

OFFICE OF THE PRINCIPAL
DISTRICT INSTITUTE OF EDUCATION AND TRAINING::JORHAT::TITABAR

No. DIET/TTB/AectH-24/2025-26/2158

Dated Titabar the 23.7.25

NOTICE INVITING TENDER

1. The Tender document is been floated in anticipation of fund to be received from the Govt. The Office of the District Institute of Education and Training (DIET), Jorhat, Titabar, Assam intends to award contracts to intending supplier/event management agencies/firms NGO's/Bidders with experience and expertise in providing supply and support of Office Stationary, Library Automation, Furniture, Sports equipments, CCTV, Programme Materials, Refreshment, documentation & Computer Accessories, Empanelment/Selection of Electrician, Plumber and Labour Licence Holder etc

Date of Notification of Tender	: 22 nd July 2025
Last date of submission of Tender	: 13 th Aug. 2025 before 01:00 PM
Date and time of opening of the tender	: 13 th Aug. 2025 after 02:00 PM

2. Sealed tenders affixing a Court Fee Stamp of denomination of **Rs. 8.25 (Rupees Eight and Twenty-Five Paise only)** are invited from intending and eligible suppliers / agencies / firms / NGOs / bidders. The detailed Tender Papers along with the Annexure/BOQ may be downloaded from the official website (www.dietjorhat.in) or collected from the office of the **Principal, DIET Jorhat, Titabar, Assam** during office hours.

3. Eligibility Criteria:

- Up to date Trade License
- Firm Registration Certificate (wherever applicable)
- GST Registration and PAN Card
- Latest copy of Income Tax Return
- Undertaking of the bidders that the bidder/firm is not blacklisted or debarred by any Govt department or convicted by any law

4. Instructions to Bidders:

- Tender Bid(s) will be rejected outright if any of the documents, as mentioned in Point no. 3, are not furnished.
- Rates shown in the BOQ in Annexure are inclusive of all Taxes and the bidders are to quote rate in the Bid document BOQ (Annexure)s showing clearly the actual quoted rate in both figure and words.

The Principal of DIET, Jorhat, Titabar, Assam reserves the right to reject any or all of the tenders outright without assigning any reason thereof.


(Ananta Gogoi)
Principal
DIET, Jorhat, Titabar
District Institute of Education and
Training Jorhat Titabar Assam

OFFICE OF THE PRINCIPAL
DISTRICT INSTITUTE OF EDUCATION AND TRAINING::JORHAT::TITABAR

Terms & Conditions

(For Work/Supply of Office Stationary, Library Automation, Furniture, Sports equipments, CCTV, Programme Materials, Refreshment, documentation & Computer Accessories etc.)

1. The Tender shall have to submit tender affixing non-refundable court fees of Rs.8.25 (Rupees Eight and twenty five paise) Only.
2. The Tenderer shall have to submit documentary evidence of registration of Firm along with the VALID Trade Licence from the concern authority.
3. The Tenderer should submit GST Registration Certificate.
4. The Tenderer should submit copy of PAN card.
5. The Tenderer shall have to submit up-to-date GST clearance certificate from sales Tax authorities.
6. The rate should be inclusive of all Taxes, GST, Carrying cost etc. as per rules & regulations.
7. The Tenderer shall have to submit latest copy of Income Tax Return.
8. The Tenderer shall have to submit Undertaking of Firm (not Blacklisted or debarred by any Govt dept.)
9. The listed materials at cost Bid will be procured as when required by the office. It is not mandatory to procure all the materials by this office. Therefore no claim should be entertained for procurement of materials by the parties.
10. The tender will be invited in two Bid system. Tender have to submit all related documents in one single envelope for Technical BID and another envelope sealed with the rates as per list for COST BID. Both the envelope are covered in one single envelope subscribing the category of works. Technical BID will be opened in presence of all the parties. Officially if any of the documents not found as per terms and conditions their Tender summarily REJECTED. Cost Bid will be opened in presence of only selected parties who have qualified in Technical bid.
11. The Materials supplied by the selected party must be as per specification, branded & good quality.
12. The selected party shall have to supply the materials within the stipulated time as per order.
13. The materials are to be supplied at DIET Jorhat Titabar only along with delivery Challan dully received and signed by Head Assistant/Principal of DIET Jorhat Titabar.
14. The selected parties should submit their printed bills in triplicate within 3 days after completion of the programme.
15. The authority has reserve the right to cancel any of the Tender without assigning any reason thereof. The decision of the Principal, DIET Jorhat Titabar is Final in all respect.
16. The Party having past experience in similar nature of work will be given preference.


