

/// TENDER NOTICE ///

In pursuant of the Police Guwahati's Signal No. G/XXXI/GC/2022/VOL-I/03 dated 19-01-2023, a Notice inviting Bids (NIB) with Sealed tender affixing Court fee stamp of Rs. 8'25 (Rupees Eight and twenty five) only are invited in accordance with Assam Police procurement Act 2017 and Assam Police procurement rule 2020 by the undersigned from the intending registered contractor/Suppliers of Assam Police Head Quarter for supply of **Stationery Articles, papers, Computer/Xerox Articles** for the financial year 2023-24 (list enclosed). The tender will be received by the office of the undersigned on or before 10-03-2023 up to 12:00 hrs. and will be opened on the same day at 13.45 Hrs. The tenderers or their authorized representative may remain present at the time of opening the tender if so desire.

TERMS AND CONDITIONS:

1. Tenders without court fee stamp will not be accepted.
2. No Tender will be received after the above scheduled date and time.
3. The Tenders must be sealed cover and should be superscripted as "**Tender for supply of Stationery Articles, Papers, Computer/Xerox Articles for the financial year 2023-24 and to be dropped in this office (Tender Box).**"
4. Most importantly, Quoted rates will not be accepted in Hand written form, instead must be furnished and prepared in pure excel format in both hard and soft copy under authentication of the tender.
5. The Tenders should furnished the following documents duly self attested along with the tender, failing which the tender will be liable for rejection.
 - (a) GST Registration Certificate.
 - (b) PAN Card
 - (c) A.P. Hqr. Registration Certificate.
 - (d) Adhar card
 - (e) Income Tax Clearance Certificate
 - (f) Beneficiary details.
 - (g) GST clearance Certificate.
6. The tenderers should furnish earnest money of Rs. 5,000/- (Rupees five thousand) only form of Bank FDR/NSC/KVP/Bank draft duly pledged in favour of "the Commandant Assam Commando Battalion, H.Q. Mandakata North Guwahati-30" the earnest money so deposited will be converted in the security deposit in cash of successful tenderer.
7. The rates should be quoted both in figure and words including all taxes. Unrealistic low rates will not be considered. The rates of the items should be as per the prevailing local market rates.

8. The selected suppliers will have to supply the best Quality articles on receipt of the formal order within 03(Three) days as per the approved rates throughout the financial year w.e.f. 01-04-2023. If the articles are found below standard not according to specification the same will be rejected and the supplier will have to replace the articles at his own cost. No representation for enhancement on the ground of raise in cost of articles/materials, rise in the market rates or for any other reason whatsoever, will be entertained.
9. In case of approved supplier fails to carry out any supply order, the tender shall be cancelled and the security deposit will be forfeited and deposited to the Govt. exchequer.
10. The undersigned is not bound to accept the lowest quotation and reserve the right to accept or reject any of the quotations without assigning any reason thereof.

Enclo:- List of articles.


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Commandant
Assam Commando Battalion
Mandakata ::: Guwahati-30.

Memo No. CDO/G-7/Annual Tender/2023-24/ 1452-64 Date :- 04.03.2023

Copy to:-

1. The Deputy Commissioner, Kamrup (R) Assam, for favour of kind information.
2. The Addl. Director General of Police,(T&AP) Assam, Guwahati for favour of kind information
3. The Inspector General of Police,(A) Assam, Guwahati for favour of kind information.
4. The Deputy Inspector General of Police (CWR), Assam, Guwahati for favour of kind information.
5. The Director, Information and Public Relations, Assam, Dispur Guwahati-6. He is requested to get the advertisement published in minimum 3(three) regional daily News Paper (English & Assamese) copy of the tender Notice is enclosed.
6. The Superintendent of Police (R), Amingaon for favour of kind information.
7. All Commandant of A.P. Bn/AP(IR)Bn. /APTF Bn. /CDO Bn. for information.
8. The Chief Public Relation Officer, A.P.H.Q, Ulubari, Guwahati for information and wide circulation of the Tender Notice in at least 3(three) regional daily News Paper (English & Assamese) and uploaded in the Assam Police website.
10. All Registered Contractors/Suppliers for information and necessary action.
11. Office Notice Board.


