



অসম চৰকাৰ

GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER ::: BAJALI
MADAN RAUTA NAGAR, PATHSALA.
E-mail: dcbijali@gmail.com Tel: 03666-296999

No. BJDV-106/2024/PE/26 / 5249


Dated: - 21/12/2024

SHORT NOTICE TENDER

Sealed Tenders, affixing non-refundable court fee stamps of Rs. 8.25 (Rupees eight and paise twenty-five) only are invited from intending Presses/firms/suppliers for supply of **stationery items** as specified in **Annexure-A** in connection with the ensuing Panchayat election 2024-25, subject to fulfillment of terms & conditions as mentioned below. Tenders will be received up to **02:30 P.M. of 30-12-2024** and will be opened on the same day i.e. **30-12-2024 at 03:00 P.M.** in the Office Chamber of the District Development Commissioner, Bajali in presence of bidders or their authorized representatives.

Terms & Conditions-

1. Rate should be quoted including GST and other taxes and valid for a period of one year from the date of opening of the tenders/quotations.
2. Bidder (s) must have the capacity to supply the item immediately considering the urgency of elections.
3. Payment is subject to satisfactory completion of the job. No advance payment will be made for the job.
4. Each firm shall submit photocopies of GST registration certificate, up-to-date trade license (valid till 01-03-2025), valid PAN Card, previous experience, if any along with tender paper.
5. The work may be allotted to one or more than one firms/suppliers depending upon the urgency of the work.
6. Preference will be given to bidders with previous experience of supply.
7. And any other conditions as deemed to be just, fit and proper at any point of time.
8. Authority reserves the right to accept or reject any or all quotations without assigning any reason thereof. In this regard, the decision of the Tender Committee will be final.
9. Payment against bills for supplied item will be considered for payment subject to availability of fund.
10. The payment against bills will be made through Bank A/C only. Hence, the suppliers should have operational Bank A/C in the name of the firm/bidder.
11. If the last date of filing quotations falls on Govt. holiday, then the same will be extended to next working day.



District Dev. Commissioner,
Bajali

Dated: - 21/12/2024

Memo No: - BJDV-106/2024/PE/26 / 5249 - A

Copy to: -

1. The Commissioner, Panchayat & Rural Development Department, Panjabari, Juripar, Guwahati-781037 for kind information.
2. The Secretary, Assam State Election Commission, Dispur, Guwahati-781006 for kind information.
3. The Chief Executive Officer, Bajali Zilla Parishad, Bajali for information.
4. The Addl. District Commissioner (Election), Bajali for information and necessary action.
5. The Finance & Accounts Officer, DC's Office, Bajali for information.
- ✓ 6. The ADIO, NIC, Barpeta for information and necessary action. He is requested to upload in Bajali District web portal of this Short Tender Notice.
7. The DI&PRO, (i/c Bajali) for wide publicity of this Short Tender Notice.
8. Notice Board.



District Dev. Commissioner,
Bajali

Stationery Items

Sl. No.	Item	Rate
1	A-4 size paper (75 GSM)	Per Box
2	Legal size paper (75 GSM)	Per Box
3	Cash Book 24/25 No.	Per Book
4	Arzulate Paper (Note Sheet Paper)	Per ream
5	Packing Paper	Per ream
6	Amonia Roll	Per roll
7	Amonia liquid	Per bottle
8	File Board (standard size)	Per 100
9	File Cover (standard size)	Per 100
10	Guard File	Per pc.
11	Executive File (legal size)	Per pc.
12	Stick File	Per pc.
13	Blotting Paper	Per ream
14	Full-scape Paper	Per ream
15	Folder Cover with Clip	Per dozen
16	Envelop (cloth coated) (big size)	Per 100
17	Envelop (general) (big size)	Per 100
18	Envelop (general) (medium size)	Per 100
19	Envelop (small size)	Per 100
20	Polythine bag (big size)	Per Kg
21	Polythine bag (medium size)	Per Kg
22	Polythine bag (small size)	Per Kg
23	Polythine sheet (water colour)	Per mtr.
24	Tag (good quality) standard size	Per bundle
25	Alpin	Per box
26	Drawing Pin	Per box
27	Board Pin	Per box
28	Arrow Cross Mark Polymer Stamp for marking Ballot Paper	Per Pc.
29	Card Board for strengthening Paper Seal	Per dozen
30	Metal Ruler for detaching ballot paper from counterfoil	Per dozen
31	Metal Seal for presiding officer	Per Pc.
32	Jems Clip	Per box
33	Staple Machine (big size)	Per pc.
34	Staple Machine (Medium 24x6 size)	Per pc.
35	Staple Machine (small size)	Per pc.
36	Staple pin (big)	Per box
37	Staple pin (medium)	Per box
38	Staple pin (small)	Per box
39	Clip Board (Plastic) (legal size)	Per Pc.
40	Candle (big size)	Per Box (10 candles)
41	Match Box	Per bundle (10 boxes)
42	Blade	Per Pkt (5pcs.)
43	Stamp Pad	Per dozen
44	Pad Ink (60 ml)	Per dozen
45	Pad Ink (30 ml)	Per dozen
46	Plastic Scale (12 inch)	Per dozen
47	Steel Trunk (24 gauge) (34'x20'x14')	Per pc.
48	Steel Trunk (24 gauge) (32'x24'x24')	Per pc.
49	Steel Trunk (24 gauge) (28'x24'x24')	Per pc.
50	Gum (700 ml)	Per bottle
51	Gum (150 ml)	Per bottle
52	Gum (60 ml)	Per bottle
53	Gum tube (small)	Per dozen

