

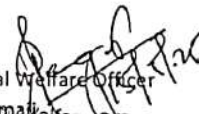
GOVT.OF ASSAM
OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
DHEMAJI

NO. DSWO (DMJ) 263/2025-26/DHEW/Officefile/01

Dated: 15/05/2025

Expression of Interest (Eoi) for Empanelment of Vendors for Supply of various Items/services

O/o SANKALP-DHEW (Mission Shakti), District Social Welfare Officer, Dhemaji invites expression of interest (Eoi) for Vendor Registration and Empanelment for supply of various items/offering services as provided in the prescribed format from reputed Supplier(s)/Vendor(s) to O/o District Social Welfare Officer, Dhemaji. Interested vendor(s) may submit the prescribed application form along with the requisite documents at Room No 9, DC's Office, Dhemaji in sealed envelopes on or before 26.05.2025 by 3.00 p.m. For details visit – <https://dhemaji.assam.gov.in/> or visit O/o District Social Welfare Officer, Dhemaji.

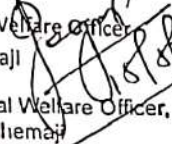

District Social Welfare Officer
District Dhemaji Welfare Officer,
Dhemaji

Memo NO. DSWO (DMJ) 263/2025-26/DHEW/Officefile/01(A)

Dated: 15/05/2025

Copy to:

1. The DIPRO, Dhemaji, for kind information and necessary action. He is also requested to take necessary measures for publishing in 2 (Two) major daily newspapers.
2. The DIO, Dhemaji, for information and necessary action. He is also requested to publish the notice along with all enclosures in official websites with immediate effect.
3. Notice Board, District Commissioner's Office, Dhemaji and O/o District Social Welfare Officer, Dhemaji


District Social Welfare Officer
Dhemaji
District Social Welfare Officer,
Dhemaji

Registration/Empanelment of Vendor(s)

O/o District Social Welfare Officer, DhemaJI Intends to register/empanel the firm(s)/Vendor(s) who are in the business of supplying of goods and offering services of specified categories/brands.

1. Eligibility for Registration/ Empanelment:

All firm(s)/Vendor(s), who are in the business of manufacturing, authorized distribution/dealership and supply of stationery items/offering services are eligible for registration if suitable, subject to specific conditions or restrictions stipulated in this document.

2. Screening of applications

Preliminary screening of application(s) of firm(s)/vendor(s) for short listing purpose would be examined by the concerned authority for the following category-

i) Suppliers:

- Authorized Distributor/Dealers
- Traders/ Local Suppliers
- Service providers

3. Empanelment / Registration Procedure:

Procedure for empanelment of vendor(s) with O/o District Social Welfare Officer, DhemaJI.

- The applicant(s) should clearly read all the pages of the document(s).
- Correct/relevant information/data have to be furnished by the vendors.
- The Service provider(s) / supplier(s) should make sure that before applying for a particular type of Category, the vendor(s)/firm(s) shall have to fulfil the required eligibility criteria & experience for that category of work/item.
- Interested vendor(s)/firm(s) shall have to enclose a Demand draft of Rs.500.00 (Rupees Five Hundred only), which is non-refundable, as application fee with the application form in favor of District Social Welfare Officer, DhemaJI without demand draft the application form is to be rejected.
- Declaration form must be enclosed with the application form given in ANNEXURE-I.
- Application(s) incomplete in any respect or non-submission of any required document(s) or information, or fee in requisite amount are liable for rejection.
- The sealed envelope containing the registration form, documents & fee should be clearly mentioned on the top of the envelope as "APPLICATION FOR VENDOR REGISTRATION/ EMPANELMENT under SANKALP-DHEW, DHEMAJI" and sent to mentioned address. The following essential document(s) (whichever is applicable) should be attached along with the registration form:

- a. GST/TIN No.
- b. Trade License


District Social Welfare Officer,
DhemaJI

- c. Permanent Account No. (PAN)
- d. Annual Turnover Certificate for the last 3 (three) years.
- e. Bank Details.
- f. Valid Food License.
- g. Income Tax return for the last 3 (three) years updated till 2024/2025.

