



GOVERNMENT OF ASSAM

OFFICE OF THE CO-DISTRICT COMMISSIONER, NADUAR, SONITPUR
(TRANSFORMATION AND DEVELOPMENT BRANCH)Email ID – cdc-naduar@assam.gov.in

Contact No. 03715-291835

NCD/TND/PEP&PC/2025/118

Dated 20/01/2025

NOTICE INVITING TENDER

Sealed quotation in plain paper affixing non-refundable Court Fee stamp of Rs. 8.25 (Rupees eight and twenty five paise) only are invited from intending local Registered Firms for **Supply of Stationery & Miscellaneous items** etc. as per annexure-A, Sl no 1-180 of enclosed herewith in connection with upcoming Panchayat Election 2024-2025 as per following terms and conditions. Quotation will be received at the Transformation and Development Branch, CDC Office, Naduar up to 3.00 PM of 16th January, 2025 and will be opened on the same day at 3.30 PM in the office Chamber of the Co-District Commissioner, Naduar in presence of the intending firms.

TERMS AND CONDITIONS:

- 1) Intending bidders must furnish the following valid documents along with their quotation:
 - a) Trade Registration Certificate of firm with up to date validity.
 - b) GST, Registration Certificate.
 - c) Tax Clearance Documents.
 - d) Permanent Account Number (PAN) card.
 - e) Photostat copy of self-attested bank account number.
- 2) The firm will have to deposit a earnest money of Rs 20,000/- in form of demand draft in favour of Co-District Commissioner, Naduar.
- 3) Rates quoted should be inclusive of all taxes. GST/ Income Tax as applicable will be deducted from the bill amount at source.
- 4) Rates to be quoted should be economical and reasonable. If the lowest quoted rate is higher than the MRP/Market price, then rate will be fixed as per the MRP/Market Price. Rate should be quoted in both figure and word.
- 5) In case lowest rate is quoted by one firm for an item and by other firm for other items, then these firms will have to assure their willingness/submit consent letter to supply any or all of the materials as above, as per approved rates of the undersigned.
- 6) The authority is not bound to issue order to the successful bidder. The undersigned has the right to reject any quotation without assigning any reason thereof.
- 7) The work order will be placed as per requirement and payment will be made subject to availability of fund in the respective head of account after observing all necessary formalities thereof. No claim as regards to advance payment will be entertained.
- 8) The undersigned reserves the right to reject any item in a quotation or the whole quotation without assigning any reason thereof if the conditions are not fulfilled by the tender.
- 9) The Approved Firms / Contractor will have to supply the items as and when required under short notice and in due time without fail.

- 10) Payment of bill will be made as per Assam Govt. rules on receipt of fund through budget allotment from time to time. The undersigned will not be responsible for any delay in payment of bill for reasons beyond his control/authority.
- 11) Any firm/supplier indulging in any malpractice or adopting any unfair means will be barred from working in the office. Any deviation in terms and conditions or inability to supply materials as per standard or on time, shall invite cancellation of quotation/tender/Bills etc. and forfeiture of security deposit.
- 12) The Committee can select one or more bidder at L1 rate.
- 13) And any other condition deemed to be just, fit and proper at any point of time.



**Co-District Commissioner, Naduar
&
Chairman, Procurement & Purchase Committee.**

Memo No. NCD/TND/PEP&PC/2025/ 118 (A)

Dated 20/01/2025

Copy to:

1. The District Information and Public Relation Officer, Sonitpur, Tezpur for wide publicity through local print media.
2. The DIO, NIC Sonitpur, Tezpur for uploading in the District website
3. PA to DC Sonitpur for kind appraisal of DC Sonitpur.
4. Notice Board, District Commissioner's Office and Election Office, Sonitpur
5. All leading firms of the Sonitpur Election District.




