



GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER :::: GOLAGHAT
(CENSUS BRANCH)

CEN/16/2026-CEN-GLT/01

Dated Golaghat the 21st May 2026

SHORT NOTICE QUOTATION

Sealed quotation affixing court fees stamp of Rs.8.25 (Rupees eight and paise twenty five) only, are invited from intending authorized dealer/firms for procurement of **IT equipment & other materials** which will be received in the quotation box of Census Cell (2nd floor) of Integrated DC's Office, Golaghat on or before 28.05.2026 up to 2.00 PM for **supply of items enclosed as Annexure-I** indicating rates and brand name of all required materials inclusive of SGST/CGST etc. and will be opened at 3.00 PM on the same day in the presence of Quotationer or their authorized representative. If the date of receiving tender falls on any Holiday or remain closed due to any official reason or it becomes a holiday, then the same will be opened in the next working day at the same hours. The tenderers will have to furnish PAN Card/Income Tax/Sales Tax and SGST/CGST certificate along with the quotations. The undersigned will have the right to reject all quotations if the value is not reasonable or acceptable.

Terms & Conditions:

1. The quotations should be authorized dealers of reputed brands like (HP/Dell) having sales and services centre at Golaghat.
2. The rates quoted shall be inclusive of all taxes. Applicable taxes will be deducted at source.
3. Successful quotations will have to supply, fix and install all the machines at designated locations at his own cost within 7 (seven) days from placement of supply order. No extra charge will be allowed for this.
4. Payment of bill will be as per state Govt. norms & procedures and on receipt of required fund from the Director of Census Operations, Assam. The District Commissioner will not be responsible for any delay in payment for reasons beyond its control and authority



District Commissioner cum
Principal Census Officer, Golaghat

Memo No. CEN/16/2026-CEN-GLT/01-A

Dated Golaghat the 21st May/2026

Copy to:-

1. The Director of Census Operation, Lokpiyal Bhawan, Amingaon.
2. The CDC Bokakhat/Dhansiri, Sarupathar. He/ She is requested to display on notice board in their respective Office.
3. The Rev. Circle Officers cum Charge Officer, Golaghat/Khumtai/Morongi/Dergaon/Bokakhat/Sarupathar. He/ She is requested to display on notice board in their respective Office.
4. The Executive Officers cum Charge Officer, Golaghat/Dergaon/Bokakhat/Sarupathar/Barpathar. He/She is requested to display on notice board in their respective Office.
5. The DI & PRO, Golaghat for information and necessary action to wide publicity of the Quotation.
6. The DIO, NIC, Golaghat. He is requested to upload the quotation in the district website.
7. Office file.


