



OFFICE OF THE SUPERINTENDENT OF POLICE :: SADIYA POLICE DISTRICT::  
CHAPAKHOWA:::ASSAM.

TENDER NOTICE

Sealed Tenders affixing Court fee Stamp of Rs.8.25 (Rupees Eight and twenty five paise) only are hereby invited from the intending contractors/firms for supply of Stationery articles during the financial year 2023-24. Tenders will be received upto 12.00 Noon of the day 27<sup>th</sup> March/2023 and will be opened on the same day at 2.00 PM or subsequent working day if it falls on Govt. holiday or half-holiday in presence of the intending tenderers or their authorized representatives. However, tender will be opened even if no representative remains present at the time of opening of the tender papers. The list of items may be collected by the intending tender from the office of the undersigned on any working day during office hours.

TERMS AND CONDITIONS

- (1) The Tender must be in sealed cover and should be super scribed as "Tender for supply of Stationery Articles" for the year 2023-24.
- (2) Tenderers must furnish Earnest Money of Rs.3,000/- (Rupees Three thousand) only in the form of National Saving Certificate/ Kisan Vikash Patra/ Call Deposit or Demand Draft duly pledged in favour of the Superintendent of Police ,Sadiya District, Assam. Bids received without Earnest Money Deposit will be summarily rejected.
- (3) The tenderers must submit the copies off following documents along with the tender duly attested by a Gazetted Govt. officer without which the tender will be liable for rejection.  
(a) Latest Sales Tax clearance Certificate. (b) Latest Income Tax clearance Certificate. (c) GST Registration Certificate (TIN No.) (d) Permanent Account No. (PAN) issued by I.T. Department. (e) Firm Registration Certificate.
- (4) The approved or successful tenderers will have to furnish security deposit money of Rs.8,000/- (Rupees Eight thousand) only to the undersigned in due course in the form of National Saving Certificate/ Kisan Vikash Patra/ Call Deposit or Demand Draft.
- (5) The rates should be quoted exclusive of GST/CGST etc. The rates once quoted cannot be altered/withdrawn after submission of the tender. No representation/appeal for enhancement on the ground of rise in cost of materials, labour cost and rises in the market rate or for any other reason whatsoever will be entertained.
- (6) No tender shall be considered unless the tender is sealed and duly filled in and signed by the tenderer at the bottom of each page of the tender and correction, if any, to be duly attested by his/her initials.
- (7) The selected tenderers will have to supply the articles as and when indented very expeditiously. The successful bidders will have to supply the articles to the office of the undersigned at their own risk and cost.
- (8) If any article supplied is found to be inferior in quality, the same will be rejected outright and will have to be replaced at the risk and responsibility of the tenderers.
- (9) In case where the approved suppliers fail to carry out any supply order the tender shall be cancelled and the security deposit will be forfeited and deposited in to the Govt. exchequer.
- (10) The undersigned reserve the right to reject any or all the tenders without assigning any reason there off. The lowest rate many not be compulsorily accepted and the decision of the undersigned in this matter will be final and binding on the tenderers.
- (11) The selected Firms/Suppliers will have to execute a contract agreement with the undersigned before supply order is made.
- (12) The payment of bills against the supply of stationery articles will be made as and when fund will be available.

Enclosed : Annexure-"A" (List of articles).

Superintendent of Police,  
Sadiya Police District, Chapakhowa

Memo No.SDY/Tender/2023/ 348-A.

Dtd. 28 /02/2023.

Copy to:-

- 1) The A.D.G.P (A) Assam, Guwahati for favour of kind information.
- 2) The Chief Public Relation Officer, Assam Police Headquarter for information and necessary action. He is requested to liaise with the Director, Information and Public Relations, Assam for publishing the same immediately.
- 3) The I.G.P. (NER), Tinsukia, Assam for favour of kind information.
- 4) The D.C., Tinsukia for favour of kind information.
- 5) The Superintendent of Police, Tinsukia for favour of kind information.
- 6) The Commandant, 2nd A.P.Bn., Makum for kind information.
- 7) The D.I.P.R.O, Tinsukia for favour of information and wide circulation the same.
- 8) Addl. Supdt of Police (Communication), Assam Police Headquarter for information and necessary action. He is requested to upload the same in Assam Police website immediately for wide publication.
- 9) All Os. C. /I.Cs of Sadiya Police District for information and wide circulation.
- 10) All local Firms/Supplier for information & necessary action.
- 11) H.A., S.P Office, Sadiya Police District for information and instructed to hang the same in the Notice Board.
- 12) R.O., Police Reserve, Sadiya for information.

