



Government of Assam
OFFICE OF THE COMMANDANT
20TH ASSAM POLICE (IR) BATTALION, PANBARI,
Dhubri, Assam – 783339
Email: co-20apirbn@assampolice.gov.in

TENDER NOTICE

In pursuant of 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 of Rs.8.25 (Rupees eight and paise twenty five) only are invited in accordance with Assam Police procurement Act 2017 and Assam public procurement rules 2020 by the undersigned from the intending registered contractors/Suppliers of Assam Police Head Quarter for supply of **Stationery Articles, Computer/Xerox Articles** (List enclosed) for the financial year 2023-24. The tender will be received by the office of the undersigned on or before **09-03-2023** up to 02:00 p.m and will be opened on the same day at 4. P.m. The tenderers or their authorised representatives may be remained present at the time of opening the tender. The list of items may be collected from the office of the undersigned on any working day during office hours.

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 super scribed as "**Tender for supply of Stationery Articles, Computer/Xerox Articles for the financial year 2023-24**" and to be drooped 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 tenderer. A soft copy (in excel format without formula inserted) in CD should be furnished in sealed cover along with the tender documents. Tenderers will ensure that there is no difference in rate between hard and soft copy.
5. The tenderers should furnished the following documents duly self attested along with the tender, failing which, the tender will be liable for rejection.
 - (a) GST in registration Certificate.
 - (b) PAN Card.
 - (c) A.P Head Quarter Registration Certificate.
 - (d) Adhar Card.
 - (e) Last 2 years income Tax return submitted.
 - (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 20th AP (IR) Battalion, Panbari, Dhubri" 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 consider. The rates of the items should be asper the prevailing local market rates.

8. The selected suppliers will have to supply the best Quality articles on receipt of the formal order within 3 (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 rise in cost of articles/materials, rise in the market rates or for any other reason whatsoever, will be entertained.
9. In case the 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 rates. He may reserve the right to accept or reject any or all the tenders received by him without assigning any reason thereof.

Commandant,
20th AP (IR) Battalion,
Panbari, Dhubri.

Memo No.Bn.20/IR/G/OE/2023/119

Date 23/02/2023

Copy to-

1. The Inspector General of Police (A), Assam, Ulubari, Guwahati for favour of kind information.
2. The Inspector General of Police (WR), Assam, Bongaigaon for favour of kind information.
3. The Deputy Commissioner, Dhubri for favour of kind information and wide circulation.
4. The Superintendent of Police, Dhubri for favour of kind information and wide circulation.
5. All Commandant of A.P Bn./A.P (IR) Bn./A.P.T.F Bn./CDO Bn. for information and wide circulation.
6. The CPRO A.P H.Q. for Ulubari, Guwahati for favour of your kind information and wide circulation of the notice in at least 2 (Two) leading local news papers and uploaded in the Assam Police website.
7. All local Contractors/Suppliers for information and necessary action.
8. Office Notice Board.

Commandant,
20th AP (IR) Battalion,
Panbari, Dhubri.