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Empanelment/Selection of Electrician, Plumber and Labour Licence Holder

- **Electrician Services** – Routine and emergency electrical maintenance, installation of new wiring, troubleshooting, repairs, and related electrical works.
- **Plumber Services** – Routine and emergency plumbing maintenance, installation of pipelines and fittings, repairs of leaks, sanitary installations, and related works.
- **Labour Licence Holder Services** – Supply of licensed labour, skilled and unskilled, as per statutory requirements, for maintenance and project-related activities.

Eligibility Criteria

1. The bidder must hold valid trade licenses for respective services (Electrical/Plumbing/Labour licence as applicable).
2. Must have GST registration, PAN, and compliance with all labour laws.
3. Should not be blacklisted by any government or private organization.

Documents to be Submitted

- Copy of Valid trade licenses
- Copy of trade labour licence, and Government registrations.
- Quotation for service rates (labour charges,).
- Copy of GST and PAN.
- Experience in government or private organization



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District Institute of Education and Training, Jorhat, Titabar

List of Items/particulars to purchase under FY 2025-26

Category: **Documentation**

Sl. No.	Name of Particulars and Specification	Quantity	Rate (including all Taxes)
1	Xerox Black and White	Per page	
2	Xerox Black and White	Both side	
3	Color xerox Black and White	Per page	
4	Color xerox Black and White	Both side	
5	Printout Black and White	Per page	
6	Printout Color	Per page	
7	Printout Black and White	Both side	
8	Printout Color	Both side	
9	Photo paper Printing Size 8 x 11 Inch	Per page	
10	Photo paper Printing Size 12 x 18 Inch	Per page	
11	Photo paper Printing Size 4 x 6 Inch	Per page	
12	Certificate printing (A4 size) 220 GSM	Per page	
13	Banner/Flex Printout Size: 3 X 2 Feet	Per unit	
14	Banner/Flex Printout Size: 3 X 5 Feet	Per unit	
15	Banner/Flex Printout Size: 3 X 6 Feet	Per unit	
16	Vinyl Print Size: 3 X 2 Feet	Per unit	
17	Vinyl Print Size: 3 X 5 Feet	Per unit	
18	Vinyl Print Size: 3 X 6 Feet	Per unit	
19	Videography per hour with editing	Per hour	
20	Videography per day (6 hour) with editing	6 hour	
21	Videography day/Night (10 hour) with editing	10 hour	
22	Lamination board Binding Size: 8X 11 Inch	Per unit	
23	Lamination board Binding Size: 12X 18 Inch	Per unit	
24	Frame Binding Size:	Per unit	
25	Frame Binding Size:	Per unit	
26	Spiral Binding Size 8 x 11	Per unit	
27	Hard Binding (Book) Size 6X8 Inch	Per unit	
28	Hard Binding (Book) Size 8X11 Inch	Per unit	
29	Lamination Coating Sq Inch	Per sq inch	

[Signature]
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District Institute of Education and
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District Institute of Education and Training, Jorhat, Titabar

List of Items/particulars to purchase under FY 2025-26

Category: **Library Automation**

Sl No.	Name of Particulars and Specification	Quantity	Rate (including all Taxes)
1	Dewey Decimal Classification, 23Rd Edition, 4 Volumes Set	1	
2	Koha Installation on Cloud Server a) Installation of Koha 24.05 or latest on Ubuntu 24.04 LTS Virtual Private Server Configurations Strong Hosting • 3v or 4 CPU Cores • 8 GB RAM • 100 GB NVMe Disk space/200 GB SSD • Dedicated IP Address/Domain Name Customizations • Customizations of the software as per need of library. • Re-designing for Screen Adaptation. • Designing of Web-OPAC. • Boot-strap Technology assistance for OPAC. • Customized reports. • Setting up of Email/SMS alerts Implement with SSL (Secure Socket Layer) access with Internet security.	1	
3	Training/Support to staff AMC for (1+4) year	1	
4	Library Attendance (IN-OUT) Register	1	
5	Barcode Scanner BS-i203G Handheld 2D Wired Barcode Scanner	1	
6	Barcode Scanner BS-L150s WL Wireless 1D Barcode Scanner	1	
7	A4 Size Paper Sticker Labels for Laser, Inkjet & Copiers-	1	



