



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

Memo No. NAZ-28/9/2025-NAZ-BAR/18

Date: 12/08/2025

NOTICE INVITING TENDER

Sealed Quotation affixing non-refundable Court-Free Stamp of Rs. 8.25 (Rupees eight & twenty five paise) 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 and Annexure-F 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 02/09/2025 and will be opened at 03 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.
4. 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.
6. 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.
8. 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 substandard 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 may 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.

Digitally signed by  
Rohan Kumar Jha  
Date: 08-08-2025  
16:57:35

District Commissioner  
Barpeta  
Date: 12/08/2025

Memo No. NAZ-28/9/2025-NAZ-BAR/18  
Copy forwarded for wide publicity to:-

1. The Superintendent of Taxes, Barpeta.
2. The DIO, NIC, Barpeta.
3. The DIPRO, Barpeta; He is requested to publish the Quotation in any 2 daily newspapers.
4. Notice Board of D.C.'s office, Barpeta.

sd/-  
District Commissioner,  
Barpeta

**Annexure-A (Most Essential)**

Sl. No.	Name of the Particulars	Rate (per unit)
1	A4 Paper (70 gsm)	
2	A4 Paper (75 gsm)	
3	Attendance register (Big size)	
4	Ball Pen	
5	Bamboo Broom	
6	Binding Register rolling (10 Nos) best quality	
7	Binding Register rolling (12 Nos) best quality	
8	Binding Register rolling (14 Nos) best quality	
9	Binding Register rolling (20 Nos) best quality	
10	Blessing Powder (200gm)	
11	Blessing Powder (500gm)	
12	Broom	
13	Calling bell (Electronic)	
14	Calling Bell (Spring ) Best Quality	
15	Carbon paper Double Size (Blue ) Shephier	
16	Carbon paper Single Size (Blue ) Shephier	
17	Cello Tap Coloured (1.25cm x 36 yds) Best Quality	
18	Cello Tap Coloured (1.25cm x 65 yds) Best Quality	
19	Cello Tap White (1.25cm x 36 yds) Best Quality	
20	Citronela	
21	Clip Board Best Quality	
22	Colour Teg	
23	Correction (Whitner) Pen	
24	Dettol 100ml	
25	Dettol 50ml	
26	Envelop Size 10"x 5" (100 Nos.)	
27	Envelop Size 14"x 12" (100 Nos.)	
28	Envelop Size 9"x 4" (100 Nos.)	
29	Eraser	
30	File Board & Cover Best Quality (Norma)	
31	File Board & Cover Best Quality (Printed)	
32	Gamosa (Cotton)	
33	Gamosa (Pat)	
34	Glu Stick Best Quality	
35	Gum Liquid 100 ml Best Quality	
36	Gum Liquid 200 ml Best Quality	
37	Gum Liquid 750 ml Best Quality	

38	Hand Sanitizer 100ml	
39	Herpic (10x max cleaner) (1 Ltr.) toilet cleaner	
40	Herpic (10x max cleaner) (5 Ltr.) toilet cleaner	
41	Holer	
42	Legal Paper (70 gsm)	
43	Legal Paper (75 gsm)	
44	Marker Pen (Blod) Luxor	
45	Marker Pen (Thin) Luxor	
46	Masquito Coil	
47	Masquito Liquidator Machine	
48	Masquito Liquidator Rifill	
49	Neptholine	
50	Pen book binding best quality (300 pages)	
51	Phenyl Cross	
52	Room Freshner	
53	Soap( Bath)	
54	Soap( Toilet)	
55	Stapler (kangroo HD 1213)	
56	Stapler (kangroo HP-45)	
57	Stapler kangroo No 10	
58	Stapler Pin (Kangroo HD-1213) (Per Pkts.)	
59	Stapler Pin (Kangroo HP-45) (Per Pkts.)	
60	Stapler Pin no. 24/6 (Per pkts.)	
61	Stapler Pin No.10 (Per Pkts.)	
62	Tissue Paper	
63	Toilet cleaner Acid (KleeNest) 5 Ltr.	
64	Toilet cleaner acid 1 Ltr.	
65	Tonner (Fromjat 925,12A,88A etc.)	
66	Tonner (Prodor 925,12A,88A etc.)	
67	Towel ( Face Towel) Best Quality	
68	Towel ( Hand Towel) Best Dying	
69	Towel (Bath Towel) Best Quality	
70	Umbrella (Big) Best quality	
71	Umbrella (Small)	
72	Vim Bar 100 Grms	
73	Vim Powder 1 Kg	
74	Waste Paper Basket	
75	Waston Pipe	
76	Wiper Best Quality	
77	Xorai (Big Size)	

