



GOVT. OF ASSAM
OFFICE OF THE SUPERINTENDENT OF POLICE
CHIRANG::BTAD::KAJALGAON::ASSAM
Phone-03664-243189/243131, e-mail-sp-chirang@assampolice.gov.in

ANNUAL TENDER NOTICE

Sealed tender affixing court fees of Rs. 8.25/- (Rupees eight and twenty five paisa) only are hereby invited from the contractor/suppliers/firms for supply of the following **Material Supply** to use in this office for the financial year 2024-25. The tender will be received by the undersigned on before 05-08-2024 up to 1400 hrs, and will be opened on the same day at 3 pm in presence of the tenderer or their authorized representatives. The list of items may be collected from the office of the undersigned in 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 and Electrical Articles for the Financial Year 2024-25**" 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 tenderers. A soft copy (in excel format without formula inserted) in CD should be furnished in sealed cover along with the tender documents. Tenderer will ensure that there is no difference in rate between hard and soft copy.
- 5) The tenderers should furnish the following documents duly **self-attested** along with the tender, failing which, the tender will be liable for rejection.
 - a) Pan card
 - b) Aadhaar card.
 - c) APHQ Registration Certificate.
 - d) Last 2 years income tax return submitted.
 - e) GSTIN Registration Certificate & GST clearance certificate.
 - f) Trade Licence.
 - g) Beneficiary details.
- 6) The tenderers should furnish Earnest Money of Rs. 10,000/- (ten thousand) only in the form of Bank EDR/NSC/KVP/Bank Draft duly pledged in favour of "The Superintendent of Police, Chirang". The Earnest Money so deposited will be converted in the security deposit in case 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 3(three) days as per the approved rates throughout the Financial year wef 01.04 2024. If the articles are found below standard and 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.

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.



Superintendent of Police,
Chirang, Kajalgaon.

Letter No. CHR/Esstt/Tender/2024/281-90

Dated: 16-07-2024

Copy to -

- 1) The Inspector General of Police (Admn). Assam, Ulubari, Guwahati for favour of kind information.
- 2) The Inspector General of Police, (BTAD), Assam, Kokrajhar for favour of kind information.
- 3) The Deputy Commissioner, Chirang for favour of kind information.
- 4) The Chief Public Relation Officer, A.P. HQR, Assam, Ulubari, Guwahati for kind information and wide circulation of the Notice in atleast 02 (two) leading local Newspapers and upload in the Assam Police website.
- 5) The District Information & Public Relation Officer, Chirang for information and wide circulation.
- 6) All local Contractors/Suppliers for information and necessary action.
- 7) Office Notice Board.



Superintendent of Police,
Chirang, Kajalgaon.