GOVERNMENT OF ASSAM OFFICE OF THE DISTRICT COMMISSIONER::::::::::BARPETA (NAZARAT BRANCH)

Memo No. BNZ-02/2024/Quotation/ 01

Date: 07/02/2024

NOTICE INVITING TENDER

Sealed Quotation affixing non-refundable Court-Free Stamp of Rs. 8.25 (Rupees eight & twenty five paisa) only are hereby invited from intending firms/ individual for supply of stationary materials etc. as mentioned in the list enclosed as Annexure-A, Annexure-B, Annexure-C, Annexure-D & Annexure-E with the following terms and conditions in connection with conduct of official use of office of the District commissioner, Barpeta and the quotation will be received at the same office up to 2.00 PM on 28-02-2024 and will be opened at 3:30 PM on the same day.

TERMS & CONDITIONS

1. The rate once approved will be valid up to 1 (one) year from the date of approval and will not change under any circumstances.

2. The rates quoted should be inclusive of all admissible taxes i.e SGST/CSGT, IT etc.

3. The quotation should invariably enclose copy of Firm/ Individual registration certificate, GST registration certificate, GST clearance certificate with up to date validity, copies of PAN Card, Income Tax return for last three years, Bank Account documents where Account numbers, IFSC, Bank details etc. are available with the quotation. Quotation without said documents will be rejected.

 Quotationer should submit documents of experience for supply of similar items is preferable.

- 5. If any rate against any items quoted by quotationer is found to be below the normal market price, the undersigned also reserves the right to the cancel his quoted rate against that item without any notice served upon him though his rate seems to be lowest.
- The undersigned also reserved the right to cancel any rate quoted against any items if the
 rate quoted against that item is found to be in much higher side the normal available
 market rate.
- 7. The quotationer shall have to deposit security money of Rs. 20,000.00 (twenty thousand) only vide Bank Draft/ Call deposit in favour of the District Commissioner, Barpeta.
- The Supply of materials will have to complete in such a manner and time as stipulated in the work order without fail. Under no circumstance, the extension of time for completion of supply work will be allowed.
- 9. The work order for supply of stationary materials will be placed as per requirement and payment will be made subject to availability of fund in the respect head of account after observing all necessary formalities there of no claim as regards to Payment, advance payment etc. will be entertained.
- 10. If any sub standard quality of materials found in any lot, the entire supply will be returned and work order will automatically stand cancelled.
- 11. Rates should be quoted both in digit and words by the quotationer.
- 12. If a party is not able to supply items at accept rate, the security money will be forfeited.
- 13. The undersigned reserves the right to accept or reject any or all quotation without assigning any reason thereof.
- 14. If the quotationer have quoted the lowest rate of materials and refuses to supply the items could be blacklisted for 5 years.

Sd/-District Commissioner, Barpeta

Memo No. BNZ-02/2024/Quotation/01-A Copy forwarded for wide publicity to:-

- 1. The CEO, Zila Parishad, Barpeta.
- 2. The Project Director, DRDA, Bapeta.
- 3. The Executive Engineer, PWD(R/R), Barpeta Divn.
- 4. The Asstt. Executive Engineer (Bldg), Barpeta Divn.
- 5. The Superintendent of Taxes, Barpeta.
- 6. The DIPRO, Barpeta.
- 7. Notice Board of D.C's office, Barpeta.