78	Xorai (Medium Size)
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## Annexure-B

Sl. No.	Name of the Particulars	Rate (per unit)
1	A4 size Clip File Corporate	
2	Alpin Best quality	
3	Art Paper Best Quality	
4	Auto Clip File Best Quality	
5	Azur laid Paper Best Quality	
6	Basket (Bamboo) Best Quality	
7	Basket (Plastic) Best Quality	
8	Bed sheet (White) Double Best Quality	
9	Bed sheet (White) Single Best Quality	
10	Blade Gillete	
11	Blanket for Double	
12	Blanket for single	
13	Bowl (Bon china) Big	
14	Bowl (Bon china) Small	
15	<b>Brasso</b>	
16	Bucket (plastic) Size 14 Lts Best Quality	
17	Bucket (plastic) Size 16 Lts Best Quality	
18	Bucket (plastic) Size 18 Lts Best Quality	
19	Bucket (Tin) Size 14 Lts Best Quality	
20	Bucket (Tin) Size 16 Lts Best Quality	
21	Bucket (Tin) Size 18 Lts Best Quality	
22	Calculator above 10 Digit Best Quality	
23	Calculator under 10 Digit Best Quality	
24	Candle Medium Size	
25	Carpet Brush Best Quality	
26	Celling Broom Best Quality	
27	Chair (Plastic) Best Quality	
28	Chair (Revolving) for General	
29	Chair (Revolving) for Officer	
30	Chair (Wooden) for officer	
31	Chair (Wooden) for Staff	

32	Chair Cushion 14" x 16" Kurlon	
33	Chair Cushion 18" x 20" Kurlon	
34	Coconut Fiber Broom Best Quality	
35	Colin Spray	
36	Computer Table Best Quality	
37	Court Dairy	
38	Cup-Plate Bonchina	
39	Cup-Plate General	
40	Cup-Plate Lilychina	
41	Dak pad Best Quality	
42	Dettol Hand wash	
43	DFC paper 10.4 Kg	
44	Dining Set (Bon China)	
45	Dining Set (La opala)	
46	Dish (Bon China)	
47	Dish set (Fiber)	
48	Dish set (La opala)	
49	Door Curtain Best Quality	
50	Door mat Best Quality	
51	Drawing Pin Best Quality	
52	Drinking Glass VIP	
53	Drinking Glass (Treo)	
54	Drinking Glass Best Quality	
55	Drinking Water 1 Ltr.	
56	Drinking Water 1/2 Ltr.	
57	Drinking Water 20 Ltr.	
58	Drinking Water 5 Ltr.	
59	Dust Spade (Plastic) Big	
60	F.C. paper 10.4 kg	
61	Face mask 3 Layer	
62	Face mask N95	
63	Face Mask Normal	
64	File Board & Cover Best Quality (Light)	