Superintendent of Police,  
Sadiya Police District, Chapakhowa  
Sadiya Police District

**LIST OF STATIONERY ARTICLES SUPPLY TO THE OFFICE OF THE SUPERINTENDENT OF POLICE, SADIYA POLICE DISTRICT, CHAPAKHOWA FOR THE FINANCIAL YEAR 2023-24 (Tenders were called vide this office No.SDY/Tenders/2023/ Dtd. -02-2023)**

Sl. No.	Name of the articles	Quantity	
1	Arjulaid paper (note sheet paper)	Per Pkt.	
2	Anti virus software (computer) (best quality)	Per No.	
3	Attendance Register(100 pages)	Per Piece.	
4	Auto Clip file	Per Piece.	
5	Alpin	Per Pkt.	
6	Add Gel Pen	Per No.	
7	Add Gel Pen Cardtridge	Per No.	
8	Black Board	Per Sq. Ft	
9	Ball Pen	Per No.	
10	Pen V7 Hi-Tech	Per No.	
11	Pen V7 Hi-Tech Cartridge	Per No.	
12	Ball Pen Refill(short)	Per Pkt.	
13	Ball Pen Refill(long)	Per Pkt.	
14	Binder Clip	Per No.	
15	Bindihona(bodkin)	Per No.	
16	R B Regigter No. 10 .	Per Piece.	
17	R.B. Regigter No. 20 .	Per Piece.	
18	R.B. Regigter No. 30 .	Per Piece.	
19	R.B. Regigter No. 40 .	Per Piece.	
20	R.B. Regigter No. 50 .	Per Piece.	
21	R.B. Regigter No. 60 .	Per Piece.	
22	R.B. Regigter No. 80	Per Piece.	
23	Board pin (brass)	Per Pkt.	
24	Both side pen(office pen)	Per No.	
25	Brown Tap	Per No.	
26	Brass Seal(round)	Per No.	
27	Blanck CD (Best qualityty)	Per Piece	
28	Blanck DVD (best quality)	Per Piece	
29	Carbon Paper	Per Pkt.	
30	Cable ( VGA Cable)	Per No.	

31	Cable ( Power Cable)	Per No.	
32	Cable ( LAN Cable)	Per Mtr	
33	CD Marker pen	Per No.	
34	CD Cover	Per No.	
35	CD writer(best quality)	Per No.	
36	Calling bell (electronic)	Per Piece	
37	Calling bell (manual)	Per Piece	
38	Coloured Adhesive tape	Per No.	
39	Cello Pointec Pen(0.5)	Per No.	
40	Cello Tape Dispenser	Per Piece	
41	Cello Tape(1/2")	Per No.	
42	Cello Tape(1")	Per No.	
43	Cello Tape(2")	Per No.	
44	Computer RAM 1 GB	Per No.	
45	Computer RAM 2 GB	Per No.	
46	Computer RAM 3 GB	Per No.	
47	Computer RAM 2GB	Per No.	
48	Computer Lens cleaner	Per No.	
49	Computerr Hard Disk 250 GB	Per No.	
50	Computerr Hard Disk 500 GB	Per No.	
51	Computer UPS(best quality)	Per No.	
52	Computer UPS battery(best quality)	Per No.	
53	Computer Cartridge no. 852(black) HP	Per No.	
54	Computer Cartridge no. 2132(black) HP	Per No.	
55	Computer Cartridge no. 2132(colour) HP	Per No.	
56	Computer Cartridge no. 21(black) Big HP	Per No.	
57	Computer Cartridge no. 22(clour) Big HP	Per No.	
58	Computer Cartridge no. 818(black) HP	Per No.	
59	Computer Cartridge no. 818(clour) HP	Per No.	
60	Computer Cartridge no. 830 (black) Canon	Per No.	
61	Computer Cartridge no. 831(clour) Canon	Per No.	
62	Computer Cartridge no. 810(black) Canon	Per No.	
63	Computer Cartridge no. 811(clour) Canon	Per No.	
64	Computer Cartridge no. 802(black) HP	Per No.	
65	Computer Cartridge no. 802(clour) HP	Per No.	
66	Computer Cartridge no. 678(black) HP	Per No.	

