



GOVT. OF ASSAM
OFFICE OF THE CO-DISTRICT COMMISSIONER::DHOLAI CO-DISTRICT
(DHOLAI::CACHAR)

No. CDC/DHO/79/VENDOR/2026-27/4

Dated Dholai the 21st May, 2026

NOTICE INVITING APPLICATION FOR EMPANELMENT

Sealed applications affixing court fee stamp worth Rs. 8.25 (Rupees Eight and Paise Twenty Five) only are hereby invited from eligible registered firms/vendors/service providers for empanelment under the Office of the Co-District Commissioner, Dholai Co-District for office related services on requirement basis for the period of 1 (one) year from the date of final approval.

The empanelment is proposed under the following categories:

1. Refreshment/Catering Services
2. Event Management Services
3. Printing/Flex/Photocopying Services
4. Housekeeping/Cleaning/Sanitation Services


The applications will be received in the office of the Co-District Commissioner, Dholai Co-District upto 3:00 PM on 05/06/2026 and the same may be opened on the same date in the office chamber of the undersigned.

TERMS & CONDITIONS:

1. The interested firms/vendors/service providers may submit applications complete in all aspects along with supporting documents.
2. The empanelment shall remain valid for a period of 1 (one) year from the date of final approval unless otherwise cancelled/withdrawn by the authority.
3. Empanelment shall not confer any automatic right for allotment of work/order.
4. Quotations/rates may be invited separately from empanelled vendors/service providers as and when required as per Government financial rules.
5. Conditional applications shall not be considered and may be rejected.
6. The undersigned reserves the right to accept or reject any or all applications without assigning any reason thereof.
7. In case of any dispute, the decision of the Co-District Commissioner shall be final and binding.
8. The application should be submitted in sealed cover superscribed clearly as:
"APPLICATION FOR EMPANELMENT OF VENDOR/SERVICE PROVIDER"
9. The empanelled vendors/service providers may be required to execute agreement/work order as and when considered necessary by the undersigned.

The applicants shall submit the following documents along with the application:

- a) Copy of PAN Card
- b) GST Registration Certificate (where applicable)
- c) Bank Account Number with IFSC Code, Bank Name & Branch
- d) Trade License
- e) TAN number in case of Partnership firm, etc.
- f) Experience Certificate/Previous Work Order, if any


Co-District Commissioner,
Dholai Co-District,
Dholai, Cachar

Memo No. CDC/DHO/79/VENDOR/2026-27/4-A

Dated Dholai the 21st May, 2026

Copy to:

1. The District Information & Public Relations Officer (DIPRO), Barak Valley Zone, Silchar with a request to make publicity of the above quotation through local print/electronic media, as News item.
2. 3. The DIO, NIC, Silchar for uploading in district/co-district website.
4. All local registered stationery suppliers/dealers for information.
5. Office Notice Board.
6. PA to DC, Cachar for kind appraisal of the District Commissioner, Cachar, Silchar.