65	Filter 14 Lts Best Quality	
66	Filter 14 Lts Plastic Best Quality	
67	Filter Candle Best Quality	
68	Flask 1 Lt Milton	
69	Flask 2 Lt Milton	
70	Flex Banner	
71	Flower vase	
72	FS size Clip File Best Quality	
73	Gems Clip Pin Best Quality	
74	Guard File 200 pages Best Quality	
75	Gum Tube Best Quality	
76	Hand Glovs	
77	Handle Pen (Stamp Pen double Side) Best Quality	
78	Handle Pen (Stamp Pen One Side) Best Quality	
79	Harpic Liquid 500 ML	
80	Hi-Tech Pilot pen	
81	Hot Carrier (Milton) Cintaining 10x4	
82	Hot Carrier (Milton) Cintaining 10x5	
83	Hot Case (Milton) 1 Ltr	
84	Hot Case (Milton) 20 Ltr	
85	Identity Card	
86	Identity Card Ribbon	
87	Jug (Plastic) Milton	
88	Kachhi	
89	Khanta	
90	Khatia (Wooden) Gamari/ Titasapa	
91	Knife	
92	Latrine washing brush Best Quality	
93	Ledger Index Best Quality	
94	Lock & Key 120 mm Nayers	
95	Lock & Key 90 mm Nayers	
96	Mug (Plastic) Best Quality	

97	Mug( Aluminium) Best Quality	
98	O'donill	
99	Paper weight	
100	Ped Ink 100 ML Best Quality	
101	Pen stand with 4 pens Best Quality	
102	Pencil Wooden Best Quality	
103	Peon Book Roofing with binding best Quality	
104	Pillow	
105	Pillow cover (White Colour ) Best Quality	
106	Pillow cover (White Colour ) Nomal Quality	
107	Plastic Falder	
108	Plastic File tray Best Quality	
109	Plastic rack Best Quality	
110	Plastic Rope (Ball) Best Quality	
111	Plastic Scale Best Quality	
112	Pollythin Sheet Best Quality	
113	Punching Mechine (Double Hole) Best Quality	
114	Punching Mechine (Single Hole) Best Quality	
115	PVC Garden Pipe	
116	Quarter Plate (La opala)	
117	Quarter Plate Bon China	
118	Rubber seal one line	
119	Rubber Seal Round	
120	Rubber Seal Three line	
121	Rubber Seal Two line	
122	Sani fresh 500 ml	
123	Scissors (Corporate)	
124	Sealing Wax	
125	Secretariat Table	
126	Sharpner Best Quality	
127	Sketch pen Luxor	
128	Spade	
129	Spin Mop with Big Wheels	

130	Spoon (Cutter) Best Quality	
131	Spoon (Steel) Best Quality ( rice)	
132	Spoon (Steel) Best Quality ( Tea)	
133	Stamp Pad Big Faber Castell	
134	Stamp Pad Small Faber Castell	
135	Stand Candle	
136	Steel Almirah 4x18x36	
137	Steel Almirah 6.1/2x18x36	
138	Steel Staff Table with drawer	
139	Steno Book	
140	Table (Wooden) 2.5'x4.5'	
141	Table Cloth 4 1/2'x3'(Raskin) Best Quality	
142	Table glass 4mm	
143	Table glass 6mm	
144	Tag Best Quality	
145	Tea Flask 100 Ltr (Milton)	
146	Tea Flask 50 Ltr (Milton)	
147	Tea pot flax ( 1 Ltr.) Milton	
148	Tea Set (VIP)	
149	Tea tray	
150	Thread Ball (Cotton)	
151	Thread Ball (Nylon)	
152	Toilet Paper	
153	Trunk (Tata) 36"x18"x12"	
154	Trunk (Tata) 40"x20"x36"	
155	Wall Clock Best Quality	
156	Wall Clock Normal Quality	
157	Water filter 18 ltrs Indian	
158	Water Glass	
159	Water Sponge	
160	White Board	
161	Window Curtain Best Quality	
162	Writing pad (Big) Best Quality	

163	Writing Pad (Small) Best Quality	
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## Annexure-C

Sl. No.	Name of the Particulars	Rate (per unit)
1	Anti Virus K7 (Double user)	
2	Anti Virus K7 (Single user)	
3	C.P.U Branded	
4	Canon Leserjet 6030b	
5	Canon Leserjet 6030w	
6	Cartidge 925	
7	Cartidge HP Lesejet 15A	
8	Cartidge HP Lesejet 05A	
9	Cartidge HP Lesejet 388 Universel	
10	Cartidge HP Lesejet 55A	
11	Cartidge HP Lesejet 88A	
12	Cartidge HP Lesejet P1108A	
13	Cartidge HP Lesejet PLH 388 Produt	
14	Cat 6 Cable	
15	Compact Dish (C.D) Best Quality	
16	Computer ink cartridge ( 940XL)	
17	Computer ink cartridge 678	
18	Computer ink cartridge 802	
19	Computer ink cartridge 745-S (canon)	
20	Xerox Tonner	
21	Computer key Board Branded	

