



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER::DIBRUGARH DISTRICT
(ADMINISTRATION BRANCH)

No.ADM/Census/2026/27

Date : 11/06/2026

Expression of Interest (EOI)

The Office of the District Commissioner (Census Cell), Dibrugarh invites sealed tenders/bids from local bidders affixing court fee stamp of Rs 8.25 (Rupees Eight and Paisa Twenty Five) only from registered, reliable, and experienced supply agencies for the Supply of Stationery and Refreshment Items on a regular basis.

Bidders are required to compete based on their technical capability, compliance with supply timelines, quality assurance and acceptance of the required items as per Annexure-A.

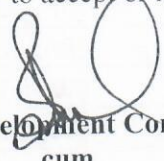
To ensure smooth delivery without compromise on quality, the selected vendor must adhere to the following strict procedural sequence :-

Specific Clauses & Rules :-

- a) The designated Officer will issue a written or digital Supply Order specifying the exact quantities of stationery or refreshments needed for the week/month.
- b) The vendor must source items exactly matching the specifications in Annexure – A after rate fixation.
- c) Deliveries must be made to the spot as per instructions.
- d) The vendor must submit a consolidated bill alongside signed delivery challans. Payments will be processed via electronic transfer after proper scrutiny of the bill as and when received from the Govt.

General Terms & Conditions :-

- 1) The bidder must have a valid Trade License, GST Registration and PAN Card.
- 2) Must have a minimum of 3 years of successful experience supplying stationery/printing devices to Government Departments, PSUs, or Autonomous Bodies.
- 3) The firm must not be blacklisted or debarred by any Central/State Government entity.
- 4) Sampling Requirement: Bidders must submit physical samples of the stationery items (pens, pads, folders) and sample print proofs of banners/standees along with their Technical Bid. Financial bids of firms failing the sample evaluation will not be opened.
- 5) The bid must be submitted in two separate sealed envelopes—Envelope-A (Technical Bid) and Envelope-B (Financial Bid)—enclosed inside a larger outer envelope superscribed:
- 6) The sealed quotation must be dropped in the Tender box placed at the Office of the District Commissioner, Dibrugarh latest by 26/06/2026 upto 03:00 P.M.
- 7) The quotation will be opened on the same day i.e. 26/06/2026 at 4:00 P.M. at the Office of the District Commissioner, Dibrugarh in presence of bidders/ representatives.
- 8) Legal Jurisdiction of any dispute will be within Dibrugarh District only.
- 9) Tender documents and detailed item-wise specifications can be obtained from the Office of the undersigned.
- 10) **Preference will be given to registered agencies/firms having their primary/head Office locally situated within Dibrugarh District, Assam, to ensure seamless Administrative coordination and immediate availability of backup support.**
- 11) The undersigned reserves the right to increase or decrease quantities, or to accept or reject any or all bids without assigning any justification.



District Development Commissioner
cum
Chairperson
Tender Opening Committee
Dibrugarh

Date : 11/06/2026

Memo No.ADM/Census/2026/27- A

Copy to:-

1. The Director, Directorate of Census Operations Assam, Bhangagarh- for kind information.
2. The Addl. Secretary to the Govt. of Assam, General Administration Department, Dispur, Ghy- 6 for kind information.
3. The DIO, NIC, Dibrugarh - for information and necessary action for uploading the notice in District Website.
4. The DIPRO, Dibrugarh - for information and necessary action for wide publicity of the same through Newspaper and social media.
5. Notice Board, D.C Office, Dibrugarh.
6. Office file.


District Development Commissioner
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Annexure - A

Sl. No.	Item
1	Biscuits-packet (Good-day)
2	Biscuits-packet (Mariegold)
3	Biscuits-packet (Nutri-choice)
4	Tea (red)
5	Tea (Milk)
6	Coffee
7	Singara
8	Kachuri
9	Backery Biscuit (per kg)
10	Kalakand
11	Rasagula
12	Kaju Barfi (per 100 gms)
13	Dhokla
14	Cold Drinks (per 500 ml)
15	Sandwich
16	Cutlet
17	Rice Thali Veg
18	Rice with chicken
19	Rice with fish
20	Rice with mutton
21	Rice with paneer
22	Roti & Sabji
23	Roti & Chicken
24	Veg Fried Rice
25	Chicken Fried Rice
26	Veg Roll
27	Egg Roll
28	Chicken Roll
29	Sugar Cube (per pkt)
30	Plastic Chair (Hiring basis)
31	Plastic Table (Hiring basis)
32	Computer Set (Monitor+Keyboard+Mouse+UPS) (Hiring basis)
33	Laptop (Hiring basis)
34	Printer Laser Jet (Hiring basis)
35	Projector with screen (Hiring basis)
36	Projector without screen (Hiring basis)
37	Wi-fi Device (Hiring basis)
38	Sound System (Cordless+mike) (Hiring basis)
39	Extra Cordless Microphone (Hiring basis)
40	Computer Table
41	Steel Table
42	Plastic Chair (Nilkamal)
43	Plastic Chair (VIP)
44	Plastic Chair (Supreme)
45	Plastic Chair (Moderna)
46	Disposable Glass - Thermo (100 pc)
47	Disposable Glass - Plastic (100 pc)
48	Knife
49	Alpin per pkt
50	Ball point pen (Cello Butter Flow)
51	Ball point pen (Rotomac)
52	Ball point pen (Reynolds Trimax)
53	Ball point pen (Luxar)
54	Ball point pen (Max Writer)
55	Pilot ink per (per no.)
56	Bindhona (per doz)



57	Binding Register per no.
58	Coconut Rope per kg
59	Coconut Sutli per kg
60	Carbon paper (type carbom per pkt)
61	Correcting Fluids (per no) (pen)
62	Correcting Fluids (per no) (bottle)
63	Calculator big 12 digits
64	Calculator 10 digits small
65	Cash Book Register per no.
66	Clip file per non-plastic/hard-board
67	Executive auto file per no. (A-4)
68	Executive auto file per no. (Legal)
69	Envelop (Big) (A-4 size)
70	Envelop (Mdm) (10"-5",11"-5",9"-4") per 100
71	Envelop (small) (7"-5",8"-5") per 100
72	File Cover (ordinary)
73	File Board (ordinary)
74	File Cover (Best)
75	File Board (Best)
76	Folder File per no.
77	Favicol per tube of 50 grm
78	Lock & key (Talayers)
79	Lock & key (Link)
80	Lock & key (Jyoti)
81	Lock & key (Godrej)
82	Marker Pen (permanent) per no.
83	Note sheet per pkt
84	Plastic Rope (sutli) per mtr.
85	Pad ink (Big) per no.
86	Paper weight per no.
87	Plastic File Cover per no.
88	Rope (Jute) per KG
89	Rubber Band per pkt of 1/2 kg
90	Rubber Band per pkt of 1 kg
91	Satpler Big per no.
92	Stapler mdm per no.
93	Staple pin (Big) per pkt
94	Staple pin (Small) per pkt
95	Scale
96	Writing Pad per no.