



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER
SOUTH SALMARA MANKACHAR DISTRICT::: HATSINGIMARI
(Nazarat Branch)
Email: dc-southsalmara@nic.in

File No. NAZ/47/2026-NAZ-SSM/152

Dated Hatsingimari the 11th July, 2026

CORRIGENDUM

In continuation of the Notice Inviting Bid (NIB) issued vide Bid Reference No. NAZ/47/2026-NAZ-SSM dated 08.07.2026 for the engagement of **ENGAGEMENT OF AN AGENCY TO SUPPLY STATIONERY ITEMS AND PRINTING RELATED SERVICES, COMPUTER ACCESSORIES AND OFFICE EQUIPMENTS FOR OFFICE OF THE DISTRICT COMMISSIONER, SOUTH SALMARA MANKACHAR, GOVERNMENT OF ASSAM FOR A PERIOD OF 12 MONTHS UNDER RATE CONTRACT AGREEMENT**, the following amendments/modifications are hereby notified in the interest of clarity and smooth conduct of the bidding process.

1. Amendment in Table of Contents:

In the Table of Contents, under Section V – Activity Schedule, the description shall be read as follows:

"The Office of the District Commissioner, South Salmara Mankachar is organizing various programmes, meetings and training sessions for which supply of stationery items are needed at the District Commissioner's Office, South Salmara Mankachar, Assam or any other place within the district."

in place of:

"The Office of the District Commissioner, South Salmara Mankachar is organizing various workshops, trainings, and meetings, for which catering and other related services are needed in and around Hatsingimari, South Salmara Mankachar District, Assam."

2. Address / PIN Code

Wherever appearing in the Bidding Document, the address of the Office of the District Commissioner shall be read as:

"Office of the District Commissioner, South Salmara Mankachar, Hatsingimari, Assam – 783136"

in place of any incorrect PIN Code mentioned elsewhere in the document.

3. Amendment in Bid Processing Fee (ITB 19.1)

The provision under ITB 19.1 of the Bid Data Sheet of the bidding document titled "Engagement of an Agency to Supply Stationery Items and Printing Related Services, Computer Accessories and Office Equipments for the Office of the District Commissioner, South Salmara Mankachar" shall be read as follows:

"The amount of Bid Processing Fee (Non-refundable) shall be NIL."

in place of:

"The amount of Bid Processing Fee (Non-refundable) shall be Rs. 500 (Rupees Five Hundred only)."

4. Amendment in Section IV – Evaluation and Qualification Criteria

Under Section IV – Evaluation and Qualification Criteria, Sl. No. (ii), under Supporting Documents Required, the words

"(Section-VI, Bidding Form-7)"

appearing after "Statement showing list of Clients in Public Sector" shall stand deleted.

5. Amendment in Form-5 – Certificate by Chartered Accountant

Under Form-5: Certificate by Chartered Accountant, the following sentence:

"This is to certify that the M/s. is in restaurant and/or catering business for more than 3 (three) years as on the due date for submission of bid i.e.,"

shall be read as:

"This is to certify that the M/s. is engaged in the supply of stationery items, printing related services, computer accessories and office equipments for more than 3 (three) years as on the due date for submission of bid i.e.,"

6. Amendment in Section VIII – Special Conditions of Contract (Clause 1.1(c))

Under Section VIII – Special Conditions of Contract, Clause 1.1(c), the contract name shall be read as "Engagement of an Agency to Supply Stationery Items and Printing Related Services, Computer Accessories and Office Equipments for the Office of the District Commissioner, South Salmara Mankachar." in place of:

"Engagement of an Agency to Provide Catering and Other Related Services at Office of the District Commissioner, South Salmara Mankachar."