- A notarized certificate that the vendor hasn't been blacklisted by any institution of the Central/ State government/any PSU etc. in the past 3(three) years should be submitted.
- The firm(s)/vendor(s) will be considered for registration/ empanelment for an Initial period of 01 (one) year and their registration will be considered for renewal as per the official procedure for another 01 (one) year or so, at a time subject to satisfactory performance of the firm during the initial registration period.
- The firm(s)/vendor(s) may be approved for registration for one and more categories of materials.
- Renewal of Registration: Renewal of registration shall be done for a further period of 1(one) years based upon the performance of firm(s)/vendor(s) during the last year. Vendors seeking renewal shall submit a fresh application form, 3 (three) months prior to expiry of the validity of registration. The application form shall have to be duly filled in with the requisite details/information along with necessary documents.
- Pre-mature Termination of Registration: Premature termination of registration of vendor may be done with the approval of competent authority on unsatisfactory performance:
 - If the vendor is non-responsive against tender enquiries or on of its account.
 - The performance of vendor is rated below the minimum acceptable level during the evaluation process and no improvement is observed in spite of a notice to this effect.
 - Vendor fails to respond to 3 (three) consecutive tender enquiry within the range of product for which it is registered.
 - Vendor fails to execute the order.
 - Vendor no longer has the technical staff or equipment considered necessary for executing the tendered work.
 - Vendor is declared bankrupt or insolvent or its financial position has become unsound, or in case of public limited company, it is wound up or taken into liquidation.
 - Vendor fails to furnish Income Tax Clearance Certificate or any other document when called for.
 - If they fail to abide by the Terms and Conditions of the registration or fail to supply the goods on time or supply sub-standard Items/goods or make any false declaration to the Institute or for any other grounds which, in the opinion of the District Social Welfare Officer, Dhemaaji is considered to be against the public interest.
 - The integrity of vendor is suspected.
 - Blacklisting of firm can be done on the recommendations of the Competent Official. The O/o DSWO, Dhemaaji shall process all such cases reported by any other branch. A committee


 District Social Welfare Officer,
 Dhemaaji

specially constituted by the DSWO, Dhemaji, shall examine the case(s) and shall submit its recommendation(s) to the competent authority for final action.

- Banning of vendors for future business dealing: This shall be done in case unethical business practice is established or furnishing wrong information, false/ manipulated documents or the vendor is charged by any government agency (like CBI, ED etc.) for an offence against Government regulation and subsequently prosecuted in the court of law. Banning orders shall also indicate names of all partners, directors etc. of the company/firm and its allied/ sister concerns, if any.

4. Terms & Conditions for Vendor Registration / Empanelment as a Supplier-

General Clause:

- O/o District Social Welfare Officer, Dhemaji reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of the O/o District Social Welfare Officer, Dhemaji in respect of registration of parties for various categories of work/items shall be final & binding on all concerned registered firms/vendors in the panel of O/o District Social Welfare Officer, Dhemaji.
- Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms and keep the District Social Welfare Officer informed of new products/developments innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
- In case of empanelled vendor/firm is found to breach any terms & condition(s) of O/o District Social Welfare Officer, Dhemaji or supply/work order, at any stage during the course of supply, installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor by O/o District Social Welfare Officer, Dhemaji besides debarring and blacklisting the vendor concerned for at least 3 (three) years, for further dealings with O/o District Social Welfare Officer, Dhemaji.
- The vendor/firm should not assign or sublet the empanelment or any part or it to any other vendor/firm in any form. Such actions shall result in termination of empanelment.
- The O/o District Social Welfare Officer, Dhemaji reserves the rights to add /delete/alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.
- All disputes in this connection shall be settled in District Court, Dhemaji jurisdiction only.


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DECLARATION

(This declaration should be completed by the proprietor, partner, Director and/or authorized signatory, who has the authority to do so and must be enclosed with the application on the Vendor's/Firm's Company's Letter Head)

I/we.....declare and confirm that the information furnished and attachment(s) submitted with the application are true and correct.

I/we are aware that any false information provided herein will result in the rejection of my/our application for registration. I/we shall be bound by the acts of the duly authorized signatory who has signed this application and of any other person, who in future, may be appointed by us in his place whether or not an intimation of such changes has been given. I/we undertake to communicate promptly with the authority of the O/o District Social Welfare Officer, Dhemaji if any changes in the conditions or working of the firm take place.

