

OFFICE OF THE SUPERINTENDENT OF POLICE::SIVASAGAR::ASSAM

ANNUAL TENDER NOTICE

Sealed tenders in plain papers affixing court fee stamp of Rs. 8.25/- (Rupees eight and paisa twenty five) only as no-refundable basis are hereby invited from the intending suppliers for supplying of STATIONERY ARTICLES for the financial year 2023-24 and will be received by the undersigned on or before 28/03/2023 at 12 hrs and will open on the same day during office hrs in presence of the tenderers/bidders or their authorized representatives.

TERMS AND CONDITION.

The tenderers/bidders must furnish up to date Firm registration, registration in Assam Police, Head quarters, Assam, Guwahati (Group-'A' -Procurement of Goods & Services etc) PAN card, GST registration certificate etc along with their tenders failing which their tenders will be rejected.

- 1) The tenderers/bidders must accompanied by an earnest money of Rs. 2000/- (Rupees two thousand) only in the shape of Bank draft/NSC/KVP duly pledged in favour of the undersigned.
 - 2) The tenderers/bidders should quote their rates exclusive of GST/CGST and for delivery at the Superintendent of Police, Sivasagar at their own cost. The rate quoted by the tenderers/bidders may be written in ink or duly typed. Any correction in the tender should invariably bears the signature of the tenderers/bidders.
 - 3) The sealed tenders should be scribed as "TENDER FOR THE SUPPLY OF STATIONERY ARTICLES FOR THE YEAR 2023-24" and should be dropped in the office Tender Box.
 - 4) The rates quoted once cannot be altered/withdrawn after submission of the Tender and will hold for 01(one) year. Any representation/appeal for enhancement of the rates on ground of rise of market price or any other reason whatsoever will not be entertained.
 - 5) The selected tenderers/bidders shall have to sign the contract agreement with the undersigned on receipt of information from this end, failing of which the contract shall be liable to be cancelled and earnest money will be forfeited to the Govt. without any further notice to the tenderers/bidders.
 - 6) In the event of selected/successful tenderers/bidders failing of to supply the indicated items completely within 03(three) days from the date of receipt of supply order, the contractor shall be liable to be cancelled without any further notice.
 - 7) The entire documents submitting along with the tender will have to be self attested.
- The undersigned is not bound to accept the lowest tender and may reject any of the tenders without assigning reason thereof.


Encls - List of Items

1
Superintendent of Police,
SIVASAGAR

Dated Sivasagar the 16th March/2023

Memo No.SVR/E/Tender/2023-24/ 454
Copy to :-

1. The Inspector General of Police(A), Assam Police Headquarters, Ulubari, Guwahati for favour of kind information.
2. The Inspector General of Police (ER), Assam, Jorhat for favour of kind information.
3. The Deputy Commissioner, Sivasagar, for favour of kind information.
4. All Superintendent of Police of Assam for information and wide circulation.
5. The Chief Public Relation Officer, Assam Police Headquarters, Ulubari, Guwahati for information and necessary action. He is requested to publish the NIT atleast 02 (two) local leading News Papers as well as upload in the Assam Police website for wide publication.
6. All local contractors/Firms for information and necessary action.
7. Office Notice Board.


Superintendent of Police,
SIVASAGAR

ITEM WISE LIST OF STATIONERY ARTICLES

SL. NO.	NAME OF ARTICLES	QUANTITY	Rate
1	Art Paper	per pics.	
2	Alpin	per pkt.	
3	Auto Clip File	per pics.	
4	All Out Liquid	per pics.	
5	Baygon Spray	per ltr.	
6	Battery (Torch)	per pics.	
7	Battery (Pencil)	per pics.	
8	Battery (Remote)	per pics.	
9	Bucket (Plastic) - Big	per pics.	
10	Bucket (Plastic) - Small	per pics.	
11	Bleashing Powder	per pkt.	
12	Boot Polish (Black)	per pics.	
13	Boot Polish (Red)	per pics.	
14	Boot Polish (Brown)	per pics.	
15	Chock Pencil	per pkt.	
16	Correcting Fluid	per pics.	
17	Correçtion Pen (Whitener)	per pics.	
18	Clip Board	per pics.	
19	Clip Borad (Plastic)	per pics.	
20	Cello Tap (Brown) - Big	per pics.	
21	Cello Tap (Brown) - Small	per pics.	
22	Cello Tap (White) - Big	per pics.	
23	Cello Tap (White) - Small	per pics.	
24	Candle (Filter)	per pics.	
25	Chair Cushion (Standard)	per pics.	
26	Chair Cushion (Simple)	per pics.	
27	Chitronola (Big)	per pics.	
28	Chitronola (Medium)	per pics.	
29	Chitronola (Small)	per pics.	
30	Colin (Big)	per pics.	
31	Colin (Medium)	per pics.	
32	Cover File (Plastic)	per pics.	
33	Carpet	per sqr. ft.	

