Payment will be made as and when fund is received from the Govt.
- 11) The details of the items can be collected from the Election Officer & Nodal Officer, Panchayat Election-2025, Nagaon.

12) Chairman has the right to accept or reject any or all tenders without assigning any reason thereof and has the right to fix the price of any materials as per prevailing market rate.



Addl. District Commissioner,  
Nagaon &  
Chairman, Procurement Committee  
Panchayat Election, 2025

Memo No. NDP.5/2025/05-06

Date:-21/03/2025

Copy to:-

1. The Addl. District Commissioner & SDPLO, Nagaon.
2. The Election Officer, Nagaon.
3. The Finance & Account Officer, Nagaon.
4. The DIO, NIC, Nagaon for uploading at District Website immediately.
5. The DIPRO, Nagaon with a request for wide publicity through printing and electronic media. She will at least publish in one English Daily Newspaper and other in local vernacular newspaper.
6. Notice Board.



Addl. District Commissioner,  
Nagaon &  
Chairman, Procurement Committee  
Panchayat Election, 2025

## LIST OF ITEMS

• Tender published vide No. NDP. 5/2025/5-6

Dated 21.03.2025

a) Hiring of Items for logistic support -

Sl No.	Item Name	Rate	Unit price in INR (including all Taxes)
1	Plastic Chair with handle	Per No. / Per Day	
2	Plastic Chair without handle	Per No. / Per Day	
3	Plastic Table	Per No. / Per Day	
4	Computer Table (Standard size)	Per No. / Per Day	
5	Secretary Table	Per No. / Per Day	
6	Sofa 03 seater	Per No. / Per Day	
7	Sofa Set 05 Seater	Per No. / Per Day	
8	Stand Fan	Per No. / Per Day	
9	Ceiling Fan	Per No. / Per Day	
10	VIP Chair	Per No. / Per Day	
11	Wooden Table (Standard size)	Per No. / Per Day	
12	Wooden table (2.5" x 2.5")	Per No. / Per Day	
13	Screen / Samiyana	Per Mtr Sq./ Per Day	
14	Screen / Samiyana with fitting	Per Mtr. sq/ Per Day	
15	Hiring of Fire Extinguisher (Foam)	Per No. / Per Day	
16	Hiring of Fire Extinguisher (liquid)	Per No. / Per Day	
17	Hire charge of DG set with operator (sound less without POL)	Per / KVA / Per Day	
18	Hire charge of DG set with operator (without POL)	Per / KVA / Per Day	
19	Steel Almirah	Per No. / Per Day	
20	Carpet	Per mtr. Sq/ Per Day	

b) Hiring IT Equipments-

Sl No.	Item description	Unit	Unit price in INR (including all Taxes)
1	Hiring of LED T.V. 32 "	Per unit/day	
2	Hiring of LED T.V. 43 "	Per unit/day	
3	Hiring of LED T.V. 55 "	Per unit/day	
4	Hiring of LED T.V. 65 "	Per unit/day	
5	Computer Set (Key Board, CPU, UPS, Mouse, Monitor)-Desk Top, Antivirus	Per unit/day	
6	Projector with screen	Per unit/day	
7	Laptop with Windows MS Office,	Per unit/day	



	Antivirus etc.		
8	Xerox Machine	Per unit/day	
9	Printer Colour	Per unit/day	
10	Laser Printer	Per unit/day	
11	Scanner (A4)	Per unit/day	
12	Scanner(Legal)	Per unit/day	
13	Recording of TV News (with TV set, computer operator etc.)	Per Channel/per day	
14	Web Cam including accessories	Per unit/day	
15	P.A. System	Per unit/day	
16	Cordless Microphone	Per unit/Day	

a) **Hiring of CCTV with other accessories -**

SL. NO	ITEM	Unit	Unit price in INR (including all Taxes)
1.	CCTV HD 2.5 Megapixel Camera with all accessories	Per unit/day	
2.	19" LED Monitor/ TV	Per unit/day	
3.	32" LED Monitor/ TV	Per unit/day	
4.	52" LED TV/	Per unit/day	