67	Computer Cartridge no. 678(clour) HP	Per No.	
68	Computer Cartridge no. 46(black) HP	Per No.	
69	Computer Cartridge no. 46(clour) HP	Per No.	
70	Computer Cartridge no. 703(black) HP	Per No.	
71	Computer Cartridge no. 704(clour) HP	Per No.	
72	Computer Cartridge no. 680(black) HP	Per No.	
73	Computer Cartridge no. 680(clour) HP	Per No.	
74	Computer Inkjet Ink M790 (Colour)	Per No.	
75	Computer Inkjet Ink M790 (Black)	Per No.	
76	Computer Inkjet Ink L3110 (Black)	Per No.	
77	Computer Inkjet Ink L3110 (Black)	Per No.	
78	Computer Cartridge no. G2010 PIXMA	Per No.	
79	Computer Cartridge no. 88A	Per No.	
80	Computer Cartridge no. 12 A	Per No.	
81	Computer Cartridge no. 110 A	Per No.	
82	Computer Cartridge no. 850 (black) HP	Per No.	
83	Computer Printer Adapter(best quality)	Per No.	
84	Computer keyboard(best quality, Code Less)	Per No.	
85	Computer keyboard(best quality)	Per Piece	
86	Computer Mouse Pad	Per No.	
87	Computer Mouse (Code less)	Per No.	
88	Computer Hard Disc 265 GB	Per No.	
89	Computer Hard Disc 500 GB	Per No.	
90	Computer Hard Disc 1 TB	Per No.	
91	Computer Mouse (optical)	Per No.	
92	Cover paper (Khaki) plastic coated	Per No.	
93	Correction fluid (for stencil)	Per No.	
94	Correction pen	Per No.	
95	Chalk Pencil	Per Pkt.	
96	Calculator (8digit)best quality	Per Piece.	
97	Calculator (10digit)best quality	Per Piece.	
98	Calculator (12digit)best quality	Per Piece.	
99	Computer Ink (Colour)	Per No.	
100	Computer Ink (Black & White)	Per No.	
101	Carbon Paper	Per No.	
102	Epson Ink L3110 (Colour)	Per No.	

103	Epson Ink L3110 (Black)	Per No.	
104	Cannon Black 790 Ink	Per No.	
105	Computer Toner HP 128 A	Per No.	
106	Computer Toner Samsung ML 3310 ND	Per No.	
107	Computer Toner HP 88A	Per No.	
108	Computer Toner HP 88A(refilling)	Per No.	
109	Computer Toner HP Laser Jet 12A	Per No.	
110	Computer Toner HP Laser Jet 12A(rifilling)	Per No.	
111	Computer Toner Samsung Laser SCX 4623 FN/XIP	Per No.	
112	Computer Toner ml 1640(Samsung)	Per No.	
113	Computer Toner ML 1640(Samsung)refilling	Per No.	
114	Computer Modem	Per Piece	
115	Computer Toner Cartidge no.303(Canon)	Per No.	
116	Computer Toner Prodod HP-12 A	Per No.	
117	Computer Toner Prodod PLH-2612	Per No.	
118	Computer Toner Refilling(LBP 2900B)	Per No.	
119	Computer Toner HP Laser Jet Pro M104a	Per No.	
120	Computer Toner HP Laser Jet Pro M104a(rifilling)	Per No.	
121	Computer Toner HP Laser Jet Pro 1108	Per No.	
122	Computer Toner HP Laser Jet Pro 1108 (rifilling)	Per No.	
123	Computer Toner Cannon Laser 2900	Per No.	
124	Computer Toner Cannon Laser 2900 (rifilling)	Per No.	
125	Computer Ladger Tonour 110A(HP)		
126	Computer Ladger Tonour 12A(Canon)		
127	Clip Board (small)	Per No.	
128	Clip Board (medium)	Per No.	
129	Clip Board (big)	Per No.	
130	Candle(big size)	Per Piece	
131	Damper (water sponze)	Per No.	
132	Desktop Monitor (18.5")	Per No.	
133	Diary (big)	Per No.	
134	Diary (small)	Per No.	
135	DFC paper	Per Rim	
136	Dista Paper(FS)(besdt quality)	Per Rim	
137	Duplicating Ink	Per No	
138	D.O. Letter Pad	Per No	