21/5/26
District Commissioner cum
Principal Census Officer, Golaghat



ANNEXURE-I

IT items & stationeries			
A			
Sl. No.	Name of Item	Feature	Specifications
			Rate per item (Rs) incl. of GST
1	Computer Set (Desktop/Laptop)	Processor	Intel® 9th Gen Core i3 9100 With Intel UHD Graphics 630 (3.6 GHz/4C)
		Chipset	Intel H370 Chipset or better
		Motherboard	OEM Motherboard with logo embossed (no Sticker)
		Memory	4 GB DDR 4 RAM expandable to 32 GB
		Hard Disc Drive	Two DIMM slots; Non-ECC dual-Channel up to 2666 MHz
		Optical Drive	1TB HDD, 7200 RPM 8X DVD Writer
		Audio	High Definition Integrated Audio
		Ethernet	Integrated Gigabit (10/100/1000 NIC) LAN & inbuilt wifi 802. Ha/b/g/n/ac
		Slot	1 X PCIe16, 2xPCIex1, 1xPCI, 1 M. 2.
		Bays	3.5" Internal drive bays
		Ports	ODD bay
		Form Factor	Minimum 8 USB Ports (4 USB 3.1 gen1, 4 USB 2.0) out of which 4 USB ports should be in front for easy access
			(1) VGA video port (1) HDMI Port
		Power Supply	RJ-45 Network connector
			1 Universal audio jack for headphone & MIC
			1 Audio line in, 1 audio line out
			Towe
			Minimum 180 W or higher power supply with 90% efficiency
		Keyboard/Mouse	USB 104 Keys Keyboard (same make as PC)
		Operating System	USB 2 Button Scroll Mouse (Same as PC)
		Diagnosis Tool	Genuine Microsoft Windows 10 SL. 64-bit with one button recovery BIOS Diagnostics
		Security	SATA port disablement (via BIOS), Serial, USB enable/disable (via BIOS) Removable media write/boot control, Powe-On password (via BIOS) Power-On password (via BIOS), Administrator password (via BIOS), Setup password (via BIOS) Setup password (via BIOS)
		Compliance and Certification	Energy Star ver6.1 for the given form factor of Desktop & Monitor
		System Weight/Volume	EPEAT certified in India for the given form factor of Desktop & Monitor
		Information Accessibility	FCC, CE, RoHS Certificate for quoted desktop & Monitor
	UL Certificate, Windows certificate		
	ISO 9001, 14001, 20001, 27001 for OEM		
	Wight should be not less than 5 KG		
	Product details, specification and brochure to be available in public domain		
Support	Drivers should be available for download from OEM site for at least 3 years from the date of purchase order		
Market Credibility	The OEM vendor should be of positive net worth for the last three years		
Monitor	19.5" Monitor with resolution of 1600 X 900 or higher with VGA/HDMI Ports		
UPS	APC 600 VA/360 W		



2	Printer (B&W)	HP LaserJet 1020	
	Coloured	HP Officejet Pro 9720	
3	Scanner	HP	
4	Computer table	per pc	
5	Chair with arm	per pc	
6	Mouse	per pc	
7	LAN Switch	per pc	
8	LAN cable	per metre	
9	File Board & Cover	per pc	
10	A4 Paper	per pkt	
11	A3 Paper	per pkt	
12	Legal Paper	per pkt	
13	Notesheet Paper	per pkt	
14	Flex printing	per sqft.	
15	Wooden Pencil	per pkt	
16	Pencil Cutter	per pc	
17	Note Pad	per pc	
18	Binding Register	per pc	
19	Ball Pen	per pc	
20	Marker Pen (Red), (Black)	per pc	
21	Gum Paste 100 ml.	per pc	
22	Mike Set hiring	per day	
23	Projecter with Screen hiring	per day	
24	Passenger Vehicle(Small)	per day	
25	Goods Carrier Vehicle(Small)	per day	
26	Colour Print A4 Size	per page	
27	Colour Print A3 Size	per page	
28	Colour Print legal Size	per page	
29	B&W print A4 size	per page	
30	B&W print A3 size	per page	
31	B&W print legal size	per page	
32	Connector RJ-45	per pc	
33	Pendrive 16GB	per pc	
34	Calculator (Big, 12 digit)	per pc	
35	Calculator (Pocket, 12 digit)	per pc	
36	Carbon (FS, Blue)	per pc	
37	Dot Pen (General, All Variety)	per pc	
38	Scissors (Best Quality)	per pc	
39	Plastic Scale	per pc	
40	Adhesive Flag (Big)	per pc	
41	Adhesive Flag (Small)	per pc	
42	Pen Stand	per pc	



