



GOVERNMENT OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER::UDALGURI::ASSAM

Email: dc-udalguri@nic.in

Tel: 03711-224433

No. eCF. 154845/13

BIDDING DOCUMENT

**FOR SUPPLY OF STATIONARY/MATERIALS, VIDEOGRAPHY/PHOTOGRAPHY,
COMPUTERS & ACCESSORIES, PRINTING AND HIRING OF VARIOUS ITEMS IN
CONNECTION WITH BTCC ELECTION, 2025**

Tender inviting authority: District Commissioner cum District Election Officer,
Udagluri.

**GOVERNMENT OF ASSAM****OFFICE OF THE DISTRICT COMMISSIONER::UDALGURI::ASSAM**Email: dc-udalguri@nic.in

Tel: 03711-224433

No. eCF. 154845/14

Table of Contents

Sl.	Content	Page No.
1	NOTICE INVITING BID	03 to 04
2	GENERAL INSTRUCTIONS TO THE BIDDER	05 to 06
3	GENERAL CONDITIONS OF CONTRACT	07
4	BIDDING FORMS AND DETAILS FOR SUPPLY/HIRING OF ITEMS AND ANNEXURES	08 to 20



GOVERNMENT OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER::UDALGURI::ASSAM

Email: dc-udalguri@nic.in

Tel: 03711-224433

No. eCF. 154845/15-16

NOTICE INVITING BID (NIB)

FOR SUPPLY/HIRING OF ITEMS FOR THE UPCOMING BTCC ELECTION, 2025

1. Sealed Bids are invited from interested Bidders in the format as given in **Annexure (A)** of Bidding Document to participate in the tender No. ECF-154845/15-16 Dtd. 04.08.2026 for Supply of **STATIONARY/ MATERIALS, VIDEOGRAPHY/ PHOTOGRAPHY, COMPUTERS & ACCESSORIES, PRINTING AND HIRING OF VARIOUS ITEMS** for the upcoming BTCC Election, 2025 following single bid system to O/o the District Commissioner, Udalguri as per requirement of the undersigned.
2. Details of the requirement of the Material/Service are mentioned in the **Annexure (B)** of the Bidding Document.
3. For any clarifications, interested parties may visit the O/o the District Commissioner, Udalguri on any working day between 10:00 AM to 05:00 PM (except Holidays) before quoting the rates.
4. Bidding will be conducted through Competitive Bidding Method and procedures as specified in "The Assam Public Procurement Act, 2017" and "The Assam Public Procurement Act, 2020".
5. The Bid is to be submitted (by hand) following 1(one) envelope system in sealed envelope affixing Court fee stamp of Rs. 8.25 (Rupees eight and twenty-five paise) only and to be dropped in the Tender Box of the office of the undersigned. The sealed cover shall be super scribed as given below:

"BID FOR SUPPLY OF STATIONARY/ MATERIALS, VIDEOGRAPHY/ PHOTOGRAPHY, COMPUTERS & ACCESSORIES, PRINTING AND HIRING OF VARIOUS ITEMS FOR THE UPCOMING BTCC ELECTION, 2025"

(TENDER NO. ECF NO. _____)

Name & Address of the Bidder: XXXXXXXXXXXX

6. Bids without court fee stamp will not be accepted.
7. Every page of the bid must be serially numbered, indexed, stamped and signed by the authorized representatives of the bidder, failing which, it is liable to be rejected.
8. Closing date and time for submission of bid/ tender is **18.08.2025 up to 03:00 PM**. The bids complete in all respect must reach the office of the Tender Inviting Authority not later than the date & time specified for submitting the same.
9. The bids will be opened in the presence of bidders or their authorized representatives in the office the undersigned on **18.08.2025 at 04:00 PM**.
10. The bidders are advised to go through all the instructions, formats, terms & conditions and specifications as given in the bidding documents before submitting the bid. Failure to furnish all required information and documents by the bidder may result in rejection of the bid.
11. The Bid as submitted is final and modification/ correction is not allowed once submitted.

District Commissioner cum
District Election Officer,
Udalguri.

Memo No. eCF-154845/15-16-A

Copy to

1. The Chief Electoral Officer, Assam, Dispur for kind information.
2. The Director, Bodoland Welfare Department, Dispur, Guwahati for kind information.
3. The District Information & Public Relation Officer, Udalguri. He is requested to give wide publicity.
4. The DIO, NIC Udalguri to publish in the district website.
5. Notice Board, DC's Office Udalguri and all Circle Officer's of Udalguri District.
6. Office File.

(e-Signed)
District Commissioner cum
District Election Officer,
Udalguri.