**Co-District Commissioner, Naduar
&
Chairman, Procurement & Purchase Committee**

| Supply of Stationery & Miscellaneous items | | |
|--|--|------------|
| SL No. | Description of Works/items | Units |
| 1 | A4 Size Clip File Corporate | Each |
| 2 | Gel Pen | Each |
| 3 | Alpin Best Quality | per p t |
| 4 | Art paper 150 GSM Best Quality | per pcs |
| 5 | Attendance Register 28 pages Best Quality | Each |
| 6 | Attendance Register 60 pages Best Quality | Each |
| 7 | Auto Clip File (box type) Best Quality | Each |
| 8 | Auto Clip File (punch less) Best Quality | Each |
| 9 | Laid Paper (Note sheet) 80 GSM JK | per Ream |
| 10 | Ball Pen Blue/Red | Each |
| 11 | Bamboo Broom, Best | Each |
| 12 | Bamboo Broom with long handle Best Quality | Each |
| 13 | Bamboo Tukri | Each |
| 14 | Bath Soap (75 gm) | Each |
| 15 | Binding Register No.4/6/8/10/12 Best Quality | per Number |
| 16 | Blade | per Pkt |
| 17 | Bleaching Powder | Per Kg |
| 18 | Blotting Paper | per Ream |
| 19 | Broom Best quality | Each |
| 20 | Calculator above 10 digit Best Quality | Each |
| 21 | Candle Medium Size | Each |
| 22 | Carbon paper Double Size (Blue) Sapphire | Per Pkt. |
| 23 | Carbon paper Double Size (Red) Sapphire | Per Pkt. |
| 24 | Carbon Paper Small | Each |
| 25 | Card board for strengthening paper seal | Each |
| 26 | Cello Tape coloured (1,25cmx 36 yards) Best | Each |
| 27 | Cello Tape coloured (125cmx 65 yards) Best Quality | Each |
| 28 | Chair Cushion 14"x 16" Kurlon | Each |
| 29 | Chair Cushion 18" x 20' Kurlon | Each |
| 30 | Chalk Pencil | per Pkt. |
| 31 | Citronella | per 100 m! |
| 32 | Clip Board | Each |
| 33 | Cloth for removing Ink | per 100 |
| 34 | Colin 500 ml | Each |
| 35 | Comb-Medium Size Good quality | Each |
| 36 | Copier paper A4 75 GSM | per Ream |
| 37 | Copier paper Legal size 75 GSM | per Ream |
| 38 | Copier paper A3 90 GSM | Per Ream |
| 39 | Correction (Whitener) Pen | Each |
| 40 | Cotton Tape/Ribbon | per Ball |
| 41 | Cotton Thread ball | Per Ball! |
| 42 | Cover File | Each |
| 43 | Tea Cup Branded | Each |
| 44 | Cup or Plastic container 6? empty Clog, Tin | Each |

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| 45 | Cup Plate Bonechina (set of 6) | Per Set |
| 46 | Cutter/Plier | Each |
| 47 | Dak pad Best Quality | Each |
| 48 | Hand wash (250 ml) | Each |
| 49 | Antiseptic Liquid 100m) | Each |
| 50 | Distinguishing Mark seal | Each |
| 51 | Door Curtain Best Quality | Per Mltr |
| 52 | Door mat (15" x 23") Best Quality | Per Pcs |
| 53 | Drawing Pin Best Quality | per Pkt. |
| 54 | Drinking Glass (300 ml, set of 6) | per Set |
| 55 | Duplicate book (Size 1/8, 100 pages) | per NO. |
| 56 | Emergency light (3W 2-3 hrs back up) | Each |
| 57 | Envelope A4 Size (Yellow) | Per 100 |
| 58 | Envelope Medium Size (Yellow) | Per 100 |
| 59 | Envelope Size 10" x 5" | Per 100 |
| 60 | Envelope Size 14" x 12" | Per 100 |
| 61 | Envelope Size 9" x 4" | per 100 |
| 62 | Eraser | Each |
| 63 | Extention Board (3 m) | Each |
| 64 | FC Paper | Per Ream |
| 65 | Instant adhesive - 1 gm | Each |
| 66 | File Board & Cover Best Quality (Non-Printed) | Per pair |
| 67 | File Board & Cover Best Quality (Printed) | per pair |
| 68 | Flexible Wire | Per meter |
| 69 | Thermo Flask 1 Lt | Each |
| 70 | Clip File (FS) Best quality | Each |
| 71 | Glue Stick Best Quality | Each |
| 72 | Mosquito repellent machine with Refill | Each |
| 73 | Gum Liquid 100 ML Best Qualit | Each |
| 74 | Gum Equid 200 ML Best Quality | Each |
| 75 | Gum Liquid 750 MIO Best Quality | Each |
| 76 | Gum Tube Best Quality | Each |
| 77 | Gunny Bag | Each |
| 78 | Toilet cleaner liquid 500 ML | Each |
| 79 | High Lighter | Each |
| 80 | Insect Killer-Mosquito & Fly Killer Spray (400ml) | Each |
| 81 | Gems clip | Per Pkt. |
| 82 | Jug (Plastic 2 L) Milton | Each |
| 83 | Stainless Steel Knife | Each |
| 84 | Lock & Key 120 mm | Each |
| 85 | Lock & Key 90 mm | Each |
| 86 | Magnifying Glass-good quality | Each |
| 87 | Marker pen (Bold) | Each |
| 88 | Marker Pen (Thin) | Each |
| 89 | Markin Cloth | per Mt |
| 90 | Marking Cloth Bag | Each |
| 91 | Match Box | Each |