Date:

Place:

Signature

Name:

Designation:

Vendor/Firm/Company Seal

Form for Registration of Vendors

1. Name of the Company/Vendor

2. a) Head Office / Registered Office:

Telephone No.
Email
Web site (if any)
Date of Establishment:

b) Branch Office in Dhemaji:

If any Telephone No.
E. Mail

3. Name of Chief Executive/Proprietor/Office head

Telephone No.
Email

4. Name of contact person

Telephone No.
Email :

5. Type of Organization

- a. Proprietary
- b. Partnership
- c. Private Limited Company
- d. Public Limited Company
- e. Public Sector

6. Documents to be enclosed

- a. GST/TIN No.
- b. Trade License
- c. Permanent Account No. (PAN)
- d. Annual Turnover Certificate for the last 3 (three) years.
- e. Bank Details.
- f. Valid Food License.
- g. Income Tax return for the last 3 (three) years updated till 2024/2025.

7. Annual Turnover during last 3 years (Rs. Lakhs) (Enclose Balance Sheet for last Three years)

- a. 2022-23
- b. 2023-24
- c. 2024-25

8. Income Tax Return last 3 years

- a. 2022-23
- b. 2023-24
- c. 2024-25

9. Registration document for Commercial business (Enclose Attested Copy wherever Applicable)

- a. GST Regn. No. :
- b. TIN No. :
- c. Trade License No. :
- d. PAN No. :

10. Details of Major Customers

Names of Autonomous institutions/ Government departments / Major Public sector undertakings/Research and Development institutions where your firm is registered.

11. Details of Registration fee (Rs.500/-)

D.D. No.:

Date:

Bank:

DECLARATION BY VENDOR

I confirm that the information furnished are correct to the best of my knowledge and belief.

(Signature of Proprietor/Partner/Chief Executive)

Name

(In Capital Letter) (Seal of Vendor)

Place:

Date:

Sl No	Main category	Selection	Sub Category
1	Gift Items		Gamocha Pat
2			Gamocha Normal
3			Gamocha Muga
4			Flower bouquet (w/p)
5			Gamocha Dohibuta
6			Flower bouquet (normal)
7			Gifting Plant with Pot
8			Tea packets
9			Decorated Rhino gift box
10			Xoral (normal)
11			Xoral (big)
12			Xoral (medium)
13			Trophy
14			Medals
15			Others
16	Transportation (Rental)		Bolero
17			Sedan
18			Luxury cars
19			Bolero Pick Up
20			Others
21	CCTV installation		CCTV camera
22			Networking
23			DVR
24			Server
25			Hardware
26		Others	
27	Printing, Branding & Fixing		Flex (per sq ft)
28			Banner (per sq ft)
29			Standee (per sq ft)
30			Handy flags/banner (per sq ft)
31			Letters/cards
32			Hoarding
33			Leaflets
34			Poster
35			Sticker
36			IEC Materials
37			Sign Boards
38			BBBP Cup
39			BBBP Logo T-Shirt
40			BBBP Logo Cap
41			BBBP Logo School Bag
42			BBBP Logo Jute Bag
43			BBBP Logo Calender
44			BBBP Logo Writing Pad
45			NMBA T-shirt
46			NMBA Cap
47		Certificate	
48	House keeping		Cleaning chemicals
49			Cleaning tools
50			Cleaning staff
51			Door replacement
52			Window Black Sticker
53			Bathroom cleaning brush
54			Plastic Cup
55			Plastic Glass
56			Plastic Jug
57			Plastic Mug
58			Plastic Plate (Full Size)
59			Plastic Plate (Half Size)
60			Plastic Plate (Quarter Size)
61			Body Lotion
62			Comb
63			Shampoo
64			To Refilled LPG Cylinder
65			Cup plates with dinner plates
66		Steel Glass	
67		others	
68			Desktop (as per configuration)
69			Laptop (as per configuration)
70			Printer (as per configuration)
71			Accessories (mouse, keyboard, cables etc)
72			Motherboard (as per configuration)
73			Processors (as per configuration)
74			Hard drive (as per size)
75			Laptop Battery
76			LAN Cables
77			Pen drive 8GB/16GB/64GB
78			Networking
79			Wifi, Modem, Routers etc
80		Printers (as per configuration)	