22	Computer Mouse Branded	
23	D-link switch 12 Port	
24	D-link switch 8 Port	
25	External Hardisk 1 Tb	
26	External Hardisk 500 gb	
27	Keyboard HP	
28	Keyboard Lenovo	
29	Mouse HP	
30	Mouse Lenovo	
31	Pen drive 16 GB Best Quality	
32	Pen drive 4 GB Best Quality	
33	Pen drive 8 GB Best Quality	
34	Printer (Canon) Model No.LBP 6018B	
35	Printer (HP Laser Jet) Model No. P1108	
36	Rj. Connector	
37	Samsung Laser Toner ML 1450	
38	Laser jet Toner 88A (prodot)	
39	Laser jet Toner 78A	
40	Laser jet Toner 12A	
41	Laser jet Toner 55A	
42	Laser jet Toner 18A	
43	Laser jet Toner 36A	

44	Laser jet Toner 49A	
45	Laser jet Toner 77A	
46	Laser jet Toner 79A	
47	Canon Toner 045-Black, Cyan, Magenta, Yollow	
48	Canon Toner 925 (prodot)	
49	HP Toner 46 Black	
50	HP Toner 46 Tricolour	
51	EPSON toner WF C 5790- Black, Cyan, Magenta, Yellow	
52	UPS Frontech	

## Annexure-D

Sl. No.	Name of the Particulars	Rate (per unit)
1	16 AMP Socket	
2	2 Way Gang Board	
3	4 Way Gang Board	
4	4/7 PVC Board	
5	6 AMP Socket	
6	6 Way Gang Board	
7	Battary (1.5 Volt) Eveready	
8	Battary (Medium Size) Eveready	
9	Battary (Big Size) Eveready	
10	B.T.C wire Best Quality	
11	Calling Bell ( Electronic)	
12	Celling fan Best Quality	
13	LED bulb 10 W Best Quality	
14	LED bulb 11 W Best Quality	
15	LED bulb 18 W Best Quality	
16	LED bulb 20 W Best Quality	
17	LED bulb 25 W Best Quality	
18	LED bulb 5 W Best Quality	
19	LED bulb 60 W Best Quality	
20	Change Over Switch	
21	Charge Light Best Quality	
22	Charge Light High Power Best Quality	

23	Electric Kettle (Bajaj/Philips)
24	Extension Board
25	Fan Regulator
26	Flexible wire Best Quality
27	Helogen bulb 1000 W Best Quality
28	Helogen bulb 500 W Best Quality
29	Helogen bulb set Best Quality
30	Holder Best Quality
31	LED Bulb 25W Best Quality
32	LED Bulb 5W Best Quality
33	LED Bulb 60 W Best Quality
34	LED Bulb 7 W Best Quality
35	LED Bulb 9 W Best Quality
36	MCB 16 AMP
37	MCB 32 AMP
38	MCB Box 2 Way
39	MCB Box 5 Way
40	Room Heater
41	Switch (Anchor)
42	Table fan Best Quality
43	Three Pin ( Plug) Best Quality
44	Tube bulb Best Quality
45	Tube Set Best Quality

46	Tulu Pump Best Quality
47	Wire ( 4 mm) Best Quality
48	Wire Casing
49	Stabiliser 1 Kwt
50	Inverter with Battery
51	Inverter Battery
52	Wall Fan
53	Stand Fan

2

## Annexure-E

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

## Annexure-F

Sl. No.	Name of the Particulars	Quantity
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 (100 gm)	
11	Sandesh (Per piece)	
12	Barfi (Per piece)	
13	Golla (Per piece)	
14	Nimki (Per piece)	
15	Sana Khurma (100 gm.)	
16	Buniar Laru (Per Piece)	