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| 92 | Metal Ruler | per pec |
| 93 | Mosquito Coil | Pet Pep, |
| 94 | Monogram Seal | Each |
| 95 | Mug (Plastic 1 L)Best Quality | Each |
| 96 | Napthalene balls | Per" 100 g |
| 97 | Note pad (A5, 20 pages) | Each |
| 98 | Needle (6 cm) | Each |
| 99 | Office Round Seal | Each |
| 100 | Packing paper | Per Ream |
| 101 | Paper weight | Each |
| 102 | Pencil Wooden Best Quality | Each |
| 103 | Peon book Rolling With binding best Quality | Each |
| 104 | Phenyl (Red) 450 ml Best Quality | Each |
| 105 | Phenyl (White) 1L Best Quality | Each |
| 106 | Pillow Cover | Each |
| 107 | Plastic Bag | Each |
| 108 | Plastic Chair Best Quality | Each |
| 109 | Plastic Clip File | Each |
| 110 | Plastic Dinning table | Each |
| 111 | Plastic Folder A4 size | Each |
| 112 | Plastic Folder FS size | Each |
| 113 | Plastic Gumla | Each |
| 114 | Pusher | Each |
| 115 | Plastic Rope (Ball) Best Quality | Each |
| 116 | Plastic ruler - 15 cm | Each |
| 117 | Plastic ruler - 30 cm | Each |
| 118 | Plastic seal Best Quality | Each |
| 119 | Plastic Wrapping Sheet | Per Mtr. |
| 120 | Polythene Carry Bag White (3Ft.x 2 Ft.) | per Kg. |
| 121 | Polythene Carry Bag White (14x20 Inch) | Por Kg. |
| 122 | Punching Machine (Single Hole) Best Quality | Each |
| 123 | Punching Machine (Double Hole) Best Quality | Each |
| 124 | Room Freshner | Each |
| 125 | Rubber band Nylon 1 Inch | per Kg. |
| 126 | Rubber band Nylon 2 Inch | Per Kg |
| 127 | Rubber Seal above five inch. | Each |
| 128 | Rubber Seal Four line | Each |
| 129 | Rubber Seal Round | Each |
| 130 | Rubber Seal Three line | Each |
| 131 | Rubber Seal Two line | Each |
| 132 | Scissors (Corporate) | Each |
| 133 | Sealing Wax | per Pkt, |
| 134 | Sharpener Best Quality | Each |
| 135 | Sketch pen | Each |
| 136 | Spoon (Tea Steel) Best Quality | Per Dozen |
| 137 | Spoon (table, steel) Best | Per Dozen |
| 138 | Stamp Pad Big | Each |

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| 139 | Stamp pad Ink Blue | Each |
| 140 | Stamp Pad Ink Purple | Each |
| 141 | Stamp Pad ink Red | Each |
| 142 | Stamp Pad Red | Each |
| 143 | Stamp Pad Small | Each |
| 144 | Stand Candle | Each |
| 145 | Stapler Machine Big No 24/6 | Each |
| 146 | Stapler Machine Small NO,IO | Each |
| 147 | Stapler Pin No. 10 | Per Pkt. |
| 148 | Stapler Pin No. 24/6 | Per Pkt. |
| 149 | Steel Atrnfrac | Each |
| 150 | Sticky Note Best Quality | Per Pkt. |
| 151 | Sutli Loose | per Kg |
| 152 | Table Cloth | per Mtr. |
| 153 | Tag Best Quality | Per bundle |
| 154 | Tea Tray | Each |
| 155 | Toilet Brush | Each |
| 156 | Tooth Brush | Each |
| 157 | Tooth Paste (50 g) | each |
| 158 | Torch Light | Each |
| 159 | Towel (Big) Bombay Dyeing | Each |
| 160 | Towel (Small) Bombay Dying | Each |
| 161 | Trunk (Tate) 36"x18'lx12" | Each |
| 162 | Trunk (Tata) 36"x18"X12" Over Size | Each |
| 163 | Trunk (Tate) 40"x22'x3ö" | Each |
| 164 | Tuber bulb Best Quality | Each |
| 165 | Tuber Set Best Quality | Each |
| 166 | Umbrella- good quality | Each |
| 167 | Waste Paper Basket | Each |
| 168 | Water Sponge | Each |
| 169 | White Bed Sheet Double | Each |
| 170 | Wire (Guna) Best Quality | per Coil |
| 171 | Wire (Iron) Best Quality | per Coil |
| 172 | Distnguishing mark rubber stamp of Size Round 1" dia | Each |
| 173 | Mock Poll Slip Stamp of size 4 cm X1cm | Each |
| 174 | Digital Wall Clock (Branded. 12") | Each |
| 175 | Disposable paper tca cup | per 100 nos. |
| 176 | Disposable paper glass | per 100 nos. |
| 177 | Disposable paper Plate (10 to 12 inches dia) | Per 20 nos |
| 178 | Disposable paper Plate (4 to 6 Inches dB) | Per 50 nos. |
| 179 | Disposable plastic bowls medium | Per 100 nos. |
| 180 | Tissue Paper good quality | Per Pack |


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