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List of Items/particulars to purchase under FY 2025-26

Category:

Stationary/Office required Items

Sl No.	Name of Particulars and Specification	Brand	Specification	Quantity	Rate (including all Taxes)
1	File Cover	Ankur Cover File	Best Quality	1	
2	Students Attendance Register	Bright	No. 4	1	
3	Paper	J.K. Copier	A4 (21.0 x 29.7 cm) 75 GSM	1	
4	Paper	J.K. Copier	FS (21.5 x 34.5 cm) 75 GSM	1	
5	File Cover + Board	JAYA File Cover	Best Quality	1	
6	Premium + Register	Commander	No. 6	1	
7	Asomi Register	Asomi	No. 20	1	
8	Gum	Kores	300 ml	1	
9	Glue stick	Kores	8 g	1	
10	Fevicol	Fevicol	105 g	1	
11	L.E.D. Bulb	Bajaj/RR	15 Watt	1	
12	Lock & Key	Telco	61 mm	1	
13	Celling Fan	Havells	54"	1	
14	Phenyl	Nimyle (White Phenyl)	500 ml	1	
15	Toilet Cleaner	Harpic	500 ml	1	
16	Toilet Brush	Harpic/Scotch Brite	Double sided toilet brush	1	
17	Envelope	A4	Best Quality	1	
18		Legal	Best Quality	1	
19		10 x 4	Best Quality	1	
20		11 x 5	Best Quality	1	
21	One Hole Paper Punch	Kangaro One Hole Paper Punch	FP-20	1	
22	Two Hole Paper Punch	Kangaro Two Hole Paper Punch	Kangaro 480	1	
23	Pen	HAUSER XO	Red (Mrp 10)	1	
24	Pen	HAUSER XO	Blue (Mrp 10)	1	
25	Whitener	Kores Smart Correct	White Ink Correction Pen (7 ml)	1	
26	Globe Drawing Pin (Plastic Box)		Best Quality	1	
27	Broom	Gala	3x Long	1	
28	Electric Cattle	Bajaj	750 ml	1	
29	Marker	Kores	Multi Marker Pen (Black ink)	1	
30	Cup Plate Set	Laopola	6 Cup, 6 Plate Set	1	
31	Steel Spoon	Projain Stainless Steel	Stainless Steel	1	
32	Drinking Water Glass	Home Finery	Pack of 6	1	
33	Stapleer	Heer Kangaro Stappler	Model No 10- 1M	1	
34	Stapleer Pin	Kangaro Stappler Pin	Model No 10- 1M	1	
35	Stapleer (Big)	Heer Kangaro Stappler	Model No 10- 1M	1	
36	Stapleer Pin (Big)	Kangaro Stappler Pin	Model No 24/6 M	1	
37	Chalk	Kores	Kores Dustless Chalk	1	
38	Doormate		2' x 3'	1	
39	Tester, Plier	Taparia Hand Tool Kit Plier	TAPARIA	1	
40	Multimeter	Digital Clamp Multimeter for Ac and DC electric ampere mesurement		1	
41	Star Choice Register	Star Choice Register	10. No. 20. No.	1	
42	Kodak Photo Paper			1	
43	White Board			1	



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District Institute of Education and Training, Jorhat, Titabar