34	Coil Brush	per pics.	
35	Ceiling Jaru	per pics.	
36	Cotton Cloth	per mtr.	
37	Candle (Mom)	per pkt.	
38	Computer File	per pics.	
39	Cover File	per pics.	
40	Calculator (Big)	per pics.	
41	Calculator (Medium)	per pics.	
42	Calculator (Small)	per pics.	
43	Cloth (Red)	per mtr.	
44	Container (Big)	per pics.	
45	Container (Medium)	per pics.	
46	Container (Small)	per pics.	
47	Cotton	per kg.	
48	Cup Plate (Set)	per set	
49	Cup (Single)	per pics.	
50	D.F.C. Paper	per rms.	
51	Duplicating Paper	per rms.	
52	Dot Pen	per pics.	
53	Duplicating Ink	per pics.	
54	Drawing Pin	per pkt.	
55	Drinking Glass (Simple)	per pics.	
56	Drinking Glass (Standard)	per pics.	
57	Door Mat (Big)	per pics.	
58	Door Mat (Medium)	per pics.	
59	Door Mat (Small)	per pics.	
60	Detol Soap (Big)	per pics.	
61	Detol Soap (Small)	per pics.	
62	Detol Handwash	per pics.	
63	Detol Liquid (Big)	per pics.	
64	Detol Liquid (Medium)	per pics.	
65	Detol Liquid (Small)	per pics.	
66	Drawing Sheet (Colour)	per sheet.	
67	Door Mat (Big) - Plastic	per pics.	
68	Door Mat (Medium) - Plastic	per pics.	
69	Door Mat (Small) - Plastic	per pics.	
70	D.D.T. Powder	per kg.	

71	Envelop 3.5 x 5	100 nos.	
72	Envelop 4 x 9	100 nos.	
73	Envelop Cloth Linking (A/4)	100 nos.	
74	Exercise Book	per pics.	
75	Engagement Pad	per pics.	
76	Ezee (Big)	per pics.	
77	F.C. Paper	per rms.	
78	File Folder (Plastic)	per pics.	
79	Fevi Gum (Stik)	per pics.	
80	File Cover	per pics.	
81	File Board	per pics.	
82	Finit	per ltr.	
83	Fax Roll	per pics.	
84	Flux (Milton) - Big	per pics.	
85	Flux (Milton) - Medium	per pics.	
86	Flux (Milton) - Small	per pics.	
87	Gel Pen	per pics.	
88	Gum Liquid (600ml)	per pics.	
89	Gum Liquid (300ml)	per pics.	
90	Gum Liquid (150ml)	per pics.	
91	Glass (Table)	per sqr. ft.	
92	Good Knight Machine	per pics.	
93	Good Knight Liquid	per pics.	
94	Good Knight Coil	per pkt.	
95	Ginny Pin	per pkt.	
96	Harpic (Big)	per pics.	
97	Harpic (Medium)	per pics.	
98	Henga	per dzn.	
99	Hit Spray (Big)	per pics.	
100	Hit Spray (Medium)	per pics.	
101	Hard Board (Plastic)	per pics.	
102	Highlighter Pen	per pics.	
103	Indent File (Plastic)	per pics.	
104	Indent File (General)	per pics.	
105	Jharu (Phool)	per pics.	
106	Jharu (Bamboo)	per pics.	
107	Knife (Big)	per pics.	