81		Temporary internet/ Telephone Connection
82	Computers & accessories	Cartridge
83		Cartridge Toner HP LaserJet P1108
84		Cartridge Cannon MF 3010
85		Cartridge Toner 12A
86		Cartridge Toner 7BA
87		Cartridge Toner 8BA
88		Scanner (IIP)
89		Printer 5 cartridges. Model Number--12A/EX9
90		CPU Repairing
91		Desktop Repairing
92		UPS Repairing
93		Mobile Phone with SIM card
94		Laptop Repair
95		Others
96		Split ACs 2.0 Tn
97	Air Conditioner	Split ACs 1.5 Tn
98		AC repairing
99		AC servicing
100		others
101		Presidential Suite
102		Suit Rooms
103		VIP Rooms
104		Luxury Rooms
105		Deluxe Rooms
106		Single occupancy rooms
107		Dormitory/barracks
108		BBBP Logo Water Bottle - Half Liter
109		Breakfast
110		Lunch (Veg/ Non Veg)
111		Dinner (Veg/Non Veg)
112		Juice
113		High Tea
114		Tea & Snacks & Snacks(Packet)
115	Accommodation & Food	Nutrition Basket - Including 5-6 Item
116		Rice
117		Dal
118		Tea Cup
119		Tea 3 Kg
120		Oil
121		Turmeric
122		Onion
123		Sugar
124		Salt
125		Glucose
126		Bujia
127		Cake
128		Samosa
129		Sandwich
130		others
131		Software
132	Software Development	Website
133		Mobile App
134		Domain, Hosting, server space
135		Annual Maintenance
136		Others
137		Banner Design
138	Printing and designing	Invitation Cards (size & colour)
139		Accreditation Cards/Passes
140		Workers Passes
141		Car Passes
142		Ribbon & Covers
143		others
144		Pen stand
145		Duplicating paper
146		Stapler.
147		Glue
148		File cover (with printing)
149		Odonil
150		Colln
151		Fuljaru
152		Bucket
153		Nylon pipe
154		Art Paper
155		Crayons
156		Fabric Colour
157		Pencil
158		Paint Colour
159		Paint Brush
160		Sticky Notes

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	Note Sheet
	Eraser
	Sharpener
	Alpin (King/Cane)
	Alpin I (King/Cane)
	Basket
	Battery (Big Size)
	Battery (Pencil)
	Binder Clip (Big)
	Binder Clip (Small)
	Binding Register No.6
	Binding Register No.8
	Binding Register No.10
	Binding Register No.12
	Binding Register No.14
	Binding Register No.30
	Bleaching Powder
	Bulb (Phillips/Baja) 100W
	Bulb (Phillips/Baja) 60W
	Calculator Citizen/Casio (10 Digit)
	Calculator Citizen/Casio (12 Digit)
	Calling Bell (Remote)
	Calling Bell (Electrical)
	Double Tape
	Cash Book (State Govt.)
	Cello Tape (Brown Tape) 2"
	Cello Tape (Brown Tape) 3"
	Cello Tape (Black) Medium
	Cello Tape (Transparent) 1/2"
	Cello Tape (Transparent) 2"
	Cello Tape (Transparent) 3"
	CFL Blub 15W (Orpat/Phillips/Havells)
	CFL Blub 20W (Orpat/Phillips/Havells)
	CFL Blub 23W (Orpat/Phillips/Havells)
	Citranella
	Clip Board
	Coconut Jharu
	Correcting Fluid
	Correcting Pen
	Cooline
	Cup Plate Set (La-Opelabone China) Best Quality
	Demy Paper
	Door Mat (Curlon/Durotruf) Big
	Door Mat (Curlon/Durotruf) Small
	Drawing Pins
	Envelope (6"X8")
	Envelope (18"X12")
	Envelope Brown 10"X4 1/2"
	Envelope Brown 11"X5"
	Envelope Brown 9"X4"
	Envelope Lamellate 12"X6" size
	Envelope Lamellate A 4 Size
	Envelope Lamellate Legal Size
	Envelope File Size
	Envelope Small
	Envelope White 10"X4 1/2"
	Envelope White 11"X5"
	Envelope White 9"X4"
	Extension Cord
	Fan (Ceilling)
	Fan (Stand)
	Fan (Table)
	File Board
	File (clip)
	File (Cover)
	File Index
	File Index(PVC)
	File (Jacket-Double Pocket)
	File (Jacket-Single Pocket)
	File (Stick)
	Flexible Wire
	File Flag
	Fullscape Paper (Best Quality)
	Fullscape Paper (Medlum Quality)
	Folder Clip Folder
	Folder Plastic Folder (Best Quality)