GENERAL INSTRUCTIONS TO THE BIDDER

1. The bidders are required to quote their best rates for all items as per the format given in "Annexure- (B)" in both Hard and Soft copy under authentication of the Bidders.
2. Tender will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the Lowest bidder (L1) as per rules specified in "The Assam Public Procurement Act, 2017" and "The Assam Public Procurement Rules, 2020".
3. Specification of the Bid: Hiring/Supply of items specified in the BoQ shall be done for Election related work only and the period/length of hiring shall depend on the need of the equipment for Election related work.
4. For equipment required for Preparation for Poll Day / Poll Day activities, hiring shall be done after announcement of polls and shall be discontinued on or before the last day of the month of counting as per need/requirement.
5. The Bidders submitting their proposals must meet the following minimum eligibility criteria for financial bid opening should furnish the following documents duly self-attested along with the bid documents, failing which; the Bid will be liable for rejection. Minimum Eligibility for Financial Bid opening

Sl	Eligibility Criteria	Documents Required
1	Legal Entity- The bidder must be a registered company/ firm registered as per Indian Law. The Legal Entity must be operating in the Assam for the last 3 years in Business as on 31st March, 2025. The Legal Entity must have GST Registration for Assam	#Copy of Certificate of Incorporation /Registration. # Copy of Trade License issued in Assam. # Copy of GST registration for Assam # Copy of PAN # Copy of AADHAAR Card # Copy of Tax Clearance Certificate (GST and IT) # Copy of Bank Passbook/ cancelled cheque against the firm.
2	Average Annual Turnover of minimum Rs.20,00,000.00 (Rupees twenty lakh only) in the last three financial years i.e. 2022-23, 2023- 24 and 2024-25	CA Certified Turnover Certificate with UDIN needs to be furnished.
3	Must have executed at least 3 separate works for supply/hiring, services and hiring for Govt./ PSU in the last 3 Financial years: 2022-23, 2023-24 and 2024-25 & current FY.	Copy of Purchase/Work Order/ Work completion Certificate. The nature and volume of work should be clearly seen in these documents.
4	The Bidder should not have been blacklisted by any Government Department/ Bidder/Ministries or PSUs in the last three financial years and the current financial year i.e. FY 2022-23, FY 2023-24, FY 2024-25 and FY 2025-26. The applicant shall also be not blacklisted	A Notarized Affidavit with respect to the same needs to be furnished along with this bid.

6. All bidders are required to pay a Security Deposit of 20,000 ₹ in form Demand Draft/ Banker's Cheque in favour of Deputy Commissioner, Udalguri.
7. Selection of the successful bidder (i.e. L1 Bidder) shall be on the basis of the price offered in the Financial Bid, as per Annexure- (B).
8. The Authority reserves the right to reject any or all the Bids without assigning any reason thereof. The Lowest rate may not be compulsorily accepted and the decision of the Authority in this matter will be the final and binding on the Bidders.
9. Any over-writing, over-typing or erasing of figures or words in the bid which render it doubtful and ambiguous are not allowed and shall render the same invalid.

10. Any bidder may withdraw the bid before the last date of submission of bid. Only single bid shall be submitted by each bidder.
11. The O/o the District Commissioner, Udalguri, Dist: Udalguri will deal with the bidder directly and no middlemen/agents/commission agents etc., should be asked by the bidder to represent their cause and they will not be entertained by the O/o the District Commissioner, Udalguri.
12. All the pages of bid including the documents submitted therein must be serially numbered, indexed, duly signed and stamped failing which the offer shall be liable for rejection.
13. O/o the District Commissioner, Udalguri, in its discretion, reserves the right to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason thereof.
14. O/o the District Commissioner, Udalguri, reserves the right to seek clarification or verification of any information furnished by the bidder.
15. O/o the District Commissioner, Udalguri, reserves the right to alter any eligibility criteria without any prior notice to the bidders.
16. The rates quoted by the bidder, if found to be unreasonable or unrealistic, then the bid shall be liable for rejection, even if it is the lowest. Preference will be given to the Lowest and the most advantageous one.
17. The bidder shall give a Notarized Affidavit (as per Annexure 'C') that it is not currently blacklisted and its business dealings with Central/ State Government/ Public Sector units/ Autonomous bodies is not currently banned/ terminated on the account of poor performance.
18. The selected bidder will have to deposit a Performance Guarantee amounting 5% (or as decided following Procurement rules 2020) of the Work Order value, if and when required, for work order issued by Procuring Entity or District Commissioner as District Election Officer, Udalguri in the form of Bank Guarantee/ Fixed Deposit Receipt/ Demand Draft pledged in favour of District Commissioner, Udalguri which should be valid for a period as decided by the District Commissioner, Udalguri.
19. The selected bidder shall be contracted for a period of 1 (one) year from the date of Agreement. This period may be also shorter if the District Commissioner, Udalguri arrives at a reasoned conclusion that the performance of the selected bidder is below par and the bidder is not able to perform its assigned work. The District Commissioner, Udalguri may extend the validity of the contract up to another 02 (two) years- 01 (one) year at a time, without any change in rates and terms & conditions. The decision of the District Commissioner, Udalguri will be final and binding on both the parties.
20. The bidders shall submit all the Annexure (A, B, C, D & E) along with the bid documents.