7. Amendment in Schedule-A – Cost of Items

Under Schedule-A – Cost of Items, the following items shall be inserted after Sl. No. 149 of the Price Activity Schedule:

SN	Description of Item	Specification/ Brand/ Make etc.	Estimated Quantity	Unit Rate excluding GST (in INR)	GST per unit (in INR)	Total cost including GST (In INR)
			a	b	c	d=a*(b+c)
150	ID Card Big Size With Ribbon	100 mm x 70 mm	1000 Nos			
151	ID Card Small Size With Ribbon	84 mm x 52 mm	1000 Nos			
152	PA Booth	General (Complete PA Booth with operator, microphone, speaker, amplifier, wiring, power backup, transportation, installation and dismantling)	10 Nos.			
153	PA System	General (Portable/Public Address System including amplifier, speakers, microphones, mixer, cables, stand, installation, operation and dismantling)	10 Nos.			
154	Sharpner	General	100 Nos			
155	Calling Bell	Battery	30 Nos			
156	Calling Bell	Electric	30 Nos			
157	Chair Cushion	16'' X 16''	100 Nos			
158	Chair Cushion	20'' X 20''	100 Nos			
159	Lime Brush	8''/10''/12''	20 Nos			
160	Car Flag	Small	50 Nos			
161	National Flag	(6' X 4')	30 Nos			
162	Mosquito repllent Set	General	60 Nos			
163	Mosquito repllent refill	General	60 Nos			
164	Art Paper	43 x 69	200 Nos			
165	Wooden Pencil	General	200 Nos			
166	Steel Trunk	42'' x 20''	20 Nos			
Total						

The bidders shall quote their rates for the above items in the amended Schedule-A – Cost of Items.

SN	Description of Item	Specification/ Brand/ Make etc.	Estimated Quantity	Unit Rate excluding GST (in INR)	GST per unit (in INR)	Total cost including GST (In INR)
			a	b	c	d=a*(b+c)
A. Stationery Items						
1	A4 Paper	75 gsm (J K Copier or equivalent)	240 packets			
2	Legal Paper	75 gsm J K Copier or equivalent	60 packet			
3	Note-sheet paper	70 gsm 21.5 cm x 34.5cm Trident or equivalent	50 packet			
4	Pen 0.7 mm ball point	Pentonic or equivalent	50 packet			
5	Pen 0.7 mm ball point	Hauser XO or equivalent	50 packet			
6	Pen 0.7 mm ball point	Cello Papersoft or equivalent	50 packet			
7	Pen 0.7 mm ball point	Cello Signature or equivalent	50 nos.			

SN	Description of Item	Specification/ Brand/ Make etc.	Estimated Quantity	Unit Rate excluding GST (in INR)	GST per unit (in INR)	Total cost including GST (In INR)
			a	b	c	d=a*(b+c)
8	Folder	Legal size	200 nos.			
9	Ring binder	Legal Size	50 nos.			
10	Correction pen	Luxor or equivalent	30 nos.			
11	Flags (Multi colour Stick Notepad)	1in x 3in	50 packets			
12	Sticky Note(small)	3in x 3in	50 packets			
13	Sticky Note(medium)	4in x 4in	50 packets			
14	Sticky Note(large)	4in x 6in	5 packets			
15	Note pad (10 pages)	14cm x 22cm	1000 nos.			
16	Note pad (20 pages)	14cm x 22cm	1000 nos.			
17	Note pad (50 pages)	14cm x 22cm	500 nos.			
18	Name plate display (table top)	Acrylic-2 sided 10in x 2in	30 nos.			
19	File tags	8in	5000 nos.			
20	File Board	10in x 14in	500 nos.			
21	Stapler pin (small)	Kangaro No. 10	300 packets			
22	Stapler pin (Medium)	Kangaro 23/8	200 packets			
23	Stapler pin (large)	Kangaro 24/6	100 packets			
24	Board Marker (Red/Black/ Blue/ Green)	Camlin or equivalent Line size: 2mm and above	200 nos.			
25	Executive Folders with clip (Front side black)	Legal size	50 nos.			
26	Dak Pads	Legal size	50 nos.			
27	Dak Pads	A4 size	100 nos.			
28	Stock register book	150 pages 75 GSM Size-16	25 nos.			
29	Receipt Register	150 pages 75 GSM Size-16	25 nos.			
30	Document Register	150 pages 75 GSM Size-16	25 nos.			
31	General Register	150 pages 75 GSM Size-16, 14, 12, 10, 08, 06	25 nos.			
32	White Board	40cm x 60cm	5 nos.			
33	White Board	50cm x 70cm	5 nos.			
34	White Board	60cm x 90cm	5 nos.			
35	Log Book	B5 pages Hard binding	5 nos.			
36	Ruler (transparent plastic)	6 in /15 cm	20 nos.			
37	Glue Stick	Medium	30 nos.			
38	Toilet Roll	160 pulls	50 nos.			
39	Kitchen Roll	120 pulls	20 nos.			
40	Tissue Box	200 pulls	50 nos.			
41	Bond Paper	A4 100 GSM JK Excel Bond or equivalent	500 nos.			
42	Calculator	Casio or equivalent	30 nos.			
43	Pedal Dustbin	6 litres	30 nos.			
44	File Tray	Executive size	100 nos.			
45	Transparent folder	Letter size	500 nos.			
46	Envelope (Yellow/White)	A3	1000 nos.			