43	Paper Keeping Tray	per pc		
44	Waste Paper Basket	per pc		
45	Four Fold File	per pc		
46	Stick File (A4 Size)	per pc		
47	Stick File (FS Size)	per pc		
48	Signature Pad	per pc		
49	Fevi Stick	per pc		
50	Gum Paste (750 ml)	per pc		
51	Puncher	per pc		
52	Paper weight	per pc		
53	Tag	per pc		
54	Stamp Pad	per pc		
55	Stamp Pad Ink	per pc		
56	Envelope 11"	per pc		
57	Envelope 9"	per pc		
58	Envelope 16"	per pc		
59	Pacca Binding Register	per pc		
60	Knife	per pc		
61	Stapler (Small)	per pc		
62	Stapler (Big)	per pc		
63	Stapler Pin (Big)	per pc		
64	Stapler Pin (small)	per pc		
65	Al. Pin	per pc		
66	Detol Liquid Soap (250ml)	per pc		
67	Toilet Brush	per pc		
68	Sani Fresh/Harpic (500ml)	per pc		
69	Phenyle (Chitra Fresh/Neem etc)500ml	per pc		
70	Phenyle (Black)500ml	per pc		
71	Jadu 500ml	per pc		
72	Lyzol 500ml	per pc		
73	Colin 500ml	per pc		
74	Broom (Ful Jaru) best quality	per pc		
75	Room Freshner	per pc		
76	Odonil	per pc		
77	Lock and Key (Big)	per pc		
78	Trunk (Big)	per pc		
79	Bucket-Plastic-Big	per pc		
80	Mug Milton	per pc		
81	Mug Plastic	per pc		
82	Electric Kettle(1ltr.) Best Quality	per pc		
83	Tea Spoon	per pc		
84	Table Flask-1Ltr.(Milton)	per pc		
85	Gamusha Cotton (Both Side Flower)	per pc		
86	Doormat (Big Size)	per pc		
87	Steel rack 4 Sleeve(6Ft.)	per pc		
88	Revolving Chair(High)	per pc		
89	Plastic Chair	per pc		
90	Cello Tape (1/2", Big)	per pc		
91	Cello Tape (1", Big)	per pc		
92	Remote Battery	per pc		
93	Cordless Calling Bell	per pc		
94	Extension Board(Normal)	per pc		
95	Extension Board(Spike)	per pc		



Refreshment

B			
1	Black Tea	per no/ pkt	
2	Milk Tea	per no/ pkt	
3	Green Tea	per no/ pkt	
4	Black Coffee	per no/ pkt	
5	Milk Coffee	per no/ pkt	
6	Biscuit (Best quality)	per no/ pkt	
7	Dry Cake	per no/ pkt	
8	Cashew	per no/ pkt	
9	Roasted Cashew	per no/ pkt	
10	Raisins	per no/ pkt	
11	Almond	per no/ pkt	
12	Pista	per no/ pkt	
13	Roasted Pista	per no/ pkt	
14	Chana Mixure	per no/ pkt	
15	Samosa	per no/ pkt	
16	Kachori	per no/ pkt	
17	Veg Sandwich	per no/ pkt	
18	Veg Cutlet	per no/ pkt	
19	Veg Roll	per no/ pkt	
20	Egg Roll	per no/ pkt	
21	Chicken Roll	per no/ pkt	
22	Packet Lunch (Veg Fried Rice Half Plate & Paneer Curry)	per no/ pkt	
23	Packet Lunch (Veg Fried Rice Half Plate & Chicken Curry)	per no/ pkt	
24	BreakFast : Roti, Sabji, Boiled Egg, Tea/Coffee	per no/ pkt	
25	BreakFast : Bread Butter/Jam, Boiled Egg, Fresh Fruit, Tea/ Coffee	per no/ pkt	
26	Veg Thali General- (Rice/roti, Daal, Sabji, Salad, Papad & Aachar) with tissue paper & water	per no/ pkt	
27	Veg Thali premium- (Joha Rice,roti, Daal,Boiled Vegetables, Dry Sabji, Gravy Sabji, Paneer Gravy, Green Salad, Seasonal Vegetables Fry, Green Chutney, Sweet & Curd with tissue paper & water.	per no/ pkt	
28	Chicken Thali(Rice/roti, Daal, Sabji, Salad, Chicken curry, Papad & Aachar) with tissue paper & water	per no/ pkt	
29	Mutton Thali (Rice/roti, Daal, Sabji, Salad,mutton curry, Papad & Aachar) with tissue paper & water	per no/ pkt	
30	Fish Thali (Rice/roti, Daal, Sabji, Salad, fish curry, Papad & Aachar) with tissue paper & water	per no/ pkt	
31	Mineral Water 1/2 Ltr.,1 Ltr.	per no/ pkt	
32	Mineral Water 20Ltr., with Dispenser	per no/ pkt	
33	Drinking Cup 100 ML (per 100 Nos.)	per no/ pkt	
34	Drinking Glass (Per 100 Nos)	per no/ pkt	