GENERAL CONDITIONS OF CONTRACT

1. The bidder should be capable to arrange the supply even at short notice.
2. The bidder shall quote rates both in figures and words. In case of any discrepancy, the figures mentioned in words will be considered.
3. O/o the District Commissioner, Udalguri will have the right to place order for the items even beyond office hours, and on holidays.
4. The supplier shall maintain the quality of product. All items should be from any defects and new.
5. The rates should be genuine and reasonable and at the prevailing market rate.
6. The rates should be quoted as inclusive of GST and any other taxes/ charges.
7. The rates once quoted cannot be altered/ withdrawn after submission of the Bid.
8. No representation/ appeal for enhancement on the ground of rise in cost of materials, labour cost and rise in the market rate or any other reason whatsoever will be entertained.
9. The Tender Inviting Authority reserves the right to conclude parallel rate contracts with different bidders, in addition to the responsive bidder (L1) submitting the lowest price bid or most advantageous bid, but at the rate of such bidder.
10. The bill in duplicate may be sent to this office for settlement after delivery of the material has been done satisfactorily.
11. No advance payments will be entertained.
12. No payment will be made for rejected items supplied.
13. All payment shall be made as per norms laid down by the Government of Assam. The payment of bills will be made depending upon the availability of Fund.
14. The supplier shall make his own arrangement of loading, unloading and transporting up to the point delivery.
15. The Supplier will be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods/service to the Purchaser.
16. In the event of delayed payment due to administrative reason, the bidder will have no legitimate right to claim for any kind of compensation.
17. Payment of supplier's bills shall be made after delivery of the goods in satisfactory condition and subject to release of fund from Government.
18. Deduction of tax at source from payment to the suppliers will be as per existing laws in India.
19. The submission of a tender by a bidder implied that he/she has read entire tender document and has made himself/ herself aware of the scope and specification of the work to be performed and of the local condition and other factors which have a bearing on the execution of the work.
20. The supply of items will have to be made in the O/o the District Commissioner, Udalguri, immediately as and when required.
21. The supplied items should be the best quality/ as per specifications, otherwise the same will be rejected and the suppliers have to replace the same at his own cost.
22. The Purchaser and the supplier shall make all out efforts to resolve any dispute arises during the contract period.
23. The tender which does not comply with the above conditions will be summarily rejected. The tender received after the due date will not be entertained.

ANNEXURE: A

BID APPLICATION

(To be filled in by the bidder with reference to Notice Inviting Bid for awarding of contract for one year for supply/hiring of the items)

1	Name of the bidder with address	
2	Nature of Business/Status (Manufacturer/ Franchisee /Firms /Suppliers (Documentary evidence to be furnished, as applicable)	
3	Name of the contact person (with Telephone No./ Mobile No./ Fax No. and e-mail ID)	
4	GST No. (self-certified copy to be attached) Note: GSTIN registered under "Composition Scheme" will not be accepted.	
5	PAN No. (self-certified copy to be attached)	
6	Whether all the terms & conditions of NIT are agreeable. (Yes/No)	
7	Experience in similar assignments. Total Years	
8	Notarized Affidavit for Non- Blacklisting by State/UT/Central Govt./PSU (Attached / Not Attached As per Annexure-C)	

Date:

Place:

Signature with seal
Bidder/Authorised Signatory

ANNEXURE B

Item-1 (Stationary & Materials)