SN	Description of Item	Specification/ Brand/ Make etc.	Estimated Quantity	Unit Rate excluding GST (in INR)	GST per unit (in INR)	Total cost including GST (In INR)
			a	b	c	d=a*(b+c)
47	Envelope (Yellow/White)	A4	1000 nos.			
48	Water Glass lid	Plastic	500 nos.			
49	1 TB Hard Disk	Seagate or equivalent	5 nos.			
50	File cover and board	14in x 10in	500 nos.			
51	Pencil Battery	Size- AAA Duracell or equivalent	250 nos.			
52	Inkpad	Colour-Violet/ Blue Size- 110mm x 69mm Faber-Castell or equivalent	300 nos.			
53	Folder bag with snap button	Foolscap document	100 nos.			
54	Highlighter	Luxor/ Faber-Castell or equivalent	100 nos.			
55	Paper Double Punch	DP-280 Kangaroo or equivalent	20 nos.			
56	Paper Double Punch	DP-480 Kangaroo or equivalent	5 nos.			
57	Paper Double Punch	DP-800 Kangaroo or equivalent	20 nos.			
58	Paper Double Punch Heavy Duty	HDP-2320 Kangaroo or equivalent	2 nos.			
59	Cellotape (White, single sided)	1in	50 nos.			
60	Cellotape (White, single sided)	3in (72mm)	10 nos.			
61	Double sided adhesive tape	2in Heavy Duty	20 nos.			
62	Single sided handheld Cellotape (Brown)	2in	10 nos.			
63	Alpin	22 mm	15 Box			
64	Cotton Tag	8 Inch Long White	25 Bundle			
65	Clip Board	A4 Size	15 Nos			
66	Pen Stand	3 x 3.50 x 4	15 Nos			
67	Scissor	76mm	05 Nos			
68	Marker Pen	Thine Refill	20 Nos			
69	Marker Pen	Thick Refill	20 Nos			
70	Knife	General	1 Nos			
71	Room Freshener	220 ml	0 Nos			
72	Hit Spray	200 ml	50 Nos			
73	Harpic Cleaner	750 ml	50 Nos			
74	Harpic Brush	General	20 Nos			
75	Commode Brush	General	20 Nos			
76	Ceiling Brush	General	0 Nos			
77	Wiper	General	20 Nos			
78	Phenyl Black	500 ml	50 Nos			
79	Phenyl Red	500 ml	50 Nos			
80	Phenyl White	500 ml	50 Nos			
81	Plastic bucket	20 Ltr	15 Nos			
82	Lock & Key	Big	20 Nos			
83	Lock & Key	Medium	25 Nos			
84	Umbrella	Medium	15 Nos			
85	Odonil	288 gm	60 Nos			
86	Hand Wash	250 ml	60 Nos			
87	Peon Book	Pages 100	50 Nos			
88	White Towel	Big	50 Nos			
89	White Towel	Medium	60 Nos			
90	White Towel	Small	60 Nos			