List of Items/particulars to purchase under FY 2025-26

Category: **ICT/Electronics/Technology support**

Sl. No.	Name of Particulars and Specification	Brand	Quantity	Rate (including all Taxes)
1	Desktop (i3 13th Gen / 8GB RAM/ 512 SSD / 1YR Warranty / Win 11 + Office 24)	HP	1	
2	Desktop (i5 13th Gen / 8 GB RAM/ 512 SSD/ 3YR Warranty / Win 11 + Office 24)	HP	1	
3	Desktop (i7 13th Gen / 8 GB RAM/ 512 SSD/ 3YR Warranty / Win 11 + Office 24)	HP		
4	Desktop Monitor 19.5 Inch (warranty 1YR)	HP	1	
5	Desktop Monitor 21.5 Inch(warranty 1YR)	HP	1	
6	600VA UPS (1 yr Warranty)	Zebronics/Frontech		
7	1000VA UPS (1 yr Warranty)	Zebronics/Frontech		
8	Laptop Core 5 (ultra) / 16 GB RAM/ 1TB SSD/ 1YR Warranty / Win 11 + Office 24	HP	1	
9	Printer - Epson L3560 - Wifi Printer + LED Display + 2 Yrs Warranty	Epson	1	
10	Printer - Brother T820DW - Wifi Printer + Legal Functionality	Brother	1	
11	Printer - Epson L3212	Epson	1	
12	Keyboard USB	Dell	1	
13	Mouse USB	Dell	1	
14	Logitech H111 Headphone	Logitech	1	
15	Desktop Speaker 5W/Grater		1	
16	Pendrive 64GB USB 3.0	Sandisk	1	
17	Extension Board 4 socket 1.8 Mt	Cablet	1	
18	Extension Board 4 socket 5 Mt	Cablet	1	
19	Inverter / Battery - 1050 VA Square Wave Luminious and 150 AH Luminious Batt (4 Yrs Warranty)	Luminious	1	
20	Inverter / Battery - 2300 EVO S Sine Wave Luminious and 250 AH Luminous Batt (5 Years Warranty)	Luminious	1	
21	AC 1.5 Ton 3 Star	Haier	1	
22	AC 1.5 Ton 5 Star	Haier	1	
23	AC 1.5 Ton 3 Star	LG	1	
24	AC 1.5 Ton 5 Star	LG	1	
25	AC 2 Ton 3 Star	LG	1	
26	Attendance machine - MB 20 +ID Face capacity: 500 Fingerprint:2000 Communication: TCP/IP, USB Host Transaction storage: 100000	ESSL	1	
27	Attendance machine - Uface 302/602 +ID Face capacity: 3000 Fingerprint:4000 Communication: TCP/IP, USB Host Transaction storage: 100000	ESSL	1	
28	Tp link AC 1200. 2.4/5 GZ supported	TP Link	1	
29	Tp link Wifi chip 300 mbps	TP Link	1	
30	Microtex e4150 (till 150 v supported)	Microtex	1	
31	EPSON 003 BK	EPSON	1	
32	EPSON 003 Y	EPSON	1	
33	EPSON 003 M	EPSON	1	
34	EPSON 003 C	EPSON	1	
35	EPSON 664 BK	EPSON	1	
36	EPSON 664 Y	EPSON	1	
37	EPSON 664 M	EPSON	1	
38	EPSON 664 C	EPSON	1	
39	BT60BK (black)	Brother	1	
40	BT5000C (cyan)	Brother	1	
41	BT5000M (magenta)	Brother	1	
42	BT5000Y (yellow)	Brother	1	
43	EPSON 001 BK	EPSON	1	
44	EPSON 001 Y	EPSON	1	
45	EPSON 001 M	EPSON	1	
46	EPSON 001 C	EPSON	1	


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District Institute of Education and Training, Jorhat, Titabar