139	Duplicating Paper(best quality)	Per Pkt.	
140	Dot Matrix Printer Ribbon(with frame)	Per Piece.	
141	Dot Pen	Per No.	
142	Drawing Paper(chasrt paper)	Per Sheet.	
143	Drawing pen	Per No.	
144	Duplicate book	Per No.	
145	Dust bin (pedal controlled)	Per No.	
146	Duster	Per Piece	
147	DVD writer	Per No.	
148	DVD Rewritable	Per No.	
149	Epson Ink Bottle no. 664(black)	Per No.	
150	Epson Ink Bottle no. 664(clour)	Per No.	
151	Engagement Pad	Per No.	
152	Envelope(A4 size)(laminated)(best quality)	Per No.	
153	Envelope (5"x11")	per 100 no's	
154	Envelope (9"x11")	per 100 no's	
155	Envelope (10"x4 1/2")	per 100 no's	
156	Envelope (12"x5") ( 100 Nos = 1 Pkt)	Per Pkt.	
157	Envelope (16"x6")	Per Pkt.	
158	Envelope (12"x5 1/2")	Per Pkt.	
159	Envelope (12"x18")	Per Pkt.	
160	Envelope(White for D.O.letter)	Per Pkt.	
161	Envelope(Khakhi) size 16"x12"	Per Pkt.	
162	Exercise Book (Binding)	Per No.	
163	Eraz-Ex white (kores)	Per No.	
164	Fax Paper Roll(best quality)	Per Roll	
165	Fan fold paper 10"x12") single	Per Pkt.	
166	Fan fold paper 10"x12") double	Per Pkt.	
167	Fan fold paper (15"x12") single	Per Pkt.	
168	Fan fold paper (15"x12") double	Per Pkt.	
169	Flex Print (Banner)	Per Sqr Ft	
170	Fountain Pen	Per No.	
171	Flag Pad(cloured)	Per Pkt.	
172	File cover(best quality)	Per Piece.	
173	File Board(hard)(best quality)	Per Piece.	
174	Four fold file	Per Piece.	

175	Fevicol(200 gram)	Per No.	
176	Fevi kwik(200 gram)	Per No.	
177	Fevicol tube(small)	Per No.	
178	Gems clip(plasdtic coated)	Per Pkt.	
179	Gel Pen	Per No.	
180	Gel Pen refill	Per No.	
181	Gum Bottle(300 ml)	Per No.	
182	Gum bottle(700 ml)	Per No.	
183	Gum Tube	Per No.	
184	Glue Stick	Per No.	
185	Glitter Pen	Per No.	
186	Guard File(best quality)	Per No.	
187	Hi-tech Pilot pen 0.5 (Luxor)	Per No.	
188	Highlighter Pen	Per No.	
189	Heasd Cleaner Csstte(Mini DV camera)	Per No.	
190	Information Folder	Per No.	
191	Knife/Paper cutter(best quality)	Per No.	
192	LAN Cable	Per Mtr.	
193	Lead pencil	Per No.	
194	Lever Arch File/Index File	Per No.	
195	Micro SD Memory Card Reader	Per Piece	
196	Minui DV cassette	Per No.	
197	Mini Stamp machine	Per No.	
198	Marker pen(permanent)	Per No.	
199	Marker pen(white board)	Per No.	
200	Modem Adopter	Per No.	
201	Modem	Per No.	
202	Markin cloth	Per Mtr.	
203	Needle	Per No.	
204	Note pad	Per No.	
205	Note sheet paper(best quality)	Per Pkt.	
206	Photo Paper	Per Pkt.	
207	Pen Stand paper roll	Per Roll	
208	Peon Book	Per No.	
209	Pro Dot ink(black)200ml	Per No.	
210	Pro Dot ink(clour)200ml	Per No.	