SN	Description of Item	Specification/ Brand/ Make etc.	Estimated Quantity	Unit Rate excluding GST (in INR)	GST per unit (in INR)	Total cost including GST (In INR)
			a	b	c	d=a*(b+c)
91	Rubber band	100 gm	05 Pkts			
92	Naphthalin	200 Gram	30 Pkts			
93	Paper Cutter	22 mm	20 Nos			
94	Remote Battery	AAA Batteries 1.5 V	250 Nos			
95	Broomstick	Coconut	25 Nos			
96	Broomstick	Phool	50 Nos			
97	Flex Banner	6ft X 5 ft	25 Nos			
98	Flex Banner	1500Sq ft	5 Nos			
99	Door Name plate	5.08 x 20.32 cm	15 Nos			
100	Car Name plate	500 × 120 mm	10 Nos			
101	Table Name plate	8" × 2" or 10" × 2"	10 Nos			
102	Residence Sign Board	16" × 12"	2 Nos			
104	Plastic Blue Dust Pan	5 Inch	10 Nos			
105	Photocopy	A4 Size	2000 pages			
106	Photocopy	Legal Size	1000 pages			
107	Invitation card	A4 Size or lower sizes	100 Nos			
108	Certificate Printing	A4 Size	50 Nos			
109	LED Bulb	09 Watt	50 Nos			
110	LED Bulb	15 Watt	50 Nos			
111	LED Bulb	20 Watt	75 Nos			
112	LED Bulb	40 Watt	250 Nos			
113	Halogen Light	General,60 Watt	30 Nos			
114	Pendant Holder	General	100 Nos			
115	Electric Wire	Flexible	100m			
116	Electric Wire	2.5 mm	100m			
117	Electric Wire	4 mm	100m			
118	Electric Wire	6mm	100m			
119	LED Tube Light	General	50 Nos			
120	Ceiling Fan	General	250 Nos			
121	Stand Fan	General	50 Nos			
122	Wall Fan	General	50 Nos			
123	Extension Cord	General	50 Nos			
125	Computer Cartridge	12A	25 Nos			
126	Computer Cartridge	388A	100 Nos			
127	Power Cable	General	30 Nos			
128	USB Cable	General	30 Nos			
129	HDMI Cable	General	25 Nos			
130	Pen drive	General	30 Nos			
131	Key Board	General	30 Nos			
132	Blank CD	General	30 Nos			
133	Mouse	General	30 Nos			
134	CPU	General	10 Nos			
135	UPS	General	30 Nos			
136	Computer Monitor	General	10 Nos			
137	Hard Disk	General	10 Nos			
138	Mother Board	General	10 Nos			
139	CCTV Camera	General	30 Nos			
149	Printer Machine	Laser Jet Pro MFP M126a	30 Nos			
150	ID Card Big Size With Ribbon	100 mm x 70 mm	1000 Nos			
151	ID Card Small Size With Ribbon	84 mm x 52 mm	1000 Nos			
152	PA Booth	General (Complete PA Booth with operator, microphone, speaker, amplifier, wiring, power backup, transportation,	10 Nos.			

SN	Description of Item	Specification/ Brand/ Make etc.	Estimated Quantity	Unit Rate excluding GST (in INR)	GST per unit (in INR)	Total cost including GST (In INR)
			a	b	c	d=a*(b+c)
		installation and dismantling)				
153	PA System	General (Portable/Public Address System including amplifier, speakers, microphones, mixer, cables, stand, installation, operation and dismantling)	10 Nos.			
154	Sharpner	General	100 Nos			
155	Calling Bell	Battery	30 Nos			
156	Calling Bell	Electric	30 Nos			
157	Chair Cushion	16'' X 16''	100 Nos			
158	Chair Cushion	20'' X 20''	100 Nos			
159	Lime Brush	8''/10''/12''	20 Nos			
160	Car Flag	Small	50 Nos			
161	National Flag	(6' X 4')	30 Nos			
162	Mosquito repllent Set	General	60 Nos			
163	Mosquito repllent refill	General	60 Nos			
164	Art Paper	43 x 69	200 Nos			
165	Wooden Pencil	General	200 Nos			
166	Steel Trunk	42'' x 20''	20 Nos			
Total						

