

**GOVT. OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER :: DHUBRI DIST :: DHUBRI**  
**(CENSUS CELL)**

**NOTICE INVITING QUOTATIONS**

Sealed quotations in plain paper affixing non-refundable **court fee stamp** of **Rs.8.25** (Rupees eight and twenty five paise) only are hereby invited from the intending local Firm/Supplier/Vendors for supply of the following **IT Infrastructure/ Stationery Articles** for Census works as per the following terms and conditions. Quotations will be received at the Office of the District Commissioner, Dhubri (**Transformation & Dev Branch**) during office hours **up to 3-00 PM** on or before **09 / 07 / 2026** Quotations will be opened on the same day at **4:00 PM** in the office of the District Commissioner, Dhubri in presence of the intending Firms/Suppliers/Dealer/Retailer or their authorized representatives.

**List of IT Infrastructure / Stationery Articles:**

Sl	Items	Specification	Quantity required	Rate quoted inclusive of all taxes
1	All-in-One PC Configuration	<ul style="list-style-type: none"> <li>• Processor : Intel Core i5 (12th Gen or above)</li> <li>• Ram: 16 GB/ or above</li> <li>• Storage: 512 GB SSD/ or above</li> <li>• Display: 23.8" or 24" Full HD</li> <li>• Operating System : Windows 11</li> <li>• MS Office 24</li> <li>• Webcam: Integrated HD Webcam</li> <li>• Connectivity: Wi-Fi, Bluetooth, LAN Port</li> <li>• Ports: USB 3.0, HDMI, Audio Port</li> <li>• Keyboard &amp; Mouse: Wireless</li> <li>• UPS : 600 VA</li> </ul>	1 No	
2	Computer Desktop	<ul style="list-style-type: none"> <li>• Processor (CPU): Intel Core i3- 13<sup>th</sup> Gen</li> <li>• Memory (RAM): 8GB DDR5 / or above</li> <li>• Storage: 512 GB SSD/ or above</li> <li>• Operating System: Windows 11 Pro,</li> <li>• Display : 21.5 inch</li> <li>• Keyboard &amp; Mouse, Wireless / USB</li> <li>• UPS : 600 VA</li> <li>• OS: Windows 11</li> <li>• MS Office 24</li> <li>• Warranty- 1 year/ above</li> </ul>	16 Nos.	
3	Laptop	<ul style="list-style-type: none"> <li>• Processor: Intel Core Ultra 7 (HP/ Lenovo)</li> <li>• RAM: 24 GB / or above</li> <li>• Storage: 1 TB SSD</li> <li>• Display: 14 Inch</li> <li>• OS: Windows 11 Pro</li> <li>• MS Office 24</li> <li>• Warranty- 1 year/ above</li> </ul>	1 No	
4	Scanner	Canon image FORMULA P-208	1 No	
5	Printer with Scanner	HP Laserjet P 1188A / 126 A	15 No	
6	Printer	HP Laser Jet 1020 plus, Cannon Laser etc	1 No	
8	Steel Almirah		14 Nos.	

**TERMS & CONDITIONS**

1. **Eligibility:** The quotation shall be submitted only by authorized dealers, distributors, or reputed suppliers having valid GST registration and PAN. Documentary proof shall be enclosed with the quotation.
2. **Single Bid:** The quotation shall be submitted in a sealed envelope superscribed as "**Quotation for Supply of IT Infrastructure/Stationery Articles for Census Operations, 2027**" and to be addressed to the "**District Commissioner & Principal Census Officer, Dhubri**". Quotations received after the stipulated date and time shall be rejected without assigning any reason.
3. **Rate:** The quoted rates shall be **inclusive of GST, transportation, loading/unloading, installation, commissioning and all other incidental charges**. No additional claim whatsoever shall be entertained after submission of the quotation.
4. **Validity of Rates:** The quoted rates shall remain valid for a minimum period of **180 (one hundred eighty) days** from the date of opening of quotations.
5. **Brand and Specifications:** The items supplied shall strictly conform to the specifications mentioned in the quotation notice. The bidder shall clearly mention the **Brand, Model Number and Technical Specifications** of each item offered. Quotations without complete technical details are liable to be rejected.
6. **Authorized Dealer/Retailer:** The bidder shall be an **Authorized Dealer/ Authorized Distributor/ Authorized Retailer** of the quoted brand/products. Documentary proof in support of the same shall be enclosed with the quotation. The Purchase Committee reserves the right to verify the authenticity of such documents from the manufacturer or any competent authority, and failure to establish the bidder's authorization, if sought, may result in rejection of the quotation.
7. **Warranty:** All equipment shall carry the manufacturer's standard onsite warranty as specified in the quotation notice or **not less than one year**, whichever is higher. During the warranty period, repair/replacement shall be provided free of cost without any additional financial implication to the District Administration.
8. **Delivery:** The successful bidder shall complete delivery, installation, testing, and commissioning of all items within **15 (fifteen) days** from the date of issue of Supply Order or within the period specified by the District Commissioner.