Sl.	Description of Work/ Item(s)	Qty	Rate in INR (Including all Taxes)	
			in Figure	in Words
1	A4 size Clip File Corporate	each		
2	Add Gel Pen (Achiever)	each		
3	Alpin Best Quality	Per Pkt		
4	Anchor (4 pin) Extension Board	each		
5	Arrow Croxx Mark Polymer stamp for making ballot paper	each		
6	Art paper 150 GSM Best Quality	each		
7	Attendance Register 28 pages Best Quality	each		
8	Attendance Register 60 pages Best Quality	each		
9	Auto Clip File (box type) Best Quality	each		
10	Auto Clip File (punch less) Best Quality	each		
11	Azure Laid Paper (Note sheet) 80 GSM JK	Ream		
12	Ball Pen Blue/Red	each		
13	Bamboo Broom with long handle Best Quality	each		
14	Bamboo Broom, Best Quality	each		
15	Bamboo Tukri	each		
16	Bath Soap (75 gm)	each		
17	Binding Register No.4/6/8/10/12 Best Quality	Per No.		
18	Blade	Per Pkt		
19	Bleaching Powder	Per Kg		
20	Blotting Paper	Per Ream		
21	Broom Best quality	each		
22	Calculator above 10 digit Best Quality	each		
23	Candle Medium Size	Per Pkt		
24	Carbon paper Double Size (Blue) Sapphire	Per Pkt		
25	Carbon paper Double Size (Red) Shephier	Per Pkt		
26	Carbon Paper Small	Per Pkt		
27	Card Board for strengthening paper seal	each		
28	Ceiling Fan 1200MM	each		
29	Cello Tape	each		
30	Cello Tape coloured (1.25cmx36 yards) Best Quality	each		
31	Cello Tape coloured (1.25cmx65 yards) Best Each Quality	each		
32	Chair Cushion 14"x 16" Kurlon	each		
33	Chair Cushion 18" x 20" Kurlon	each		
34	Chalk Pencil	Per Pkt		
35	Citronella (100ML)	each		
36	Clip Board	each		
37	Clip File (FS) Best quality	each		
38	Cloth for removing Ink	Per Mtr		
39	Coconut rope	Per Kg		
40	Colin 500 ml	each		
41	Comb-Mediam Size Good quality	each		
42	Copier paper A3 90 GSM	Per Ream		
43	Copier paper A4 75 GSM	Per Ream		
44	Copier paper Legal size 75 GSM	Per Ream		
45	Correction (Whitener) Pen Luxour	each		
46	Cotton Tape/Ribbon	each		
47	Cotton Thread ball	each		

48	Cover File	each		
49	Cup or Plastic container or Empty Clgg. Tin	each		
50	Cup Plate Bonechina (set of 6)	each		
51	Cutter/Plier	each		
52	Dak pad Best Quality	each		
53	Dettol hand wash (250 ml)	each		
54	Dettol Liquid 100ml	each		
55	Digital Wall Clock (Branded, 12")	each		
56	Disposable paper glass	each		
57	Disposable paper Plate (10 to 12 inches dia)	Per Pkt		
58	Disposable paper Plate (4 to 6 inches dia)	Per Pkt		
59	Disposable paper tea cup	Per Pkt		
60	Disposable plastic bowls medium	each		
61	Distinguishing mark rubber stamp of size Round 1" dia	each		
62	Distinguishing Mark seal	each		
63	Door Curtain Best Quality	each		
64	Door mat (15" x 23") Best Quality	each		
65	Drawing Pen Best Quality	Per Pkt		
66	Drawing pin	Per Pkt		
67	Drinking Glass (Treo 300 ml, set of 6)	each		
68	Duplicate book (Size 1/8, 100 pages)	each		
69	Dustbin (medium) without cover	each		
70	Emergency light (3W, 2-3 hrs back up)	each		
71	Envelope A4 Size (Yellow)	each		
72	Envelope Medium size (Yellow)	Per Pkt		
73	Envelope Size 10" x 5"	Per Pkt		
74	Envelope Size 14" x 12"	Per Pkt		
75	Envelope Size 9" x 4"	Per Pkt		
76	Eraser	each		
77	Extention Board (3 m)	each		
78	FC Paper	Per Ream		
79	Feviquick-1 gram	each		
80	File Board & Cover Best Quality (Non-Printed)	each		
81	File Board & Cover Best Quality (Printed)	each		
82	Glue Stick Best Quality	each		
83	Good Night machine with Refill	each		
84	Gum Liquid 100 ML Best Quality	each		
85	Gum liquid 200 ML Best Quality	each		
86	Gum Liquid 750 ML Best Quality	each		
87	Gum Stick (Medium)	each		
88	Gum Tube Best Quality	each		
89	Gunny Bag	each		
90	Harpic Liquid 500 ML	each		
91	High Lighter	each		
92	HIT Flying Insect Killer - Mosquito & Fly Killer Spray (400ml)	each		
93	ID card holder (transparent plastic) of A2	each		
94	ID card holder (transparent plastic) of B3	each		
95	Jems clip	each		
96	Jug (Plastic 2 L) Milton	each		
97	Lanyard for ID Card - 12 mm	each		
98	Lanyard for ID Card - 16 mm	each		
99	LED Bulb 10W	each		
100	LED Bulb 20W	each		
101	LED Bulb 30W	each		