8. Amendment in Form-7 – Checklist of Documents (Technical Bid)

Under Form-7 – Checklist of Documents (Technical Bid), the following checklist shall be inserted:

S. No.	Description of the Documents	Form	Remarks
1	Letter of Bid	Form-1	
2	Bidder Information	Form-2	
3	Bid Security in the form of BG / DD	Form-4	By DD / BG / FDR
4	Turnover Certificate by Chartered Accountant	Form-5	
5	Affidavit by the Bidder	Form-6	
6	Checklist for Technical Bid	Form-7	
7	Work Order / Supply Order / Contract	NA	As per Clause 1.1 of Section IV – Evaluation and Qualification Criteria
8	Trade Licence	NA	
9	GST Registration Certificate	NA	
10	Copy of PAN (Income Tax)	NA	
11	Any other document as mentioned in the Bid Data Sheet	NA	

Also, in continuation of the Notice Inviting Bid (NIB) issued vide Bid Reference No. NAZ/47/2026-NAZ-SSM dated 08.07.2026 for the engagement of **FOR ENGAGEMENT OF AN AGENCY TO PROVIDE REFRESHMENT, CATERING AND OTHER REFRESHMENT SERVICES UNDER THE OFFICE OF THE DISTRICT COMMISSIONER, SOUTH SALMARA MANKACHAR, ASSAM FOR A PERIOD OF 12 MONTHS**, the following amendments/modifications are hereby notified in the interest of clarity and smooth conduct of the bidding process.

1. Address / PIN Code

Wherever appearing in the Bidding Document, the address of the Office of the District Commissioner shall be read as: “Office of the District Commissioner, South Salmara Mankachar, Hatsingimari, Assam – 78136” in place of any incorrect PIN Code mentioned elsewhere in the document.

2. Amendment in Form Numbering under Form-7 – Checklist of Documents (Technical Bid)

Under Form-7 – Checklist of Documents (Technical Bid), the references to the Forms shall be read as follows:

Description of Document	Existing Form No.	Revised Form No.
Bid Security in form of BG / DD	Form-3	Form-4
Turnover Certificate by Chartered Accountant	Form-4	Form-5
Affidavit by the Bidder	Form-5	Form-6
Checklist for Technical Bid	Form-6	Form-7

Accordingly, all references to the above Forms elsewhere in the bidding document shall be construed to refer to the revised Form numbers.

3. Amendment in ITB 22.1 – Submission of Original Documents

Under ITB 22.1, Item No. 2, the reference: "Affidavit: Form-9" shall be read as: "Affidavit: Form-6."

4. Amendment in Section IV – Evaluation and Qualification Criteria

Under Section IV – Evaluation and Qualification Criteria, the following amendments shall be made:

- Under Sl. No. (i), under Qualification Criteria, the words: "Rs. 4 lakhs" shall be read as: "Rs. 3 lakhs".
- Under Sl. No. (iii), under Supporting Documents Required, the words: "(Section-VI, Bidding Form-7)" appearing after "Statement showing list of Clients in Public Sector" shall stand deleted.