List of Items/particulars to purchase under FY 2025-26

Category: **Furniture Items**

Sl No.	Name of Particulars and Specification	Brand	Specification	Quantity	Rate (including all Taxes)
1	Steel Almirah	ONOMA Econo M3 (Ultra Blue)	78 Inch, 5 Shelves, H 198cm D 44cm W 90cm	1	
2	Tables	Supreme Furniture	H: 715 mm W: 742 mm L: 1142mm	1	
3	Chairs	Supreme Furniture (Pine/Oak)	H: 850 mm W: 425 mm D: 538mm	1	
4	Book Case	ONOMA	4 door H: 176.5 W: 91.5 D: 33	1	
5	Glass Swing Door	ONOMA	78 Inch, 6 Shelves, H 198cm D 44cm W 90cm	1	
6	Computer Desk		Engineered Wood H 30 inch D 18 inch W 36 inch	1	
7	Computer Desk		Engineered Wood H 30 inch D 18 inch W 24 inch	1	
8	Computer Chair	Decowell	DC - 805 revolving	1	
9	Office Chair	Decowell	805 visitor	1	
10	Visitor Chair	Decowell	DC 100	1	
11	Office Table	Steel & Style	H 30 inch L 48 inch B 24 inch	1	
12	File Cabinate	ONOMA (LFC 4 door)	H 53 inch L 36inch B 19 inch	1	
13	File Cabinate	ONOMA (LFC 4 door)	H 54 inch L 24inch B 18 inch	1	



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District Institute of Education and Training, Jorhat, Titabar

List of Items/particulars to purchase under FY 2025-26

Category: **Refreshment**

Sl. No.	Name of Particulars	Quantity	Rate (including all Taxes)
1	Lunch : (Veg. Thali)- Rice, Dal, Sabji Curry, Dry Sabji, Papad, Salad, Lemon, Chilli .	Per Participant/day	
2	Lunch : (Non-Veg. Thali-Egg)-Rice, Dal, Egg Curry, Dry Sabji, Lemon , Chilli .	Per Participant/day	
3	Lunch : (Non-Veg. Thali-Fish)-Rice, Dal, Fish Curry ,Dry Sabji, Lemon, Chilli.	Per Participant/day	
4	Lunch : (Non-Veg. Thali-Boiler Chicken)-Rice, Dal, Fish Curry ,Dry Sabji, Lemon, Chilli.	Per Participant/day	
5	Lunch : (Non-Veg. Thali-Local Chicken)-Rice, Dal, Fish Curry ,Dry Sabji, Lemon, Chilli.	Per Participant/day	
6	Veg.Fried Rice	Per Participant/day	
7	Egg.Fried Rice	Per Participant/day	
8	Chicken Fried Rice	Per Participant/day	
9	Paratha Sabji	Per Participant/day	
10	Red Tea with 2pcs.Bakery Biscuit	Per Cup	
11	Milk Tea with 2pcs.Bakery Biscuit	Per Cup	
12	Kalakand	Per pic	
13	Samocha	Per pic	
14	Alu Chop	Per pic	



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List of Items/particulars to purchase under FY 2025-26

Category:

CCTV

SI No.	Name of Particulars and Specification	Brand	Specification	Quantity	Rate (including all Taxes)
1	CCTV Camera 5 MP (Motion Detection and Light Sensor for Night Clarity) (In Build Audio Mic)EG - CP Plus Illumax	CP Plus		1	
2	CCTV Camera 2.4 MP (Motion Detection and Light Sensor For Night Clarity)(In Build Audio Mic)	CP Plus		1	
3	CCTV Cable 3 + 1	CP Plus		1	
4	HDD	Seagate/WD	2TB	1	
5	HDD	Seagate/WD	4TB	1	
6	Power supply		20amp	1	
7	4 u rack			1	
8	Connector DC/BNC			1	
9	PVC Box / Wall Clips			1	
10	DVR 16 CH (F1)/	CP Plus		1	
11	DVR 32 CH (K2)	CP Plus		1	
12	Monitor (27) Inch for Camera View.	LG/Samsung		1	
13	Monitor (32) Inch for Camera View.	LG/Samsung		1	
14	Service charge per camera				



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District Institute of Education and Training, Jorhat, Titabar

List of Items/particulars to purchase under FY 2025-26

Category:

Sports Category

SI No.	Name of Particulars and Specification	Brand	Specification	Quantity	Rate (including all Taxes)
1	Football Net	ELBME	24 feet width X 8 feet length	1	
2	Football	Nivia	Shining Star	1	
3	Volley Ball	Nivia	SportVolley	1	
4	Volley Ball net		Nylon	1	
5	Tennis Ball (light)	Nivia		1	
6	Badminton racket	Yonex	Astrox Attack 9/Astroock 45	1	
7	Shuttel	Yonex	M350	1	
8	Football Pump			1	
9	TT Board	Vixen		1	



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