

I/131208/2023



GOVT OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER: SONITPUR: TEZPUR
(ELECTION BRANCH)

No. SEL.39/2020/

A05

Date: 5/12/23

NOTICE INVITING TENDER

Sealed quotations in plain paper affixing non-refundable court fee stamp of Rs. 8.25 (Rupees eight and twenty five paise) only are invited from Local Govt. Registration and approved Stationery Firms for item No. 001 to 45 mentioned below required for the upcoming Special Summary Revision 2024 will be received at the Office of the Deputy Commissioner (Election) Sonitpur, Tezpur up to 3.00 PM on 12/12/2023 and will be opened on the same day at 3.30 PM in the Office Election Officer, Tezpur in presence of the quotationer/their authorized representative who may remain present at that time. In case the quotationers are absent at the opening of the tenders, the undersigned will reserve the right to open and finalize the tenders in absence. Necessary documents must be attached with the bid.

TERMS AND CONDITIONS:

1. Rates are to be quoted in both figures and in words. GST Income tax etc. will be inclusive.
2. Intending Firms must furnish the following valid documents along with their quotation:
 - a. GST, Registration Certificate.
 - b. Permanent Account Number (PAN) card.
3. Payment will be made as and when fund is made available. The undersigned will not be responsible for delay in payment for conditions that due to late receipt of fund if any.
4. Rates must be quoted legibly, both in figures and words (type only) inclusive of all taxes. Over writing, cancellation etc., if any, must be initialed.
5. The undersigned reserved the right to accept or reject any quotation without assigning any reasons thereof.
6. The Approved Firms/Contractor will have to complete the above mentioned works as and when required under short notice and in due time without fail.
7. The work may be allotted to one or many firms / Contractor depending upon the urgency of the work, time factor, quality of works/items and past records of the firms/Contractors for doing the works in due time, as per the rate fixed.
8. And any other condition deem to be just, fit and proper at any point of time.

The undersigned also reserves the right to cancel any order if the conditions are not fulfilled by the quotationer without assigning any reason thereof. Samples of each category duly signed by tenderer bearing seal/ stamp of the tender will have to be submitted to the undersigned along with the tender paper marking "SAMPLE" on the item itself.

The intending firms should be ready to supply the items at/in short notice/ order.

Signed by

Deba Kumar Mishra

Date: 04.12.2023 18:37:57

District Election Officer, Tezpur

I/131208/2023

Memo No. SEL.39/2020/

A05-A

Date: 5/12/23

Copy for information and necessary action to:

1. The District Information and Public Relation Officer, Sonitpur, Tezpur for wide publicity through media and mass communication.
2. All members of purchase committee for information.
3. The DIO, NIC. Sonitpur, Tezpur for uploading in the District Website.
4. Notice Board, D.C's Office and Election Office, Tezpur
5. All leading Firms of Tezpur Election District.

E-Signed

District Commissioner, Sonitpur &
District Election Officer, Tezpur

ELE-30/3/2023-ELE-SON

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Annexure-I

Stationery articles		
Sl No	Name of Items	quantity
1	XeroxPaper Legal Size (JK Red)	Per Rim
2	Xerox Paper A-4 Size (JK Red)	Per Rim
3	Binding Register	per No
4	Ball Pen	Per no
5	Gel Pen	Per no
6	Pilot Pen	Per no
7	Permanent Marker	Per no
8	CD Marker	Per per no
9	Sketch Pen	per no
10	Toner for Canon Printer (3010)	per no
11	Toner Kyocera Printer -2040	per no
12	Toner Xeros Machine -Kyocera	per no
13	Tag Cotton	per Mutha
14	Staple Machine- 24/6(Kangaroo)	per pkt
15	Staple Machine- 10/6(Kangaroo)	per pkt
16	Staple Machine Pin- 24/6(Kangaroo)	per pkt
17	Staple Machine Pin- 10/6(Kangaroo)	per pkt
18	Gum paste 200 gm	Per no
19	Glue Stick	Per no
20	File Cover & Board	Per no
21	Blank CD & DVD	Per no
22	CD Cover	Per no
23	Bindhana	Per no
24	Sutli	Per Kg
25	PC formating	Per no
26	Rubber Band 2"	Per Kg
27	Rubber Band ""	Per Kg
28	Alpin	Pkt
29	Knife	per no
30	File Flag	per pkt
31	Jems Clip	per pkt
32	Plastic File	Per no Per no
33	Stick File	Per no
34	L-Folder	Per no
35	Fevicol 100 Gms	Per no Per no
36	Fevicol 50 Gms.	Per no
37	Punching Machine (One hole)	Per no
38	Punching Machine (two hole)	Per no
39	Carry Bag 15x10(50Micron)	Per Kg
40	Carry Bag 24x30(50Micron)	Per Kg
41	Best quality Lock & Key 45 mm	Per no
42	Best quality Lock & Key 70 mm Double lock 7 lever	Per no
43	Webcam-Logitech -225 model	Per no
44	Mouse-Logitech	Per no
45	Keyboard	

Signed by

Deba Kumar Mishra
District Commissioner, Sonitpur &
Date: 04.12.2023 18:32:32