Addl. District Commissioner (N),
Barpeta
Date: 07/01/2024

List of Stationery Materials

Sl.	Name of Items	Specification	Quoted Rate
No.		Each	71000
1	A4 size Clip File Corporate	Per Pkt.	
2	Alpin Best quality	Per Pkt.	
3	Art Paper Best Quality	Each	
4	Attendance Register 50n pages Best Quality	Each	
5	Auto Clip File Best Quality	Per Ream	
6	Azur laid Paper Best Quality	Each	
7	Ball Pen Blue/Red Best Quality	Each	
8	Bamboo Broom Best Quality	Each	
9	Bamboo Broom with long handle Best Quality	Each	
10	Basket (Plastic) Best Quality	Each	
11	Basket (Bamboo) Best Quality	Each	
12	Bed sheet (White) Double Best Quality	Each	
13	Bed sheet (White) Single Best Quality	Per Nos	
14	Binding Register rolling (10 Nos) best quality	Per Nos	
15	Binding Register rolling (12 Nos) best quality	Per Nos	
16	Binding Register rolling (14 Nos) best quality	Per Nos	
17	Binding Register rolling (20 Nos) best quality		
18	Blade Gillete	Per Pkt.	
19	Blanket for Double	Each	
20	Blanket for single	Each	
21	Blessing Powder (500gm)	Each	
22	Blessing Powder (200gm)	Each	
23	Bowl (Bon china) Big		
24	Bowl (Bon china) Small		
25	Brasso	Each	
26	Broom Best Quality	Each	
27	Bucket (plastic) Size 14 Lts Best Quality	Each	
28	Bucket (plastic) Size 16 Lts Best Quality	Each	
29	Bucket (plastic) Size 18 Lts Best Quality	Each	
30	Bucket (Tin) Size 14 Lts Best Quality	Each	
31	Bucket (Tin) Size 16 Lts Best Quality	Each	
32	Bucket (Tin) Size 18 Lts Best Quality	Each	
33	Calculator above 10 Digit Best Quality	Each	
34	Calculator under 10 Digit Best Quality	Each	
35	Calling Bell (Spring) Best Quality	Each	
36	Candle Medium Size	Each	
37	Carbon paper Double Size (Blue) Shephier	Per Pkt.	
38	Carbon paper Single Size (Blue) Shephier	Per pkt.	
39	Carpet Brush Best Quality	Each	
40	Celling Broom Best Quality	Each	
41	Cello Tap Coloured (1.25cm x 36 yrds) Best Quality	Each	
42	Cello Tap Coloured (1.25cm x 65 yrds) Best Quality	Each	
43	Cello Tap White (1.25cm x 36 yrds) Best Quality	Each	

	To the manufacture of the property		
44	Cello Tap White (1.25cm x 36 yrds) Best Quality	Each	
45	Chair Cushion 14" x 16" Kurlon	Each	
46	Chair Cushion 18" x 20" Kurlon	Each	
47	Chalk Pencil	Per Pkt.	
48	Citronela	Each	
49	Clip Board Best Quality	Each	
50	Chair (Plastic) Best Quality	Each	
51	Chair (Wooden) for officer	Each	
52	Chair (Wooden) for Staff	Each	
53	Chair (Revolving) for Officer	Each	
54	Chair (Revolving) for General	Each	
55	Coconut Fiber Broom Best Quality	Each	
56	Colin Spray	Each	
57	Copies Paper A4 size 75 GSM	Per Ream	
58	Copies Paper A4 size 70 GSM	Per Ream	
59	Copies Paper A4 Legal size 75 GSM	Per Ream	
60	Copies Paper A4 Legal Size 70 GSM	Per Ream	
61	Computer Table Best Quality	Each	
62		Each	
63		Per Book	
64		Per Pair	
65		Per Pair	
66		Per Pair	
67		Each	
68		Each	
69	Dettol 50ml	Each	
70	Dettol Hand wash	Each	
71		Per Ream	
72		Per Set	
73		Per Set Per Set	
74		Per Set	
75		Per Set	
76	1 0 0 11	Per Mtr.	
7		Per Mtr.	
7	- n n n n n n	Per Pkt.	
7		Per Set	
8	D 10 lite	Per Set	
8	2 Drinking Glass VIP	Per Set	
	Drinking Water 1/2 Ltr.	Each	
	Drinking Water 20 Ltr.	Each	
	Drinking Water 5 Ltr.	Each	
020	Drinking Water 1 Ltr.	Each	
	Dust Spade (Plastic) Big	Each Per 100	
8	88 Envelop Size 10"x 5"	Per 100	
	89 Envelop Size 14"x 12"	Per 100	
	90 Envelop Size 9"x 4"	Each	
	91 Eraser	Per Ream	
	92 F.C. paper 10.4 kg 93 File Board & Cover Best Quality (Light)	Each Pair	
	File Board & Cover Best Quality (Light)		The state of the s