108	Knife (Medium)	per pics.	
109	Knife (Small)	per pics.	
110	Kham Paper	per rms.	
111	Lock & Key (Big) General	per pics.	
112	Lock & Key (Medium) General	per pics.	
113	Lock & Key (Small) General	per pics.	
114	Lock & Key (Big) Godrej	per pics.	
115	Lock & Key (Medium) Godrej	per pics.	
116	Lock & Key (Small) Godrej	per pics.	
117	Life Boy Soap	per pics.	
118	Liril Soap	per pics.	
119	Lime	per kg.	
120	Lizol	per pics.	
121	Lux Soap (Big)	per pics.	
122	Lux Soap (Small)	per pics.	
123	Match Box	per pkt.	
124	Marker Pen (Permannent)	per pics.	
125	Marker Pen (White Board)	per pics.	
126	Map Ribbon	per pics.	
127	Mug (Steel)	per pics.	
128	Mortin Liquid	per pics.	
129	Mortin Coil	per pkt.	
130	Mug (Plastic)	per pics.	
131	Note Book (Luxer)	per pics.	
132	Napthalene (Big)	per pics.	
133	Napthalene (Small)	per pics.	
134	Note Book (Sprial) - Big	per pics.	
135	Note Book (Sprial) -Medium	per pics.	
136	Note Book (Sprial) - Small	per pics.	
137	Nepkin	per pkt.	
138	Nepkin Stand	per pics.	
139	Odonil	per pics.	
140	OK Soap	per pics.	
141	Paper Carbon (Double)	per pkt.	
142	Pencil Carbon (Double)	per pkt.	
143	Pencil Carbon	per pkt.	
144	Pen Stand (Small)	per pics.	

145	Pen Stand (Big)	per pics.	
146	Perforator	per pics.	
147	Paper Pressure	per pics.	
148	Pencil Sharpner	per pics.	
149	Phenile (White)	per pics.	
150	Phenile (Black)	per pics.	
151	Parda Cloth	per mtr.	
152	Pears Soap	per pics.	
153	Put-up-File	per pics.	
154	Peon Book	per pics.	
155	Punching Machine	per pics.	
156	Pantek Gel Pen	per pics.	
157	Pril	per pics.	
158	Pitol Polish	per pics.	
159	Punchless Clip File	per pics.	
160	Pilot Pen	per pics.	
161	Parkar Pen	per pics.	
162	Quick Fix	per pics.	
163	Register (Cloth Binding)	per no.	
164	Register (Raxin Binding)	per no.	
165	Register (Lather Binding)	per no.	
166	Register (D.F.C. Size)	per no.	
167	Room Spray	per pics.	
168	Rubber Stamp	per pics.	
169	Refil (Max writer)	per pics.	
170	Refil (Gel Pen)	per pics.	
171	Stencil Paper	per pkt.	
172	Sketch Pen	per pkt.	
173	Sealing Wax	per pkt.	
174	Stamp Pad	per pics.	
175	Stamp Pad Ink	per pics.	
176	Seissor (Big)	per pics.	
177	Seissor (Medium)	per pics.	
178	Seissor (Small)	per pics.	
179	Staple Machine (Big)	per pics.	
180	Staple Machine (Medium)	per pics.	
181	Staple Machine (Small)	per pics.	

182	Staple Pin (No.10)	per pics.	
183	Staple Pin (No.24/6)	per pics.	
184	Stick File (F/S)	per pics.	
185	Stick File (A/4)	per pics.	
186	Scale (Plastic)	per pics.	
187	Scale (Wooden)	per pics.	
188	Surf Excel	per kg.	
189	Steno Book (Sprial)	per pics.	
190	Sanitary Brush	per pics.	
191	Stick-on-It	per pics.	
192	Spril	per pics.	
193	Sponse	per pics.	
194	Type Paper	per rms.	
195	Trashing Paper	per roll	
196	Type Carbon	per rms.	
197	Type Ribbon	per rms.	
198	Tag (Cotton)	per muthi.	
199	Type Machine Oil	per pics.	
200	Table Brush	per pics.	
201	Towel (Big)	per pics.	
202	Towel (Medium)	per pics.	
203	Towel (Small)	per pics.	
204	Table Cover (Cloth)	per pics.	
205	Table Cover (Raxin)	per pics.	
206	Torch Light (3 Cell)	per pics.	
207	Torch Light (2 Cell)	per pics.	
208	Torch Light (Plastic) - Small	per pics.	
209	Tide Powder	per kg.	
210	Toillet Cleanner	per pics.	
211	Ton-Suta	per no.	
212	Trunk (36")	per no.	
213	Umbraller (Gents)	per no.	
214	Umbraller (Ladies)	per no.	
215	Ujala	per pics.	
216	Vimbar (Powder)	per pics.	
217	Vimbar (Soap) - Big	per pics.	
218	Vimbar (Soap) - Small	per pics.	