54	Gum tube (medium)	Per dozen
55	Lock & Key (big)	Per dozen
56	Lock & Key (medium)	Per dozen
57	Lock & Key (small)	Per dozen
58	Binding Register No.16	Per dozen
59	Binding Register No.12	Per dozen
60	Binding Register No.10	Per dozen
61	Binding Register No.8	Per dozen
62	Binding Register No.6	Per dozen
63	Binding Register No.4	Per dozen
64	Marker Pen	Per pc.
65	Rubber band (big size)	Per Pkt. (1/2 Kg)
66	Rubber band (medium size)	Per Pkt. (1/2 Kg)
67	Rubber band (small size)	Per Pkt. (1/2 Kg)
68	Calculator (12 digits)	Per Pc.
69	Ball Pen (good quality)	Per Pkt (10 pcs)
70	Wooden Pencil	Per dozen
71	Cup	Per dozen
72	Sealing wax	Per box (8pcs.)
73	Towel	Per pc.
74	Knife	Per pc.
75	Writing Pad/Note Pad	Per pc.
76	Punching Machine	Per pc.
77	Pusher	Per pc.
78	Paper weight	Per pc.
79	Cello Tap	Per dozen
80	Sutli (Jute)	Per Kg
81	Rope (Plastic)	Per Kg
82	Rope (Nylon)	Per Kg
83	Twine Thread ball (cotton)	1 ball of 20 Mtrs.
84	Gunny bag	Per pc.
85	Niddle	Per dozen
86	Specimen Signature	Per pc.
87	Self Inking Rubber Stamp	Per pc.
88	Rubber Stamp bearing distinguishing mark of the P/S	Per pc.
89	Cotton Ribbon	Per Roll
90	Napkin	Per Pkt.
91	Mosquito Coil	Per Pkt.
92	Mosquito Spray	Per bottle
93	Rubber Stamp	Per line
94	Rubber Stamp Round	Per pc.
95	Laserjet Cartridge TC-0001 for Q2612A	Per pc.
96	Laser Toner Cartridge PL C-912/925	Per pc.
97	Laserjet Cartridge MFP (PLH 388)	Per pc.
98	Laserjet Cartridge PLC337	Per pc.
99	Kyocera ECO sos M 2040dn	Rent per month.
100	Pen Drive (64 GB)	Per pc.
101	Markin Cloth	Per mtr.
102	Torch Light (LED)	Per pc.
103	Charging Torch Light (LED)	Per pc.
104	Tube Light (40 Watt)	Per pc.
105	LED Bulb (90 Watt)	Per pc.
106	Correction Pen (Whitener)	Per pc.
107	Plastic Bucket (Medium)	Per pc.
108	Lime	Per Kg.
109	Wooden stick Toothpick	Per Pkt.
110	Extension Code	Per pc.
111	Neptholine	Per Pkt.
112	Nylone carry bag	Per pc.
113	Iron wire	Per Kg
114	Cup of empty cigarette tin for setting the indelible ink	Per pc.
115	Carbon paper	Per ream
116	Copying Pencil	Per Pkt. (10 pencils)

117	Plastic bag for carrying polling materials	Per Pc.
118	Stamp Pad Ink (60 ml)	Per bottle
119	Stamp Pad Ink (30 ml)	Per bottle
120	Water sponge	Per pc.


District Dev. Commissioner,
Bajali 