



**OFFICE OF THE CO-DISTRICT COMMISSIONER, NADUAR, SONITPUR  
(TRANSFORMATION AND DEVELOPMENT BRANCH)**

Email ID – [cdc-naduar@assam.gov.in](mailto:cdc-naduar@assam.gov.in)

Contact No. 03715-291835

NCD/TND/PEP&amp;PC/2025/172

Dated 19/03/2025


**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 25<sup>th</sup> March, 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) 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/ 172-A

Dated 18/03/2025

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, Co- 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 ml
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



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 100ml)	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

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

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,10	Each
147	Stapler Pin No. 10	Per Pkt.
148	Stapler Pin No. 24/6	Per Pkt.
149	Steel Atrnfrah	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"X12"	Each
162	Trunk (Tata) 36"x18"X12" Over Size	Each
163	Trunk (Tate) 40"x22"x36"	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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