211	Pen Drive 2 GB (Best quality)	Per No.	
212	Pen Drive 4 GB (Best quality)	Per No.	
213	Pen Drive 8 GB (Best quality)	Per No.	
214	Pen Drive 16 GB (Best quality)	Per No.	
215	Pen Drive 32 GB (Best quality)	Per No.	
216	Pen Drive 64 GB (Best quality)	Per No.	
217	Pencil carbon(single) (best quality)	Per No.	
218	Pencil carbon(double) (best quality)	Per Pkt.	
219	Parker pen	Per No.	
220	Perker pen refill	Per No.	
221	Pierre Cardin Pen(Ball)	Per No.	
222	Pierre Cardin Pen(Gel)	Per No.	
223	Pierre Cardin Pen(Ceramic)	Per No.	
224	Plastic Coated Clip File	Per No.	
225	Plastic Scale (18")	Per No.	
226	Plastic Scale (12")	Per No.	
227	Plastic file cover	Per No.	
228	Plastic L-Folder File(A4)	Per No.	
229	Plastic L-Folder File(FS)	Per No.	
230	Paper Weight (Glass)	Per No.	
231	Paper Tray(plastic)	Per Piece	
232	Paper Clip plastic(small)	Per No.	
233	Pen Stand(executive)	Per No.	
234	Pencil Battery 1.5 V small	Per No.	
235	Puncching machine(1 hole)	Per No.	
236	Puncching machine(2 hole)	Per No.	
237	Pencil Battery	Per No.	
238	Photo Paper	Per Pkt.	
239	Pencil Sharpener	Per No.	
240	Recoard file (12 leaves)	Per No.	
241	Recoard file 24 leaves)	Per No.	
242	Reynolds Permiera Pen	Per No.	
243	Regiter No.10(Cloth Binding)(best quality)	Per Piece	
244	Regiter No.12(Cloth Binding)(best quality)	Per Piece	
245	Regiter No.18(Cloth Binding)(best quality)	Per Piece	
246	Regiter No.20(Cloth Binding)(best quality)	Per Piece	



247	Regiter No.30(Cloth Binding)(best quality)	Per Piece	
248	Regiter No.40(Cloth Binding)(best quality)	Per Piece	
249	Registerb No.10(Rexine Binding)(best quality)	Per Piece	
250	Registerb No.12(Rexine Binding)(best quality)	Per Piece	
251	Registerb No.18(Rexine Binding)(best quality)	Per Piece	
252	Registerb No.20(Rexine Binding)(best quality)	Per Piece	
253	Registerb No.30(Rexine Binding)(best quality)	Per Piece	
254	Registerb No.40(Rexine Binding)(best quality)	Per Piece	
255	Register No.20(Leather Binding)(best quality)	Per Piece	
256	Register No.30(Leather Binding)(best quality)	Per Piece	
257	Register No.40(Leather Binding)(best quality)	Per Piece	
258	Rechargeable battery(video camera)	Per No.	
259	Rubber Band	Per Pkt.	
260	Rubber Seal	Per Line	
261	Rubber Seal(self-inked)	Per No.	
262	Router	Per No.	
263	Room Spray	Per No.	
264	Roller Ball pen	Per No.	
265	Re-Sticker(colouard)	Per Pkt.	
266	SD Card(camera)16 GB Class 10	Per Piece	
267	Sealing wax seal (Laa Seal)	Per No.	
268	Sealing wax (Laa)	Per Pkt.	
269	Sutli Rope	Per Kg.	
270	Stick file(A4)	Per No.	
271	Stick file(FS)	Per No.	
272	Slip pad(no.11)	Per Piece	
273	Slip pad(no.22)	Per Piece	
274	Slip pad(no.33)	Per Piece	
275	Short hand note book	Per No.	
276	Short hand pencil	Per No.	
277	Stamp Pad(Blg)(Best quality)	Per Piece	
278	Stamp Pad(medium)(Best quality)	Per Piece	
279	Stamp Pad(small)(Best quality)	Per Piece	
280	Stamp Pad ink	Per No.	
281	Stamp Machine(no.24/6)	Per Piece	
282	Stamp Machine(no.10)	Per Piece	