102	LED Tube Light 10W	each		
103	LED Tube Light 20W	each		
104	Lock & Key 120 mm	each		
105	Lock & Ky 90 mm	each		
106	Magnifying Glass-good quality	each		
107	Marker pen (Bold) Luxor	each		
108	Marker pen (Bold) Luxor	each		
109	Markin Cloth	Per Mtr		
110	Marking Cloth Bag	each		
111	Marking cloth for wrapping the ballot box	Per Mtr		
112	Match Box	Per Box		
113	Mega Phone	each		
114	Metal Roll	Per Pes		
115	Metal Rule for tetaching ballot paper from counterfoil	each		
116	Mock Poll Slip Stamp of size 4 cm x 1 cm	each		
117	Monogram Seal	each		
118	Mosquito Coil	Per Pkt		
119	Mug (Plastic 1 L) Best Quality	each		
120	Napthalene balls	Per Pkt		
121	Needle Small	Per Pkt		
122	Note pad (A5, 20 pages)	each		
123	O'donil	each		
124	Office Round Seal	each		
125	Packing paper	Per Ream		
126	Pedestal Fan 400MM	each		
127	Pencil Wooden Best Quality	Per Pkt		
128	Peon book Rolling with binding best Quality	each		
129	Peper weight	each		
130	Phenyl (Red) 450 ml Best Quality	each		
131	Phenyl (White) 1L Best Quality	each		
132	Pillow Cover	each		
133	Plasitic Chair Best Quality	each		
134	Plastic Bag	each		
135	Plastic Box Medium	each		
136	Plastic Bucket 20L	each		
137	Plastic Clip File	each		
138	Plastic Dining table	each		
139	Plastic Folder A4 size	each		
140	Plastic Folder FS size	each		
141	Plastic Gumla	each		
142	Plastic Mug 1L	each		
143	Plastic Rope (Ball) Best Quality	Per Kg		
144	Plastic Seal Best Quality	each		
145	Plastic Wrapping Sheet	Per Kg		
146	Polythene Carry Bag White (14x20 Inch)	Per Kg		
147	Polythene Carry Bag White (3Ft.x 2 Ft.)	Per Kg		
148	Punching Machine (Double Hole) Best Quality	each		
149	Punching Machine (Single Hole) Best Quality	each		
150	Pusher	each		
151	Ribbob or tape for securing the ballot box	each		
152	Room Freshner	each		
153	Rubber band Nylon 1 Inch	Per Kg		
154	Rubber band Nylon 2 Inch	Per Kg		
155	Rubber Seal above five inch.	each		
156	Rubber Seal Four line	each		

157	Rubber Seal Round	each		
158	Rubber Seal Three line	each		
159	Rubber Seal Two line	each		
160	Rubber stamp with arrow cross mark of size 1 cm x 1 cm	each		
161	Sani Fresh 500 ml	each		
162	Scissors (Corporate)	each		
163	Sealing Wax	Per Pkt		
164	Self Inking Pad	each		
165	Sharpener Best Quality	each		
166	Sketch pen Luxor	Per Pkt		
167	Spike Guard- 4 Universal Socket with Single Switch - 1.5 Mtr, Anchor or similar	each		
168	Spike Guard- 4 Universal Socket with Single Switch - 4 Mtr, Anchor or similar	each		
169	Spoon (table, steel) Best quality Set of 6	Per Set		
170	Spoon (Tea, Steel) Best Quality Set of 6	Per Set		
171	Stainless Steel Knife	each		
172	Stamp Pad Big Faber Castell	each		
173	Stamp pad Ink Blue	each		
174	Stamp Pad Ink Purple	each		
175	Stamp Pad ink Red	each		
176	Stamp Pad Red	each		
177	Stamp Pad Small faber Castell	each		
178	Stand Candle	each		
179	Stapler Machine Big No. 24/6	each		
180	Stapler Machine Small No. 10	each		
181	Stapler Pin No. 10	Per Pkt		
182	Stapler Pin No.24/6	Per Pkt		
183	Steel Almirah	each		
184	Sticky Note Best Quality	Per Pkt		
185	Sutli Loose	Per Kg		
186	Table Cloth	Per Mtr		
187	Tag Best Quality	Per Mutha		
188	Tea Cup Branded	Per Set		
189	Tea Tray	each		
190	Thermo Flask 1 Lt	each		
191	Tissue Paper -good quality	Per Pkt		
192	Toilet Brush	each		
193	Tooth Brush	each		
194	Tooth Paste (50 g)	each		
195	Torch Light	each		
196	Towel (Big) Bombay Dyeing	each		
197	Towel (Hand) Bombay Dying	each		
198	Towel (Small) Bombay Dying	each		
199	Trunk (Tata) 36"x18"x12"	each		
200	Trunk (Tata) 36"x18"X12" Over Size	each		
201	Trunk (Tata) 40"x22"x36"	each		
202	Tuber bulb Best Quality	each		
203	Tuber Set Best Quality	each		
204	Twine Tread Ball Medium	each		
205	Umbrella- good quality	each		
206	Waste Paper Basket	each		
207	Water Sponge	each		
208	White Bed Sheet Double	each		
209	Wire (Guna) Best Quality	each		

Item 2 (Photography/Videography and Hiring of Computer & Others)

