



GOVERNMENT OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER, SIVASAGAR

No. SVEE.59/AE-26/2025/8

Dated Sivasagar, the 23/Feb/2026

**SHORT NOTICE INVITING BIDS**

Scaled quotations from interested and eligible bidders, affixed with a non-refundable court fee stamp of Rs. 8.25 (Rupees Eight and Paise Twenty five), only are invited by the undersigned for **Hiring of IT and Electronic items including installation services** under Sivasagar District for the upcoming General Election to the Assam Legislative Assembly, 2026.

Sl. No	Particulars of Items to be Hired	Unit	Quantity	Rate including all taxes in Rupees (Per Unit / Per Day)
1.	Desktop Computer with UPS, CPU (core i3 & above), Windows 10 & above, RAM 8GB with SSD, MS Office, Antivirus, wi-fi connectivity, keyboard, Mouse etc.	--	--	--
	(a) With Monitor size upto 24"	Per unit/ day	1 Unit	
	(b) With Monitor size above 24"	Per unit/ day	1 Unit	
2.	15" Laptop with Windows 10 & above, RAM 8GB with SSD, MS Office, Antivirus wi-fi connectivity, USB port etc.	Per unit/ day	1 Unit	
3.	(i) LED TV upto 32"	Per unit/ day	1 Unit	
	(ii) LED TV upto 43"	Per unit/ day	1 Unit	
	(iii) Android Smart TV upto 55"	Per unit/ day	1 Unit	
	(iv) Android TV above 65"	Per unit/ day	1 Unit	
4.	DTH connection including installation & recharge	Per unit/ day	1 Unit	
5.	Printers & Scanners			
	(i) Laser Printer	Per unit/ day	1 Unit	
	(ii) Colour Printer	Per unit/ day	1 Unit	
	(iii) Photostat/ Xerox Machine	Per unit/ day	1 Unit	
	(iv) Flat Bed Scanner (A4)	Per unit/ day	1 Unit	
	(v) Flat Bed Scanner (Legal)	Per unit/ day	1 Unit	
	(vi) Document feed scanner(A4/Legal)	Per unit/ day	1 Unit	
6.	Projector with Screen (Standard Size)	Per unit/ day	1 Unit	
7.	Sound System with all accessories fitting including PA system, cordless microphone etc	Per unit/ day	1 Unit	
8.	Inverter with Battery	Per unit/ day	1 Unit	
9.	CCTV with all accessories and fitting	Per Camera/Day	1 Unit	
10.	Webcam with all accessories and fitting	Per unit/ day	1 Unit	
11.	2 TB Hard drive	Per unit/ day	1 Unit	
12.	Bar code scanner	Per unit/ day	1 Unit	
13.	(i) DVR 4 channel	Per unit/ day	1 Unit	
	(ii) DVR 8 channel	Per unit/ day	1 Unit	
	(iii) DVR 16 channel	Per unit/ day	1 Unit	
	(iv) DVR 32 channel	Per unit/ day	1 Unit	
14.	Generator 20 HP with operator (excluding POL)	Per unit/ day	1 Unit	
15.	Installation of Windows OS	Per unit	1 Unit	
16.	Online UPS 3KVA/5KVA (2-3 Hours powerbackup)	Per unit/ day	1 Unit	
17.	100Mbps leased line connectivity	Per unit/ day	1 Unit	

Tenders will be received by the Election Officer, Sivasagar at Election Branch of the office of the undersigned up to **15.00 Hrs on 3./03/2026** and will be opened on the same day at **15.10 Hrs** in presence of the tenderers/bidders or their authorized representatives. In the event the tender opening day falls on a holiday, the tender will be opened on the next working day.

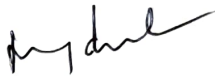
Intending Firms/Suppliers can obtain comprehensive information, including tender forms etc., during office hours from the Election Branch, Office of the District Commissioner, Sivasagar.

**Terms and Conditions:-**

- The District Election Officer/ District Commissioner, Sivasagar, reserves the right to accept or reject any quotation without providing any reasons thereof.
- Scaled envelopes should be labeled as "**Quotation for Hiring of IT and Electronic items including installation services**" for the Assembly Election 2026".
- Bidders should submit the following **valid** and **self-attested** documents along with the respective tenders: (a) Certificate of incorporation (b) Active GST registration for the specified work/service (c) PAN/TAN (d) Valid Trade License (e) Undertaking of Non-black listing (f) IT Returns for the preceding 3 years up to the last financial year (g) Details with supporting documents of relevant Experience, if any, in execution of Govt. related works.
- An Earnest Money of Rs.30,000.00 (Rupees Thirty thousand only) must be submitted in the form of a bank demand draft from the nationalized bank, payable to the **District Election Officer, Sivasagar**, along with the tender papers. The successful bidder's earnest money will be retained as a security deposit and returned after the expiry of the Tender agreement.

  
DISTRICT COMMISSIONER &  
DISTRICT ELECTION OFFICER  
SIVASAGAR

5. The quoted rate should be in prescribed format as per Tender and should be inclusive of all taxes, GST, Cess, Labour cost and Transportation charges etc., as applicable. The rate approved by the Tender Evaluation Committee will be treated as final and no alterations or modifications will be entertained at a later stage. The rate will remain valid until the next quotation is called for.
6. Quotations without supporting valid documents are liable for rejection as per relevant rules/ guidelines. Unreasonably low bids, without proper justification, are also liable for rejection.
7. Tenderers whose quotations are accepted must execute an agreement with the undersigned or any other officer authorized by the office of the District Election Officer/District Commissioner, Sivasagar.
8. The procurement and Hiring of Goods and Services will be made as per relevant procurement rules & Guidelines of Govt. of Assam.
9. No payment will be considered against incomplete work or if work not found satisfactory or sub-standard items supplied by the Vendor/ Contractor.
10. The undersigned reserves the right to ban or blacklist any firm/ bidder from future tenders and may forfeit the Earnest Money of any selected tenderers who fails to adhere to the Terms and Condition of the allotted Work/ Supply Order or fails to execute the work/supply the services within the given time or does sub-standard work or other factors detrimental to the interests of the office of the District Election Officer, Sivasagar.
11. No child shall be employed or engaged in election related activities as per ECI instructions vide No. 4/3/2023/SDR/Vol-X dated 05/02/2024.
12. The Contractor/ vendor shall mandatorily purchase all items attracting VAT, particularly diesel/ petrol, required for the execution of the contract exclusively from the jurisdiction of Assam.
13. Bills in duplicate will have to be submitted along with necessary works orders and completion certificates, within seven (7) days of completion of work or completion of election, whichever is earlier, for release of payment.
14. Payment will be made subject to receipt of fund from the Govt. in the CEO, Assam.
15. The legal jurisdiction for any dispute will be within Sivasagar district only.

  
 District Commissioner &  
 District Election Officer,  
 Sivasagar  
**DISTRICT ELECTION OFFICER**

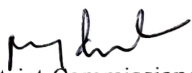
**Memo No. SVEE.59/AE-26/2025/5**

**(A)**

**Dated Sivasagar 23/Feb/2026**

Copy to:-

1. The Chief Electoral Officer, Dispur, Assam for favour of kind information.
2. All Members of the Tender Committee for information and necessary action.
3. The DIPRO, Sivasagar for publishing the concise format of NIT for publishing in 2 (two) Local Newspaper.
4. The DIO, NIC, Sivasagar for information. He is requested to upload the tender on Sivasagar District Website.

  
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 District Election Officer,  
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