



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

No.KEL.01/2024/7

Dated Kokrajhar, the 12th February, 2024

SHORT 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 of the **IT & Electronic Equipment** in connection with conduct of parliamentary election, 2024 under the following terms and conditions. The quotations will be received upto **3.00 pm of 27/02/2024** and will be opened on the same date in the office chamber of the election officer, Kokrajhar in presence of the quotationer or their authorized representatives. quotations will have to be deposited at the tender box kept at election office, Kokrajhar during office hours on working days.

Sl No.	Item description	Unit	Qty	Unit price in INR (including all Taxes)
1	LED TV upto 32"	Per unit/day	1	
2	LED TV above 32"	Per unit/day	1	
3	CCTV with all accessories and fitting	Per camera /day	1	
4	Laptop with Windows, MS Office, Antivirus etc.	Per unit/day	1	
5	Desktop with UPS with 3-4 hrs back up, Windows, MS Office, Antivirus etc.	Per unit/day	1	
6	Laser Printer	Per unit/day	1	
7	Colour Printer	Per unit/day	1	
8	Photostat / Xerox Machine	Per unit/day	1	

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.1000/- (Rupees One thousand) 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, Kokrajhar.
- 3) The rate should be quoted inclusive of all taxes.
- 4) The quotationer must attach the photo copy of Firm's Govt. Registration Certificate/ GST Registration Certificate, PAN Card, Trade License, 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) 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) Earlier experience, if any.
- 7) The approved firms must supply the equipments at the Election Branch immediately, as and when required, at their own cost.
- 8) Rates once accepted will not be changed and will remain for hiring valid for a period of one year.
- 9) Payment will be made as and when fund is received from the Govt.
- 10) The undersigned 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.



District Commissioner &
District Election Officer,
Kokrajhar

Memo KEL.01/2024/7

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Dated Kokrajhar, the 12th February, 2024

Copy to :-

- 1) The Chief Electoral Officer, Assam, Dispur for favour of kind information.
- 2) The District Information and Public Relation Officer, Kokrajhar for wide publicity and publication in daily News papers.
- 3) Notice Board.



District Commissioner &
District Election Officer,
Kokrajhar