Sl.	Description of Work/ Item(s)	Units	Rate in INR (Including all Taxes)	
			in Figure	in Words
1	CC Camera with DVR, Wire, Monitor	Per		

	and Installation	Camera/Day		
2	Ceiling FAN 1200 MM	Each/day		
3	Computer Set- Core i5, 8/16GB Ram, 500GB Storage with UPS	Per Set/Day		
4	Computer Set- Core i7, 8/16GB Ram, 500GB Storage with UPS	Per Set/Day		
5	DSLR Camera with Camera Man	Per unit/day		
6	Laptop (HP/Lenovo)- Core i5, 8/16GB RAM, 500GB Storage	Each/day		
7	Laptop (HP/Lenovo)- Core i7, 8/16GB RAM, 500GB Storage	Each/day		
8	LED TV 32 Inch	Each/day		
9	LED TV 40 Inch	Each/day		
10	LED TV 55 Inch	Each/day		
11	LED TV 65 Inch	Each/day		
12	PA System	Each/day		
13	Pedestal FAN 400MM	Each/day		
14	Plastic centre table	Each/day		
15	Plastic Chair (with Arms) Swagat or Nilkamal	Each/day		
16	Plastic Chair (without Arms) Swagat or Nilkamal	Each/day		
17	Plastic Dining Table Swagat or Nilkamal	Each/day		
18	Printer HP 1108	Each/day		
19	Printer HP M233DW	Each/day		
20	Projector with Screen	Each/day		
21	ScanJet Pro 3000 S4 or S3	Each/day		
22	Sofa Set (3+1+1)	Set/day		
23	Videography (Upto 8 hours)	Per unit/person		
24	Videography (More than 8 hours upto 16 hours)	Per unit/person		
25	Videography (More than 16 hours upto 24 hours)	Per unit/person		
26	Wooden Dining Bench	Each/day		
27	Wooden Dining Desk	Each/day		
28	Xerox Machine A3 Size	Each/day		

Item 3 (It Equipments)

SI	Description of work/ items	Unit	Rate in INR (Including all Taxes)	
			in Figure	in Words
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	Branded HDMI Cable- 1.5 Meters	Each		
5	Branded HDMI Cable- 10 Meters	Each		
6	Branded HDMI Cable- 3 Meters	Each		
7	Branded Headset with noise cancelling mic (3.5mm jack)	Each		
8	Branded USB Hub 3.0 (min 4 ports)	Each		
9	Branded USB Multimedia Speakers (10 Watt)	Each		
10	Cartridge Canon 925 (Compatible)	Each		
11	Cartridge Canon 925 (Original)	Each		
12	Cartridge HP12A (Compatible)	Each		
13	Cartridge HP 12A (Original)	Each		
19	Cartridge HP 88A (Compatible)	Each		
20	Cartridge HP 88A (Original)	Each		
21	Cartridge HP 137A (Compatible)	Each		
22	Cartridge HP 137A (Original)	Each		
23	Cartridge HP 28A (Compatible)	Each		

24	Cartridge HP 28A (Original)	Each		
25	Cartridge HP 87A (Compatible)	Each		
26	Cartridge HP 87A (Original)	Each		
37	Cat 6 Cable 100 meters	Per Coil		
38	Cat 6 Cable above 3 meters up to 10 meters with connectors	Each		
39	Cat 6 Cable up to 3 meters with connectors	Each		
40	Compact Disc (CD) Best Quality	Each		
41	Computer key board Logitech or similar	Each		
42	Computer mouse Branded Logitech or similar	Each		
43	D-Link DIR-825/11N/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		
44	D-Link switch 12/16 port	Each		
45	D-Link Switch 8 Port	Each		
46	External Hard Disk 1Tb - Seagate or similar	Each		
47	External Hard Disk 2Tb - Seagate or similar	Each		
48	External Hard Disk 4Tb - Seagate or similar	Each		
49	HP All in One/Dell 90W Adapter	Each		
50	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		
51	HP DVD-R 4.7GB Premium Professional Recordable Blank digital Versatile Disc 16x Speed	Each		
52	HP Laptop-11th Gen Intel Core i5-1155G7, 15.6-inch (39.6 cm), FHD, 16GB DDR4, 512GB SSD, (Win 11, MSO 2021) or similar	Each		
53	HP LaserJet 1536dnf MFP	Each		
54	HP LaserJet P1008	Each		
55	HP LaserJet Tank MFP all in one 1005 Printer	Each		
56	Pen Drive 128 Gb Best Quality	Each		
57	Pen Drive 32 Gb Best Quality	Each		
58	Pen Drive 64 Gb Best Quality	Each		
59	RJ.45 Connector	Each		
60	RJ45 to USB Adapter	Each		
61	SSD Hard Disk 1Tb - Seagate or similar	Each		
62	SSD Hard Disk 2Tb - Seagate or similar	Each		
63	SSD Hard Disk 4Tb - Seagate or similar	Each		
64	UPS 1 KVA - APC Back-UPS BX1100C-IN 1100VA/660W, 230V, UPS System or similar	Each		
65	UPS 600 VA - APC Back-UPS BX600C-IN 600VA /360W, 230V, UPS System or similar	Each		
66	Web camera-Logitech C270 Digital HD Webcam with Widescreen HD Video Calling, HD Light Correction, Noise-Reducing Mic or similar	Each		
67	Computer SMPS	Each		
68	Computer RAM 8GM	Each		