9. **Rejection of Goods:** Any item found defective, damaged, inferior in quality, counterfeit, refurbished, or not conforming to the approved specifications shall be rejected outright and shall be replaced by the supplier at his own cost and risk within **7 (seven) days**.
10. **Payment:** Payment shall be made only after successful delivery, installation, inspection, and acceptance of the items, subject to availability of funds and completion of all codal formalities. No advance payment shall be made.
11. **Taxes:** GST and other applicable taxes shall be clearly indicated in the quotation. Any statutory variation in taxes after submission of quotation shall be governed by the prevailing Government rules.
12. **Evaluation:** The quotation shall not be evaluated solely on the basis of the lowest quoted rate. The Purchase Committee shall also consider compliance with technical specifications, quality, warranty, after-sales service, delivery schedule, past performance, and overall responsiveness of the quotation. The Committee reserves the right to seek clarification or additional documents from any bidder.
13. **Abnormally Low Rates:** Bidders quoting abnormally low rates or rates considered unrealistic by the Purchase Committee, giving rise to reasonable apprehension regarding quality, financial viability may be rejected without further consideration.
14. **Partial Acceptance and Tie of Financial Bids:** The Purchase Committee reserves the right to accept the quotation item-wise and/or split the supply order among one or more responsive bidders in the interest of the Government, considering factors such as technical suitability, quality, delivery schedule, after-sales service, and availability of funds. In the event of a tie in the lowest **(L-1)** financial bids for any item(s), the Purchase Committee may distribute the quantity among the tied L-1 bidders, either equally or in such proportion as may be considered appropriate in the interest of timely procurement, ensuring fairness, competition, and uninterrupted supply. The decision of the Purchase Committee in this regard shall be final and binding on all bidders, and no representation or correspondence shall be entertained.
15. **Quantity Variation:** The quantities indicated are tentative and may increase or decrease depending upon the actual requirement. The successful bidder shall have no claim on account of such variation.
16. **No Commitment:** Issue of this quotation notice shall not be construed as a commitment on the part of the District Administration to place any supply order or incur any expenditure.
17. **Blacklisting:** Firms found to have submitted false documents, forged certificates, misleading information, or indulged in fraudulent or corrupt practices shall be liable for rejection of their quotation, forfeiture of any security (if applicable), and may be debarred/blacklisted from future Government procurements as per applicable rules.
18. **Compliance with Applicable Laws and Government Instructions:** The procurement shall be governed by the provisions of the **Assam Public Procurement Act 2017**, the **Assam Public Procurement Rules, 2020** (as amended from time to time), and all other applicable Government of India/Government of Assam orders, notifications, circulars, guidelines, and instructions issued from time to time. In the event of any inconsistency between the terms of this Notice Inviting Quotation (NIQ) and the aforesaid statutory provisions or Government instructions, the latter shall prevail.
19. **Conditional Quotations:** Conditional quotations, incomplete quotations, unsigned quotations, quotations without required supporting documents, or quotations not complying with the terms and conditions shall be liable to be rejected summarily.
20. **Undertaking:** The bidder shall submit an undertaking that the quoted products are **new, genuine, unused, and free from manufacturing defects**, and that they have not been declared obsolete or end-of-life by the manufacturer.
21. **Security Deposit:** The selected Firm/Supplier/Dealer/Retailer shall deposit a Security Deposit Money for a sum of **Rs.40,000/-** in the form of Banker Cheque/ Demand Draft/ FDR in favour of the **District Commissioner, Dhubri** before issuance of work/supply order.
22. **Decision of the Purchase Committee:** The decision of the Purchase Committee/District Commissioner in respect of technical evaluation, eligibility, interpretation of specifications, and award of supply shall be final and binding, and no correspondence in this regard shall be entertained.
23. **General Conditions:** The District Commissioner, Dhubri reserves the absolute right to accept or reject any or all quotations, wholly or partly, without assigning any reason thereof, and the decision of the District Commissioner shall be final and binding on all bidders.

  
District Commissioner &  
Principal Census Officer,  
Dhubri


Dated Dhubri the 02 / 07 /2026

Memo No. DPD.52 /2026/Census/Tender/8-9

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Copy to :-

- 1) The Secretary to the GoA, GAD, Assam for favour of kind information.
- 2) The Director, Census Operation, Assam for favour of kind information.
- 3) The DIPRO, Dhubri for information and necessary action with a request to give publicity of the above quotation notice.
- 4) The DIO, NIC Dhubri for information with a request to upload the above quotation notice in the district website.
- 5) Notice Board, DC's Office, Dhubri.

  
District Commissioner &  
Principal Census Officer,  
Dhubri