



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER:::BONGAIGAON
[Census Branch]

E-mail: dc-bongaigaon@nic.in

No. BND-46/Census/2026/Pt-I/46

Dated, Bongaigaon the 17th August/2026

SHORT NOTICE INVITING QUOTATION (SNIQ)

Sealed quotations, affixing non-refundable Court Fee Stamp of Rs. 8.25 (Rupees Eight and Twenty-Five paise) only, are invited afresh from intending Firms/Suppliers from intending Firms/Suppliers under the Request for Procurement method prescribed under the Assam Public Procurement Rules, 2020, for discovery of rate for supply of the IT equipment specified below, for use by the Census Branch (or any branch of DC's Office) and all Charge Offices of Census Operation 2027, Bongaigaon District, in terms of the Minutes of Meeting vide No. BND-46/Census/2026/Pt-I/21 dated 13/08/2026 chaired by ADC cum District Census Officer, Bongaigaon. The tenderers shall submit their quotations, during office hours from **18/08/2026 to 24/08/2026 up to 5.00 PM**, in the Tender Box to be fixed in the Office Chamber of ADC cum District Census officer, DC Office, Bongaigaon. Quotations received shall be opened by the District Level Procurement and Manpower Hiring Committee on **25/08/2026 at 11.00 AM**, in presence of the tenderers or their authorised representatives who may choose to remain present.

Sl. No.	Name of Item	Specification	Quantity
1	Computer (LED Flat Screen) — Variant A	OS- Windows 11, i5 processor (latest Gen.), 512GB SSD, 8 GB RAM, UPS, Monitor 24 inch, Keyboard & Mouse with minimum 1 year warranty	As per requisition
2	Computer (LED Flat Screen) — Variant B	OS- Windows 11, i3 processor (latest Gen.), 512GB SSD, 8 GB RAM, Monitor 24 inch, UPS, Keyboard & Mouse with minimum 1 year warranty	
3	Laptop — Variant A	i5 (latest Gen.), Display 15.6 inch, 8GB RAM/512GB SSD/Windows 11, with minimum 1 year warranty (HP/Dell/Lenovo)	
4	Laptop — Variant B	i3 (latest Gen.), Display 15.6 inch, 8GB RAM/512GB SSD/Windows 11, with minimum 1 year warranty (HP/Dell/Lenovo)	
5	Printer — Variant A	Multifunction Printer (HP/Canon/Epson)	
6	Printer — Variant B	Normal LaserJet Printer (HP/Canon/Epson)	
7	Printer— Variant C	Inkjet Colour printer (HP/Canon/Epson)	
8	Pendrive	Version 3.0 (64 GB)	
9	Office Desk	Desk/Computer table (3ft x 4ft)	

Note: The quantities against each item are not fixed and shall depend on actual requisition raised, from time to time, by the Census Branch or the concerned Charge Office. The Department does not guarantee any minimum off-take against any item, and reserves the right to place orders for any quantity, including nil, against any item listed above

The District Level Procurement and Manpower Hiring Committee reserves the right to accept or reject any or all quotations, in part or in full, without assigning any reason thereof, and does not bind itself to accept the lowest quoted rate; nor shall any assurance be given to the lowest quotationer regarding award of the supply on the rate so quoted.

TERMS AND CONDITIONS

1. Quotations without the prescribed non-refundable Court Fee Stamp of Rs. 8.25 affixed thereon shall not be accepted.
2. The successful bidder shall supply goods of standard quality strictly conforming to the specifications, within the timeline fixed by the competent authority, and shall have the requisite capacity to sustain the contract.
3. The bidder shall possess valid GST Registration, Trade License, and PAN, and shall furnish self-attested copies thereof along with documentary proof of prior experience of similar supply with the Government, if any (preference being given to experienced bidders); quotations submitted without these self-attested copies shall automatically stand rejected.
4. The successful bidder shall complete supply within 7 (seven) days from the date of issue of each Purchase/Supply Order, unless otherwise extended in writing by the competent authority.
5. Supplied items shall be inspected and their conformity with specifications certified by the officer-in-charge, Census Branch, or the concerned Charge Officer, before payment is released; payment shall be made only after satisfactory installation, on submission of bill/invoice and warranty documents, with no advance payment admissible, and no interest shall be payable for any delay in payment on the part of the department.
6. The warranty offered shall be on-site, and the bidder shall specify the location of the nearest authorised service centre for the offered brand.
7. Rates quoted shall be inclusive of all admissible taxes, duties, transportation, and installation charges.
8. In terms of Rule 14 of the Assam Public Procurement Rules, 2020, this procurement shall follow the Single Envelope System, wherein the technical and financial particulars of the bid shall be submitted together in one single sealed envelope, the subject matter of procurement being well-defined with clearly set specifications; separate technical and financial covers shall not be required.
9. The rate finalised through this SNIQ shall remain valid for procurement by the Census Branch and all Charge Offices of Census Operation 2027, District Bongaigaon, for the duration of Census Operation 2027 or until revised by the District Level Procurement and Manpower Hiring Committee, whichever is earlier, with supply to be made against individual Purchase/Supply Orders raised from time to time as per actual requirement.

This notice shall be displayed on the Notice Board of the DC Office, Bongaigaon, and uploaded on the State Public Procurement Portal, Assam, for wider circulation and participation.

Haban
District Commissioner cum
Principal Census Officer
District Bongaigaon

Memo No. BND-46/Census/2026/Pt-I/46A

Dated, Bongaigaon the 17th August/2026

Copy to :

1. The Additional Secretary to the Govt. of Assam & Nodal Officer for Census, GAD, Dispur for favour of kind information.
2. The Director-cum-Chief Principal Census Officer, Census Operations Assam, Guwahati-31 for favor of kind information.
3. The District Information & Public Officer (DIPRO) Bongaigaon for wide publicity.
4. The District Informatics Officer, NIC for publication of the SNIQ to District Commissioner website.
5. The Existing Suppliers/vendors for information.

Haban
District Commissioner cum
Principal Census Officer
District Bongaigaon