69	Computer RAM 16GM	Each		
70	Computer Monitor 24 inch HP or Lenovo	Each		
71	Settop Box for TV with 2 month Subscription	Each		

Item 4 (Printing)

Sl.	Description of work/itme(s)	Units	Rate in INR (Including all Taxes)	
			in Figure	in Words
1	Black & White printing on papers A4 75 GSM (Single Side)	Per Copy		
2		Per 100 Copies		
3		Per 500 Copies		
4		Per 1000 Copies		
5	Black & White printing on papers A4 75 GSM (Both Side)	Per Copy		
6		Per 100 Copies		
7		Per 500 Copies		
8		Per 1000 Copies		
9	Black & White printing on papers FS 75 GSM (Single Side)	Per Copy		
10		Per 100 Copies		
11		Per 500 Copies		
12		Per 1000 Copies		
13	Black & White printing on papers FS 75 GSM (Both Side)	Per Copy		
14		Per 100 Copies		
15		Per 500 Copies		
16		Per 1000 Copies		
17	Black & White printing on papers A3 90 GSM (Single Side)	Per copy		
18		Per 100 Copies		
19		Per 500 Copies		
20		Per 1000 Copies		
21	Black & White printing on papers A3 90 GSM (Both Side)	Per copy		
22		Per 100 Copies		
23		Per 500 Copies		
24		Per 1000 Copies		
25	Colour printing on paper A4 75 GSM (Single Side)	Per copy		
26		Per 100 Copies		
27		Per 500 Copies		
28		Per 1000 Copies		
29	Colour printing on paper A4 75 GSM (Both Side)	Per copy		
30		Per 100 Copies		
31		Per 500 Copies		
32		Per 1000 Copies		
33	Colour printing on paper FS 75 GSM (Single Side)	Per copy		
34		Per 100 Copies		
35		Per 500 Copies		
36		Per 1000 Copies		
37	Colour printing on paper FS 75 GSM (Both Side)	Per copy		
38		Per 100 Copies		
39		Per 500 Copies		
40		Per 1000 Copies		
41	Envelope with printing (White colour, cloth lined) 16" X 12"	Per no		
42	Envelope with printing (Yellow colour, cloth lined) 16" X 12"	Per no		
43	Envelope with printing (Brown colour, cloth lined) 16" X 12"	Per no		
44	Envelope with printing (Blue	Per no		

	colour, cloth lined) 16" X 12"			
41	Envelope with printing (White colour) 14" X 10"	Per no		
42	Envelope with printing (Yellow colour) 14" X 10"	Per no		
43	Envelope with printing (Black colour) A4	Per no		
44	Envelop with printing (Yellow colour) 10" X 4.5"	Per no		
45	Envelop with printing (Black colour) 10" X 4.5"	Per no		
46	Envelop with printing (Brown colour) 10" X 4.5"	Per no		
47	Envelop (White colour) 4" X 9"	Per no		
48	Envelop (White colour) 4.75" X 11"	Per no		
49	Play Card (Multi Colour) A3 250 GSM	Per 100 Copies		
50	Register of Election Expenditure in A3 Size, containing 100 pages in three parts (Part-A: White 40 pages, Part B:Pink 40 pages and Part C: Yellow 20 pages)	Per book		
51	Shadow Observation Register in A3 containing 50 pages	Per book		
52	Entry Pass for Polling Agents (A6, 90 GSM)	Per no		
53	Stickers (self adhesive) 15 cm X 10 cm	Per no		
54	Stickers (self adhesive) 6 cm X 3 cm	Per no		
55	Coupon/Slip in A8 Size	Per no		
56	Coupon/Slip in A7 Size	Per no		
57	Register of Voter (Book Form) A4 Size with cover page (10 entries per page X 35 sheets for 700 voters)	Per no		
58	Register of Voter (Book Form) A4 Size with cover page (10 entries per page X 35 sheets for 1500 voters)	Per no		
59	Printing of money receipt book with binding and machine numbering in 1/4 FC size of 25 sheets	Per no		
60	Flex Banner (Regular quality)	Per sq ft.		
61	Flex Banner (Star quality)	Per sq ft.		
62	Sign Board of Corrugated plastic sheet (flex board) 10" X 8"	Per no		
63	Identity Card in Size A2 (106 X 82 MM), 280 GSM, Colour with transparent plastic cover	Per no		
64	Identity Card in Size: B3 (126 x 95 mm), 280 GSM, Colour, with transparent plastic cover	Per no		
65	Printed Lanyard for ID Card - 12 mm	Per no		
66	Printed Lanyard for ID Card - 16 mm	Per no		
67	Coloured Poster in A1 size, 100 GSM	Per no		
68	Coloured Poster in A2 size, 100	Per no		