94 H	file Board & Cover Best Quality (Printed)	Each Pair	
	Filtter 14 Lts Best Quality	Each	
	Filter Candle Best Quality	Each	
	Filtrer 14 Lts Plastic Best Quality	Each	
1,550,00	Flask 1 Lt Milton	Each	
	Flask 2 Lt Milton	Each	
-		Per sq. ft.	
	Flex Banner	Each	
	Flower vase	Each	
	FS size Clip File Best Quality	Each	
	Gamosa (Pat)	Each	
_	Gamosa (Cotton)	Per Pkt.	
	Gems Clip Pin Best Quality		
	Guard File 200 pages Best Quality	Each	
	Gum Liquid 100 ml Best Quality	Each	
	Gum Liquid 200 ml Best Quality	Each	
	Gum Liquid 750 ml Best Quality	Each	
	Gum Tube Best Quality	Each	
111	Handle Pen (Stamp Pen double Side) Best Quality	Each	
112	Handle Pen (Stamp Pen One Side) Best Quality	Each	
113	Harpic Liquid 500 ML	Each	
114	Hi-Tech Pilot pen	Each	
115	Hot Carrier (Milton) Cintaining 10x4	Each	
116	Hot Carrier (Milton) Cintaining 10x5	Each	
	Hot Case (Milton) 1 Ltr	Each	
118	Hot Case (Milton) 20 Ltr	Each	
119	Identity Card	Each	
120	Identity Card Ribbon	Each	
121	Jug (Plastic) Milton	Each	
122	Kachhi	Each	
123	Khanta	Each	
124	Khatia (Wooden) Gamari/ Titasapa	Each	
	Knife	Each	
126	Latrine washing brush Best Quality	Each	
	Ledger Index Best Quality	Each	
	Lock & Key 120 mm Nayyers	Each	
129	Lock & Key 90 mm Nayyers	Each	
	Marker Pen (Blod) Luxor	Each	
	Marker Pen (Thin) Luxor	Each	
132	Masquito Liquidator Machine	Each	
133	Masquito Liquidator Rifill	Each	
134	Masquito Coil	Each	
135	Mug(Aluminium) Best Quality	Each	
136	Mug (Plastic) Best Quality	Each	
137	Neptholine	Each	
	O'donill	Each	
139	Paper weight	Each	
	Ped Ink 100 ML Best Quality	Each	
	Pen stand with 4 pens Best Quality	Each	
	Pencil Wooden Best Quality	Each	
	Peon Book Rooling with binding best Quality	Each	

	henyl (White) Best Quality	Each	
145 P	henyl (Red) Best Quality	Each	
146 P	illow	Each	
147 P	fillow cover (White Colour) Best Quality	Each	
148 P	Pillow cover (White Colour) Nomal Quality	Each	
149 P	Plastic File tray Best Quality	Each	
150 F	Plastic rack Best Quality	Each	
151 I	Plastic Falder	Best Quality	
152 I	Plastic Rope (Ball) Best Quality	Each	
	Plastic Scale Best Quality	Each	
	Pollythin Sheet Best Quality	Per Mtr.	
	Punching Mechine (Single Hole) Best Quality	Each	
	Punching Mechine (Double Hole) Best Quality	Each	
	PVC Garden Pipe	Per Coil	
158	Quarter Plate (La opala)	Per Set	
159	Quarter Plate Bon China	Per Set	
160	Removable page marker (sticker)	Each	
161	Room Freshner	Each	
162	Rubber seal one line	Each	
163	Rubber Seal Round	Each	
164	Rubber Seal Three line	Each	
165	Rubber Seal Two line	Each	
166	Sani fresh 500 ml	Each	
167	Scissors (Corporate)	Each	
168	Sealing Wax	Per Pkt.	
169	Secretariat Table	Each	
170	Sharpner Best Quality	Each	
171	Sketch pen Luxor	Each	
172	Soap(Bath)	Each	
173	Soap(Toilet)	Each	
174	Spade	Each	
175	Spin Mop with Big Wheels	Each	
176	Spoon (Steel) Best Quality (Tea)	Per Dozen	
177	Spoon (Steel) Best Quality (rice)	Per Dozen	
178	Spoon (Cutter) Best Quality	Per Dozen	
179	Stamp Pad Big Faber Castell	Each	
180	Stamp Pad Small Faber Castell	Each	
181	Stand Candle	Each	
182	Stapler Machine Big No.24/6	Each	
183	Stapler Machine Small No.10	Each	
184	Stapler Pin No.10	Per Pkt.	
185	Stapler Pin no. 24/6	Per Pkt.	
186	Steel Almirah 4x18x36	Each	
187	Steel Almirah 6.1/2x18x36	Each	
188	Steel Staff Table with drawer	Each	
189	Steno Book	Each	
190	Steno hand pencil Best Quality	Each	
191	Sticky Note Best Quality	Per Pkt.	
192	Table Cloth 41/2'x3'(Raskin) Best Quality	Per Mtr.	
193	Table glass 4mm	Per Sq. ft.	