5. Amendment in Schedule-A – Cost of Food Items

Under Schedule-A – Cost of Food Items (Form-3: Price Activity Schedule), the following additional items shall be inserted after Sl. No. 11:

S N	Description of Item	Measure ment of each unit	Estimated ANNUAL Quantity	Unit Rate excludin g GST (in INR)	GST per unit (in INR)	Category cost including GST (In INR)
			a	b	c	d=a(b+c)
Category I : Tea & Snacks for normal meeting						
1	Milk Tea/Red Tea & snacks (Good Quality)	Tea	150 ml	2000		
		(with 2 cookies/slice cake)	2 nos			
2	Ready to eat (Good Quality) per plate charge (Non-Veg items with chicken curry)	1) Good quality Basmati rice	200 gm	500		
		2) Good quality Dal	100 gm			
		3) Good quality fresh vegetables	100 gm			
		4) Good quality one dry fry item	80 gm			
		5) Good quality Chicken curry	180 gm			
		6) Green Salad	60 gm			
		7) Papad	2 piece			
		8) Good quality brands pickle	1 spoon			
		9) Drinking Water	500 ml			
3	Ready to eat (Good Quality) per plate charge (Non-Veg items with Mutton curry)	1) Good quality Basmati rice	200 gm	500		
		2) Good quality Dal	100 gm			
		3) Good quality fresh vegetables	100 gm			
		4) Good quality one dry fry item	80 gm			
		5) Good quality Mutton curry	180 gm			
		6) Green Salad	60 gm			
		7) Papad	2 piece			
		8) Good quality brands pickle	1 spoon			

S N	Description of Item		Measure ment of each unit	Estimated ANNUAL Quantity	Unit Rate excludin g GST (in INR)	GST per unit (in INR)	Category cost including GST (In INR)
				a	b	c	d=a(b+c)
		9) Drinking Water	500 ml				
4	Ready to eat (Good Quality) per plate charge (Non-Veg items with fish curry)	1) Good quality Basmati rice	200 gm	500			
		2) Good quality Dal	100 gm				
		3) Good quality fresh vegetables	100 gm				
		4) Good quality one dry fry item	80 gm				
		5) Good quality fish curry	180 gm				
		6) Green Salad	60 gm				
		7) Papad	2 piece				
		8) Good quality brands pickle	1 spoon				
		9) Drinking Water	500 ml				
5	Ready to eat (Good Quality) per plate charge (Veg items)	1) Good quality Basmati rice	200 gm	500			
		2) Good quality Dal	100 gm				
		3) Good quality fresh vegetables	100 gm				
		4) Good quality one dry fry item	80 gm				
		5) Good quality Paneer Butter Masala	180 gm				
		6) Green Salad	60 gm				
		7) Papad	2 piece				
		8) Good quality brands pickle	1 spoon				
		9) Drinking Water	500 ml				
6	Ready to take	Packaged Drinking Water (Per Bottle)	500 ml	500			
7	Evening Desserts	Tea and Gulab Jamun or Rashgulla or Dry Gula (60 grms)	150 ml 60 grms	500			
8	Snacks & tea for office meeting	Milk Tea	150 ml	500			
		Samosa	90 grms				
		good quality mithai / kaju katli	80 grms				
9	Snacks & tea for office meeting	Red Tea	150 ml	500			
		Samosa	90 grms				
		good quality mithai / kaju katli	80 grms				
10	Ready to take lunch box	Chicken roll	250 grms	500			
		good quality juice	200 ml				
		cake slice/ good quality mithai	80 grms				
11	Ready to take lunch box	Veg roll	250 grms	500			
		good quality juice	200 ml				
		cake slice/ good quality mithai	80 grms				
12	Good quality Banana		1 dozom	50			
13	Good quality packed Cake		50 grms	500			
14	Good quality boiled egg		30 piece	300			
15	Good quality Handmade Pitha		50 grms	200			
16	Good quality assamese coconut laddu		50 grms	200			
17	Good quality Bread Packet		400 grms	200			

S N	Description of Item	Measure ment of each unit	Estimated ANNUAL Quantity	Unit Rate excludin g GST (in INR)	GST per unit (in INR)	Category cost including GST (In INR)
			a	b	c	d=a(b+c)
18	Good quality Butter	10 grms	200			
19	Good quality Jam	10 grms	200			
20	Good quality Juice packet	125 ml	200			
Total Food Cost						

Sd/-
District Commissioner
South Salmara Mankachar
Hatsingimari