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Office Stationary

	Folder Plastic Folder (Ordinary)
	Folder Ring Folder
	Glass Borosil
	Glue Stick (Big)
	Glue Stick (Small)
	Gum (Liquid) Small 200ml
	Gum (Liquid) Big 500ml
	Hand Brush
	Harpic
	Hit Spray
	Lock (Godrej) Big
	Lock (Godrej) Medium
	Lock (Godrej) Small
	Match Box (Good Quality)
	Note Pad (Small Size)
	Note Pad (Medium Size)
	Note Pad (Big Size)
	Paper Carbon Paper (Kores/Fuji/Kangaroo)
	Paper Fax Paper Roll
	Paper Glossy (A 4 Size)
	Paper J.K Bond (White)/Copier A 4 Size
	Paper J.K Bond (White)/Copier Legal
	Paper J.K Executive (18.41 cm X26.67 cm)
	Paper J.K Letter (21.59 cm cm X 27.94 cm)
	Packing Paper
	Paper Weight
	Pen (Gel)
	Pen(Pilot)
	Pen Ball Pen (Blue/Red/Black) Cello
	Pen Highlighter (Luxer)
	Pen Permanent Marker
	Pen Sketch Pen (Multi Colour)
	Pen Stand
	Peon Book
	Phenyle Black
	Phenyle White
	Phul Jharu
	Pointer (Radium)
	Register (6 Nos.)
	Register (10 Nos.)
	Register (12 Nos.)
	Register (20 Nos.)
	Register (30 Nos.)
	Room Freshner
	Rubber Band Nylon (11/12)
	Rubber Band Nylon (2")
	Rubber Band Nylon (3")
	Safety Pin
	Scale 12"
	Scissors (Big)
	Scissors (Small)
	Sealing Wax
	Sharpner (Apsara)
	Soap
	Stamp Pad (Big, Best Quality)
	Stamp Pad (Small, Best Quality)
	Stamp Pad Ink
	Staple Machine Kangaroo (Jumbo)
	Staple Machine Kangaroo (Big Size)
	Staple Machine Kangaroo (Medium Size)
	Staple Machine Kangaroo (Mini)
	Staple Pin (Big Size)
	Staple Pin (Medium Size)
	Staple Pin (Small Size)
	Surf
	Sutli
	Switch Board-Electical (6" X 8")
	Switch Board-Electical (10" X 20")
	Table Cloth (Plastic)
	Table Cloth
	Tag-8"
	Thin Twine Thread
	Toilet Brush
	Towel Big (Best Quality)
	Towel Medium (Best Quality)
	Towel Small (Best Quality)

313		Transparent Sheet
314		Tube Light (phillips/Baja)
315		Tube Light Chock (phillips/Baja)
316		Wall Clock
317		waste Paper Basket
318		Water Filter (Steel Candle)
319		Water Filter (Plastic-Candle)
320		Water Bucket (Big)
321		Water Bucket (Medium)
322		Wiper (Water Brush)
323		Wooden Pencil (Camli/Natraj)
324		Writing Pad (Letters Desmat) 190.4X2.54cm 40 Pages
325		Writing Pad (Letters Desmat) B-511.90X2.54mm 80Pages 40 Pages
326		Writing Pad (neel Gagan) 17.6X25cm 100 Pages
327		Volini
328		Rope
329		Paper Cup
330		Paper Plate
331		Brooms phool
332		Bamboo Broom
333		Vim soap
334		Lizol
335		Room freshener
336		Flour cleaning tuffy brush
337		Slippers
338		Bruss with colgate
339		Big size locks
340		Emergency torchlight (big size)
341		Name plate
342	Furniture	Chair Officer's
343		Chair Assistants
344		Chair Visitors
345		Chair (Plastic-Cushioned)
346		Chair (Plastic)
347		Computer Table
348		Table Secretariat (Full)
349		Table Secretariat (Half)
350		Table Officer's, Executive
351		Corner & Centre Tables
352		Wooden Rack
353		Steel Rack
354		Wooden Almirah
355		Single bed (Wooden/Steel)
356		Steel Almirah
357		Almirah (Steel) (Big Size)
358		Almirah (Steel) (Small Size)
359	Dressing glass	
360	others	
361	Labour	Dally wages workers for lifting, shifting etc
362		Daily wages basis Cleaning staff
363		others
364	Digital services	Sound system
365		PA System
366		Videography
367		Photography
368		Digital documentation
369		Electricity Bill (pre-paid) on actuals
370		Social media campaign
371	Clothes	Three seater sofa cover
372		Nightly
373		Mekhela Sador
374		Window shades
375		Shades for the main entry door
376		Bedding materials
377		Bed cover
378		Carpet big size
379	Blanket	
380		Mosquito Net
381	Minot Events	Street Plays
382		Roadshow
383		Wall Painting for BBBP
384		Awareness Camps
385	Sports Item	VolleyBall Net
386		Football Net
387		VolleyBall

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	Football
	Yoga Mat