

GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER ::: KOKRAJHAR
(e-District Branch)

No.92974/4

Dated, Kokrajhar the ____July' 2026.

NOTICE INVITING BIDS (NIB)

The e-District Branch, Office of the District Commissioner, Kokrajhar, invites sealed bids from eligible and experienced suppliers/firms for the supply of the following items:

Sl. No.	Name of the Items	Rate	Quantity
1	A4 size Paper	Per pkt	50 pkts
2	Bond Paper 100GSM	Per pkt	50 pkts
3	UPS 1000 KVA	Per unit	8 nos.
4	Toner HP 30A	Per unit	2 nos.
5	Toner HP 88A	Per unit	20 nos.
6	Brother Ink Bottle - Black (original)	Per unit	1 no.
7	Stapler Pin (Big)	Per pkt	5 pkts.
8	Stapler Pin (Small)	Per pkt	5 pkts.
9	SSD 512 GB	Per unit	1 no.
10	Guarder	Per unit	2 pkts
11	Seal	Per unit	5 nos.
12	Stock Register	Per unit	2 nos.
13	Printer with scanner (LaserJet)	Per unit	2 nos.

Interested bidders fulfilling the eligibility criteria may submit their bids in accordance with the terms and conditions, technical specifications, and bid documents.

- **Bid Submission Start Date: 28/07/2026**
- **Last Date & Time for Submission: 06/08/2026 up to 1 PM**
- **Date & Time of Bid Opening: 06/08/2026 at : 2 PM**
- **Place of Submission: e-District Branch, Office of the District Commissioner, Kokrajhar**

The undersigned reserves the right to accept or reject any or all bids without assigning any reason thereof.

TERMS & CONDITIONS

1. The bid shall be submitted in accordance with the provisions of the Assam Public Procurement Act, 2017 and the Assam Public Procurement Rules, 2020, as amended from time to time.
2. The rates quoted shall be inclusive of all taxes (GST), duties, packing, forwarding, loading, unloading, transportation, insurance, installation, testing, commissioning and all incidental charges required for successful execution of the work.
3. The quoted rates shall remain valid for 90 (Ninety) days from the date of opening of the bid
4. The bidder shall possess valid GST Registration, PAN, Trade Licence and any other statutory registration required for execution of the work.
5. All IT equipment supplied shall be new, genuine, unused and of the latest available model, conforming to the specifications mentioned in the Schedule of Requirements. Refurbished or second-hand equipment shall not be accepted.
6. The successful bidder shall complete the supply, installation, testing and commissioning of all items within the time specified in the Work Order.

7. The bidder shall provide on-site installation, configuration and commissioning of all equipment and ensure that the system is fully operational before handing over.
8. The bidder shall provide a minimum 3 (Three) years comprehensive onsite warranty (or as specified in the technical specification) covering parts and labour from the date of successful installation and acceptance.
9. During the warranty period, any defective equipment or component shall be repaired or replaced free of cost within the stipulated service response time.
10. Payment shall be released only after successful supply, installation, testing, commissioning and acceptance of the equipment by the designated authority, subject to submission of all required documents and availability of funds.
11. No advance payment shall be made.
12. The purchaser reserves the right to increase or decrease the quantity of any item at the time of issuing the Supply/Work Order without changing the quoted unit rates.
13. The District Commissioner, Kokrajhar reserves the right to accept or reject any or all bids, wholly or partly, without assigning any reason.
14. Any dispute arising out of the contract shall be subject to the jurisdiction of the competent Court at Kokrajhar, Assam.
15. The successful bidder shall provide all necessary manuals, drivers, licences (where applicable), warranty certificates and installation reports at the time of handing over the equipment.
16. The bidder shall ensure compliance with all applicable Government rules, safety standards and technical specifications during execution of the work.

Digitally signed by
Pankaj Chakravarty
Date: 27-07-2026
19:39:31
District Commissioner
Kokrajhar