Commandant
Assam Commando Battalion
Mandakata @ Guwahati 30.

**LIST OF STATIONERY ARTICLES , PAPERS AND COMPUTER PAPERS & ACCESSORIES FOR THE
YEAR 2023-24.**


Sl. No.	Name of Name of Articles.	
1.	Azure laid paper (B/Q) P Ream (8.5 kg)	
2.	Paper Pin Per Pkt. (B/Q)	
3.	Auto Clip file .	
4.	Bindhana (Bodkin)Per No.	
5.	C.B. Reg. (B/Q) ruled, (10, 12& 20 No).P No.	
6.	C.B. Reg. (B/Q) ruled , (30 &40 No). P/No.	
7.	C.B. Register (B/Q) ruled , (30/ 40 &50 No. A/ paper). P/No	
8.	Curtain Cloth (Cotton) P/Mtr.	
9.	Curtain Cloth (Terry Cotton) P/Mtr.	
10.	Calculator Machine (B/Q) Big Size P/ No.	
11.	Calculator Machine (B/Q) Medium size P.No	
12.	Cup with plate (Hit Kari) (Six pairs).	
13.	Chair Cushion (Dunlop) 18x12" P.No	
14.	Chair Cushion (Carlton) "	
15.	Correction Fluid white/Red. Per No	
16.	Counting spoon per No.	
17.	Computer UPS (BQ)	
18.	Chalk pencil Per Pkt.	
19.	Calling Bell (Spring) Per No.	
20.	Calling Bell (Electronic) B/Q. per No.	
21.	Computer Paper A-4 size Per Ream (JK Copier)	
22.	Computer Paper A-3 size Per Ream (JK Copier)	
23.	Computer Paper (L) size Per Ream (JK Copier)	
24.	Computer Drum Cartridge LP No. 88-A , 2612 & 388 A	
25.	Computer Drum Cartridge HP No. 932 (Black)	
26.	Computer Cartridge (HP Color 932) Orgn. P. No.	

27.	Computer cartridge Ink jet (Black & Color) P.No.	
28.	Computer Ink Bottle (EPSON L3110) BK,Y,M & C.	
29.	Coping pencil Per Pkt	
30.	Coping pencil HB Per Pkt	
31.	D.F.C. paper (B/Q) Per Ream (8.5 Kg)	
32.	Duplicating paper (B/Q) Per Ream	
33.	Drinking Glass (Milton) six Nos.	
34.	Door mate (B/Q) Per No.	
35.	Door Mate (B/Q) Iron.	
36.	Desk knife Per no.	
37.	Disc. (Re-writeable) Per No.	
38.	Compact Disc (General)	
39.	Duplicating Ink (GRD) Per No.	
40.	Duster per No.	
41.	Ex. Book (B/Q) Per no.	
42.	Envelop Big size per 100 No. (S/S)	
43.	Envelop Medium 4 x 10 ½ per.100 No.	
44.	File Board (BQ)Per No.	
45.	File Cover (BQ) Per No.	
46.	F.C. paper Per Ream	
47.	Fountain pen Per No.	
48.	Fluorescents Pen Per Pkt. (6) Nos.	
49.	Gum Liquid Per Ltr.	
50.	Gems clip Per pkt.	
51.	Gel Refill Per Pkt. (10 Nos.)	
52.	Hand towel (B/Q) Per No.	
53.	Hand Glove(Rubber) for sanitary use P.No.	
54.	Jotter refill per No.	
55.	Jute sulti Per Kg.	

