



**OFFICE OF THE COMMANDANT, 4TH ASSAM POLICE TASK FORCE BATTALION,
:: HOWLY::BARPETA::**

ANNUAL TENDER NOTICE

In pursuant to the Police Guwahati's Signal No. G/XXXI/GC/2022/VOL-1/03 dated 19-01-2023, a Notice Inviting Bids (NIB) with sealed tenders affixing court fee stamp non-refundable of Rs. 8.25 (rupees eight and twenty five paisa) are hereby invited in accordance with Assam Police Procurement Act 2017 and Assam Public Procurement Rules 2020 by the undersigned from the intending registered Suppliers / Contractors / Firms of Assam Police Head Quarter for supply of Stationery & Computer/Xerox articles for office of the undersigned during the financial year 2023-2024. The tender will be received upto 11.00 AM on 27-03-2023 and will be opened on the same day at 02.00 PM in presence of the tenderers or their authorized representatives, if any. If depositing or opening date of the Tender falls on holiday, the next working day will be fixed for the purpose. The list of items may be collected from the office of the undersigned on any working day during office hours.

The cover containing the Tender should be superscripted as **"Tender for supply of Stationery & Computer articles for the financial year 2023-2024"** on the top of the cover and should be dropped in the Tender Box of this office.

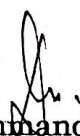
The following valid / up-to-date documents are to be submitted by the intending Tenderers along with the Tender.

1. Self-Attested copy of APHQ Registration Certificate.
2. Self-Attested copy of GST Registration Certificate.
3. Self-Attested copy of PAN.
4. Self-Attested copy of Trade License.
5. Self-Attested copy of Firm Registration.
6. Earnest money rupees 2,000.00 (two) thousand in the form of NSC/KVP/Demand Draft duly pledged in favour of the Commandant, 4th Assam Police Task Force Battalion, Howly, Barpeta.
7. Beneficiary details.

TERMS & CONDITIONS :

1. Tenders without having the above mentioned documents will be rejected without assigning any reason thereof.
2. The Tenderers should quote their rates clearly visible and the rates should be quoted inclusive of all taxes.
3. The selected Tenderer will have to supply the best quality articles within 2(two) days on receipt of the supply order to this office and have to replace the rejected articles immediately at their own cost.
4. The selected tenderers shall have to deposit the security money rupees 5,000.00(five) thousand in the form of NSC/KVP/Demand Draft duly pledged in favour of the Commandant, 4th Assam Police Task Force Battalion, Howly, Barpeta.
5. The selected tenderers should repair the office computers or its parts on basis of work order and will submit the bill for taking necessary action for making payment.
6. In case, if the selected supplier fails to carry out any supply order/work order, the tender shall be cancelled and the security deposit money will be forfeited.


The undersigned is not bound to accept the lowest tender and may reject any quotation/tender or all tenders without assigning any reason thereof.


Commandant

4th Assam Police Task Force Battalion,
Howly, Barpeta

Copy to:-

1. The Inspector General of Police (A), Assam, Guwahati for favour of kind information.
2. The Inspector General of Police (T&AP), Assam, Guwahati for favour of kind information.
3. The Inspector General of Police (WR), Assam, Bongaigaon for favour of kind information.
4. The Deputy Commissioner, Barpeta for favour of kind information and wide circulation.
5. The Superintendent of Police, Barpeta for favour of kind information and wide circulation.
6. The Commandant, 14th A.P.Bn.,Daulasal, Nalbari for favour of kind information and wide circulation.
7. The CPRO A.P H.Q.,Ulubari, Guwahati for favour of kind information and wide circulation of the notice in local newspapers and uploaded in the Assam Police website.
8. All local Suppliers / Contractors for information and necessary action.
9. Office Notice Board.


Commandant

4th Assam Police Task Force Battalion,
Howly, Barpeta.