	GSM			
69	Coloured Poster in A3 size, 90 GSM	Per No		
70	Electoral Roll (Single side)	Per Page		
71	Electoral Roll (Double side)	Per Page		

Date:

Place:

Name of the Bidder
(Signature of the Authorized Person)

ANNEXURE-C

DECLARATION

I/We..... the
..... participating in the
tender (Ref eCF No.....) for Supply of
Stationary/materials/IT Equipments, Hiring Photography/Videography and various items in DC's Office
Complex, Udalguri for forthcoming BTCC Election, 2025 within Court Complex do hereby declare that:

I/We qualify to participate in the bidding process as per the terms and conditions mentioned in the
bidding document.

I/We have not been blacklisted or debarred from participation in the bidding process by any
Government Department/Institution/Body or by public sector undertaking that is currently in force.

Signature of the Bidder/Authorized Signatory with Seal

Date:

Name

ANNEXURE: D

CERTIFIED TURNOVER CERTIFICATE (On the Letter head of the Bidder)

Name of Organization:		
Annual turnover for last three Financial Years: FY 2022-23, FY 2023-24 and FY 2024-25		
Sl.	Financial Year	Turnover in INR Crores
1	FY 2022-23	
2	FY 2023-24	
3	FY 2024-25	
4	Average Annual Turnover of the above three Financial Years	

****Note:** Copies of CA Certified Turnover Certificate clearly mentioning the Financial Year's Turnover to be attached herewith.

Date:

Place:

Name of the Bidder
(Signature of the Authorized Person)

ANNEXURE: E

CERTIFIED TURNOVER CERTIFICATE (On the Letter head of the Bidder)

Name of Organization:		
Annual turnover for last three Financial Years: FY 2022-23, FY 2023-24 and FY 2024-25		
Sl.	Financial Year	Turnover in INR Crores
1	FY 2022-23	
2	FY 2023-24	
3	FY 2024-25	
4	Average Annual Turnover of the above three Financial Years	

****Note:** Copies of CA Certified Turnover Certificate clearly mentioning the Financial Year's Turnover to be attached herewith.

Date:

Place:

Name of the Bidder
(Signature of the Authorized Person)

ANNEXURE: F

DETAILS OF SIMILAR ASSIGNMENTS (submit only for the period FY 2022-23 till Current FY)
(On the Letterhead of the Bidder)

Sl	Client Name and Address	Name of the Work	Year of the Work	Value of Work (in INR)
1				
2				
3				
4				

**Note: Self-attested copies Work Orders / Completion Certificates to be attached for each assignment.

Date

Place

Name of the Bidder
(Signature of Authorized Person)

ANNEXURE: G

Documents Submission Checklist for Eligibility Criteria

Clause	Eligibility Criteria	Documents Required	Document Submitted (Yes/No)	Page No. (must)
4.1	Legal Entity- The bidder must be a registered company/ firm registered as per Indian Law. The Legal Entity must be operating in the Assam for the last 3 years in Business as on 31st March, 2025. The Legal Entity must have GST Registration for Assam	# Copy of Certificate of Incorporation Registration. # Copy of Trade License issued in Assam. # Copy of GST registration for Assam # Copy of PAN # Copy of Aadhar Card # Copy of Tax Clearance # Certificate (GST & IT) # Copy of Bank Passbook/ cancelled cheque against the firm.		
4.2	Average Annual Turnover of minimum Rs.20,00,000.00 (Rupees Twenty Lakhs only) in the last three financial years i.e. 2022-23, 2023-24 and 2024-25	# CA Certified Turnover Certificate with UDIN needs to be furnished.		
4.3	Must have executed at least 3 separate works of supply, services and hiring for Govt./PSU in the last 3 Financial years: 2022-23, 2023-24 and 2024-25 & current FY.	# Copy of Purchase/Work Order/ Work completion Certificate. The nature and volume of work should be clearly seen in these documents.		
4.4	The Bidder should not have been blacklisted by any Government Department/ Bidder/ Ministries or PSUs in the last three financial years and the current financial year i.e. FY 2020-21, FY 2022-23, FY 2023-24 and FY 2024-25. The applicant shall also be not blacklisted at the time of applying the TENDER.	# A Notarized Affidavit with respect to the same needs to be furnished along with this bid.		

Date

Place

Name of the Bidder
(Signature of Authorized Person)