56.	L.B. Register ruled 40&50(A/paper) P/No.	
57.	Lock & key (B/Q) 95 MM Per No.	
58.	Lock & key (B/Q) 75 MM Per No.	
59.	Marking cloth (Red) Per Mtr.	
60.	Marker pen per No.	
61.	Office pen both side Per (10 Nos.)	
62.	Pen for G.Os (B/Q) Per No. (pilot etc)	
63.	Pen Drive 32 GB (Best Quality)	
64.	Pen Drive 64 GB (Best Quality)	
65.	Pen Drive 16 GB (Best Quality)	
66.	Plastic Folder	
67.	Pen Stand (B/Q) 4 Post Per No.	
68.	Pen Stand (B/Q) 2 Post Per No.	
69.	Paper weight glass Per No.	
70.	Paper cutter Per No.	
71.	Pencil Battery Per No.	
72.	Page marking Flag (12 Nos.)	
73.	Pin Cushion Per No.	
74.	Plastic scale 12" Per Dzn.	
75.	Plastic scale 24" Per Dzn.	
76.	Phenyl Per Ltr.	
77.	Rexene Table Cloth (B/Q) Per Mtr.	
78.	Refills Pointed (B/R) Per Pkt. (10 Nos.)	
79.	Rubber stamp seal Per Line (Computer)	
80.	Room Spray (B/Q)	
81.	Stamp Pad (B/Q) Per No.	
82.	Stamp Pad Ink. Per 100ml.	
83.	Steno Book Per No.	

84.	Screen pring Per Dzn.	
85.	Stapler Machine (B) size (B/Q) P/No	
86.	Stapler Machine 24/6 size (B/Q) P/N	
87.	Stapler Machine (S) (B/Q) Per No	
88.	Stapler Pin per Pkt.	
89.	Sketch Pen Per Pkt.	
90.	Steel Trunk Black (BQ) Per inch.	
91.	Steel Trunk White (B/Q) Per inch.	
92.	Tag cotton Per Bdl.	
93.	Table Glass Sq. fit. 6mm.	
94.	Tea Pot Electronic (B/Q) Per No.	
95.	Tea set (B/Q)	
96.	Towel (DCM) big size Per No.	
97.	Towel (DCM) small size Per No.	
98.	Table Knife Per No.	
99.	Carbon paper (Blue) P.Pkt.	
100.	Cello tap (Brown) P. Bdl.	
101.	Touché gripex (B/Q) Per No	
102.	Water filter (B/Q) Per No. (Steel)	
103.	Water filter Candle Per No.	
104.	Water Mug Per No. steel.	
105.	Wall Clock (B/Q) Per No.	
106.	Water Jug (B/Q) Per No.	
107.	Waste paper bucket (B/Q) Per No.	
108.	Xerox Ink Per Nos.	
109.	Clip board Per No.	
110.	File Cover (Folding) B/Q Per No.	
111.	Note Book A-5 size(B/Q) per No.	
112.	D.O. Book (100 Pages) B/Q. Per No.	

113.	Executive Diary (For G.O.s) B/Q. P.No.
114.	Computer Drum Cartridge Rifling P.No.
115.	Table file try (B/Q) Per No.
116.	Slip pad. Per No.
117.	Plastic Chair (Supreme) P. No.
118.	Plastic Table (Supreme 4 sitter) P. No.
119.	Vinyl Flooring P. Sqr. Mtr.
120.	P.P. Clear folder (A4 & Legal) size P.No
121.	Plastic Bucket 20 Ltrs. P.No.
122.	Plastic Mug P.No.
123.	Colin P.No.
124.	White Board 3' x 3' & 2'x3' P.No.
125.	White Board Duster P.No.
126.	White board pen
127.	Computer Key Board P.No.
128.	Computer Ram , 4 GB, 8 GB P.No
129.	Antivirus (B/Q three user)
130.	Computer Adopter P.No.
131.	Punching Machine P.No.
132.	SSD (Solid State Devise)
133.	WIFI devise P.No.
134.	Computer Key Board (BQ)
135.	Computer Mouse (BQ)
136.	Computer Hard Disk - 1 TB


 Commandant
 Assam Commando Battalion
 Mandakata :: Guwahati