194	Table glass 6mm	Per Sq. ft.	
195	Toilet Paper	Best Quality	
196	Table (Wooden) 2.5'x4.5'	Each	
	Tag Best Quality	Per Bundle	
198	Tea pot flax (1 Ltr.) Milton	Each	
199	Tea Flask 50 Ltr (Milton)	Each	
200	Tea Flask 100 Ltr (Milton)	Each	
201	Tea Set (VIP)	Per Pair	
202	Tea tray	Each	
203	Thread Ball (Cotton)	Each	
204	Thread Ball (Nylon)	Each	
205	Tissue Paper	Each	
206	Towel (Face Towel) Best Quality	Each	
207	Towel (Hand Towel) Best Dying	Each	
208	Towel (Bath Towel) Best Quality	Each	
209	Trunk (Tata) 36"x18"x12"	Each	
210	Trunk (Tata) 40"x20"x36"	Each	
211	Umbrella (Big) Best quality	Each	
212	Umbrella (Small)	Each	
213	Vim Bar 100 Grms	Each	
214	Vim Powder 1 Kg	Per Kg.	
215	Waston Pipe	Per ft.	
216	Water filter 18 ltrs Indian	Each	
217	Water Glass	Each	
218	Wall Clock Best Quality	Each	
219	Wall Clock Normal Quality	Each	
220	Water Sponge	Each	
221	White Board	Each	
222	Window Curtain Best Quality	Per Sq. Mtr.	
223	Wiper Best Quality	Each	
224	Writing Pad (Small) Best Quality	Each	
225	Writing pad (Big) Best Quality	Each	
226	Xorai (Medium Size)	Each	
227	Xorai (Big Size)	Each	
228	Glu Stick Best Quality	Each	
229	Waste Paper Basket	Each	
230	Hand Sanitizer 100ml	Each	
231	Face mask N95	Each	
232	Face mask 3 Layer	Each	
233	Face Mask Normal	Each	
234	Hand Glovs	Each	

List of Computer Items

Sl.			
No.	Name of Items	Specification	Quoted Rate
1	Anti Virus K7 (Double user)	Each	
2	Anti Virus K7 (Single user)	Each	
3	C.P.U Branded	Each	
4	Canon Leserjet 6030b	Each	
5	Canon Leserjet 6030w	Each	
6	Cartidge 925	Each	
7	Cartidge HP Lesejet 15A	Each	
8	Cartidge HP Lesejet 05A	Each	
9	Cartidge HP Lesejet 388 Universel	Each	
10	Cartidge HP Lesejet 55A	Each	
11	Cartidge HP Lesejet 88A	Each	
12	Cartidge HP Lesejet P1108A	Each	
13	Cartidge HP Lesejet PLH 388 Prodet	Each	
14	Cat 6 Cable	Per Coil	
15	Compact Dish (C.D) Best Quality	Each	
16	Computer ink cartridge (940XL)	Each	
17	Computer ink cartridge 678	Each	
18	Computer ink cartridge 802	Each	
19	Computer ink cartridge 745-S (canon)	Each	
20	Computer ink cartridge 746-S (canon)	Each	
21	Computer key Board Branded	Each	
22	Computer Mouse Branded	Each	
23	D-link switch 12 Port	Each	
24	D-link switch 8 Port	Each	
25	External Hardisk 1 Tb	Each	
26	External Hardisk 500 gb	Each	
27	Keyboard HP	Each	
28	Keyboard Lenovo	Each	
29	Mouse HP	Each	
30	Mouse Lenovo	Each	
31	Pen drive 16 GB Best Quality	Each	
32	Pen drive 4 GB Best Quality	Each	
33	Pen drive 8 GB Best Quality	Each	
34	Printer (Canon) Model No.LBP 6018B	Each	
35	Printer (HP Laser Jet) Model No. P1108	Each	
36	Rj. Connector	Each	
37	Samsung Laser Toner ML 1450	Each	
38		Each	

39	Laser jet Toner 78A	Each	
40	Laser jet Toner 12A	Each	
41	Laser jet Toner 55A	Each	
42	Laser jet Toner 18A	Each	
43	Laser jet Toner 36A	Each	
44	Laser jet Toner 49A	Each	
45	Laser jet Toner 77A	Each	
46	Laser jet Toner 79A	Each	
47	Canon Toner 045-Black, Cyan, Magenta, Yollow	Each	
48	Canon Toner 925	Each	
49	HP Toner 46 Black	Each	
50	HP Toner 46 Tricolour	Each	
51	EPSON toner WF C 5790- Black, Cyan, Magenta, Yellow	Each	
52	UPS Frontech	Each	

