

OFFICE OF THE COMMANDANT, 21ST A.P. BATTALION,
KATLICHERRA, HAILAKANDI.

TENDER NOTICE

In pursuance of the Police Guwahati's Sig No. G/XXXI/GC/2022/VOL-I/03 Dtd. 19/01/2023. Sealed tender affixing non-refundable court fee stamp of Rs. 8.25p (Rupees eight and twenty five paisa) only are hereby invited from the registered firms/supplier for supply of Stationary/ Electrical. articles and Computer Items during the financial year 2024-2025 at 21st AP Battalion, Katlicherra, Hailakandi under the terms and condition stated below. The tenders will be opened in the office of the undersigned at 02 PM on 22 / 03 /2024. in presence of tenderers or their authorized representatives who may like to be present. In case the office remains closed, the tenders will be opened on the next working day at the same time and venue. The list of items may be collected from the office of the undersigned on any working day during office hours by submitting requisition in writing under seal & signature.

TERMS AND CONDITIONS

1. Tender without court fee stamp will not be accepted.
2. No tender will be received after the above schedule date and time.
3. The rate should be furnished against each items inclusive of all taxes and GST (if required) will be deducted from the supplier's bills and that will be deposit in the Govt. Treasury observing all formalities.
4. The tenders will have to submit the following documents alongwith the tender, failing which no tender will be accepted.
 - a) Attested copy of firm registration certificate.
 - b) Attested copy of GST clearance certificate.
 - c) Attested copy of Income-tax clearance certificate.
 - d) Attested copy of PAN & ADHAR card.
 - e) Attested copy of Trade Licence.
 - f) Attested copy of Voter ID card.
 - g) Attested copy of A.P Hqr. registration certificate.
5. Tenderers must deposit Rs. 5,000.00 (Rupees five thousand) only as earnest money in the form of call deposit pledged in favour of the undersigned for each of tender.
6. The earnest money of un-successful tenderers will be released after completion of tender process and earnest money of the successful tenderers will be retained as security money. The security money will be forfeited to the Govt. in case the selected supplier/ Firm fail to supply as per indent.
7. The tenders must be sealed cover and should be super scribed as "**Tender for supply of Stationary Articles for the financial year 2024-25**" and to be dropped in this office (**Tender Box**).
8. The selected tenderers will be required to deliver the article in the office of the undersigned on receipt of the proper indent immediately. No delivery charge will be paid to the supplier/firm by the undersigned for delivery of the articles in his office.
9. The selected tenderers will be bound to supply the articles at his quoted rates throughout the year and no representation whatsoever will be entertained for enhancement of rate subsequently.

10. Only the best quality articles/materials will be accepted. The approved supplier will be required to take back the rejected articles at his own cost.
11. Payment of the bills will be made depending upon the availability of fund. No extra charge will be entertained if the payment is delayed due to non-availability of fund.
12. Earnest money of the successful tenderers who will refuse to supply after final selection by the undersigned will be forfeited to the Govt.
13. The rate should be quoted both in figure and words including all taxes. Unrealistic low rates will not be consider. The rates of the items should be as per the prevailing local market rates.
14. The undersigned is not bound to accept the lowest rate and a reserves the right to reject any or all the tenders without assigning any reason thereof.

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Commandant,
21st A.P. Battalion,
Katlicherra, Hailakandi.

Memo No. Bn21/AP/STNR/ TNR/2024/ 1336 - 42

Dt- 5-3-24.....

Copy forwarded to:-

- 1) The ~~SPL~~ Director General of Police (*Hqn.*), Assam, Guwahati for favour of kind information
- 2) The Deputy Inspector General of Police (SR), Assam, Silchar for favour of information.
- 3) The Deputy Commissioner, Hailakandi for favour of information.
- 4) The Chief public Relation Officer, A.P. Headquarters, Guwahati-7 for uploading the notice in the Assam Police website.
- 5) The District information & Public Relation Officer, Hailakandi for information and wide Publicity. He is requested to get the above notice published in the local newspapers
- 6) The Superintendent of Police, Hailakandi for favour of information.
- 7) Office Notice Board.


Commandant,
21st A.P. Battalion,
Katlicherra, Hailakandi