283	Stamp Machine(HP 45)	Per Piece	
284	Stamp Machine(HD 45)	Per Piece	
285	Stamp pin(no.10)	Per Pkt.	
286	Stamp pin(no.24/6)	Per Pkt.	
287	Stencil Paper	Per Pkt.	
288	Stencil Board	Per Piece	
289	Sealing Wax(containing 100 grams)	Per Pkt.	
290	Scissor(small)	Per No.	
291	Scissor(big)	Per No.	
292	Safty Pin(small)	Per Pkt.	
293	Safty pin (big)	Per Pkt.	
294	Sketch Pen(best quality)	Per Pkt.	
295	Steel Scale (18")	Per No.	
296	Steel Scale (12")	Per No.	
297	Spiral Writing Pad	Per Piece	
298	Table Globe	Per Piece	
299	T-pin	Per Pkt.	
300	Toner(Xerox machine)	Per No.	
301	Toner(Xerox machine) Bizhub 165 e	Per No.	
302	Toner(Xerox machine)Bizhub 165 e(refilling)	Per No.	
303	Toner(Fax Machine)	Per No.	
304	Table Cloth (Rexin)	Per Mtr.	
305	Table Glass	perr sq.ft.	
306	Type Paper(best quality)	Per Pkt.	
307	Type Carbon(best quality)	Per Pkt.	
308	Tag cotton(cloured)	Per Bndl	
309	Tag cotton(white( best quality)	Per Bndl	
310	Type Writer ribbon	Per No.	
311	Transparent Sheet	Per Sheet.	
312	Traching Paper	Per Sheet.	
313	Thread ball(jute)	Per Ball.	
314	Thread ball(cotton)	Per Ball.	
315	Twine Hemp	Per Ball.	
316	Trtiplicate Book	Per No.	
317	Torch Light Big	Per No.	
318	Torch Light	Per No.	

319	Torch Light Battery 1.5 Big	Per No.	
320	White Board	Per Sq. Ft.	
321	Writing pad	Per No.	
322	Water sponge/Damper	Per Piece.	
323	Wooden pencil(HB)	Per Pkt.	
324	Wooden Scale(size-12")	Per Piece.	
325	Waste paper basket(dust bin)	Per Piece.	
326	Writing Table Desk/Writing Stand	Per No.	
327	Wall pin(brass)	Per Pkt.	
328	Xerox Machine Drum (bizhub 165 e)	Per Piece.	
329	Xerox Machine (bizhub 165 e) (Doctor Blade)	Per Piece.	
330	Xerox paper (A3)70 GSM	Per Pkt.	
331	Xerox paper (A4)70 GSM	Per Pkt.	
332	Xerox paper (FS)70 GSM	Per Pkt.	
333	Xerox paper (A3)70 GSM	Per Pkt.	
334	Xerox paper (A4)70 GSM	Per Pkt.	
335	Xerox paper (FS)70 GSM	Per Pkt.	
336	Yellow Paper (A4)	Per Pkt.	
337	Yellow Paper (FS)	Per Pkt.	
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 Superintendent of Police,  
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 Sadiya Police District, Chapakhawa  
 Sadiya Police District