	List of Electro	onic Items	
Sl. No.	Name of Items	Specification	Quoted Rate
1	16 AMP Socket	Each	
2	2 Way Gang Board	Each	
3	4 Way Gang Board	Each	
4	4/7 PVC Board	Each	
5	6 AMP Socket	Each	
6	6 Way Gang Board	Each	
7	Battary (1.5 Volt) Eveready	Each	
8	Battary (Medium Size) Eveready	Each	
9	Battary (Big Size) Eveready	Each	
10	B.T.C wire Best Quality	Per Coil	
11	Calling Bell (Electronic)	Each	
12	Celling fan Best Quality	Each	
13	CFL bulb 10 W Best Quality	Each	
14	CFL bulb 11 W Best Quality	Each	
15	CFL bulb 18 W Best Quality	Each	
16	CFL bulb 20 W Best Quality	Each	
17	CFL bulb 25 W Best Quality	Each	
18	CFL bulb 5 W Best Quality	Each	
19	CFL bulb 60 W Best Quality	Each	
20	Change Over Switch	Each	-
21	Charge Light Best Quality	Each	
22	Charge Light High Power Best Quality	Each	
23	Electric Kettle (Bajaj/Philips)	Each	
24	Extension Board	Each	
25	Fan Regulator	Each	
	Flexible wire Best Quality	Each	
26	Helogen bulb 1000 W Best Quality	Each	
27	Helogen bulb 500 W Best Quality	Each	
28	Helogen bulb set Best Quality	Each	
29		Each	
30	Holder Best Quality LED Bulb 25W Best Quality	Each	
31	LED Bulb 5W Best Quality	Each	
32	LED Bulb 60 W Best Quality	Each	
33		Each	
34	LED Bulb 7 W Best Quality	Each	
35	LED Bulb 9 W Best Quality	Each	
36	MCB 16 AMP		
37	MCB 32 AMP	Each	
38	MCB Box 2 Way	Each	
39		Each	
40	Room Heater	Each	

	G 't L (Anchar)	Each	
41	Switch (Anchor)	Each	
42	Table fan Best Quality	Each	
43	Three Pin (Plag) Best Quality	Each	
44	Tube bulb Best Quality	The sent system of the second	
45	Tube Set Best Quality	Each	
	Tulu Pump Best Quality	Each	
46	Wire (4 mm) Best Quality	Per Coil	
47	Wire Casing	per Ft.	
48	Stabiliser 1 Kwt	Each	
49	Inverter with Battary	Per Set	
50	Inverter Battery	Each	
51	Wall Fan	Best Quality	
53	Stand Fan	Best Quality	

List of CIOPs Materials

Sl. No.	Name of Items	Specification	Quoted Rate
1	Bamboo (Bhaluka)	Each	
2	Bamboo (Jati)	Each	
3	Bamboo Chatai (Inner side)	per Sq. Ft.	
4	Bamboo Chatai (Outer side)	per Sq. Ft.	
5	Barbed Wire	per coil	
6	Bi-Cycle Best Quality	Each	
7	Bricks Best Quality	Per 1000	
8	Cement Best Quality	Per Bag	
9	Distemper	Per Ltr.	
10	G.I. Sheet (07 ft)	Per Bundle	
11	G.I. Sheet (09 ft)	Per Bundle	
12	G.I. Sheet (10 ft)	Per Bundle	
13	G.I. Sheet (08 ft)	Per Bundle	
14	Geru Powder	Per Bag	
15	Iron Wire	Per Coil	
16	Lime Powder Best Quality	per Tin	
17	Paint	Per Ltr.	
18	Sand	Per Cm	
19	Sand Bag	Per Pcs.	
20	Water Tank 1000 Ltr. Syntex	Each	
21	Water Tank 500 Ltr. Syntex	Each	

List of Food Items

	Disc of 2				
SI. No	Name of Items	Particulars of Food items	Quoted Rate		
1	Refreshment (per packet)	Sweet, Veg, sandwich, samosa, biscuits, cashew, tea/coffee etc			
2	Packet lunch (veg)	Dal, mix veg, paneer, veg, kofta, rice, salad, sweet etc.			
3	Packet lunch (Non veg)	Dal, mix veg, veg, kofta, chicken/fish, rice, salad,sweet etc.			
4	Buffer layout	Pickle, salad, 2 dals, 2 seasonal veg items, paneer item, chicken item, fish item, rice, bread, sweet, dahi, water etc.			
5	Buffet layout	Pickle, salad, 2 dals, 3 seasonal veg items, paneer item, rice, bread, sweet, dahi, water etc.			
6	Red Tea (Per Cup)				
7	Milk Tea (Per Cup)				
8	Coffee (Per Cup)				
9	lemon Tea (Per Cup)				
10	Kaju (Per Plate)				
11					
12	AND DISCOMPANIES CONTRACTOR OF THE CONTRACTOR OF				
13					
1					
1					
1	6 Buniar Laru (Per Piece)				