

**GOVT. OF ASSAM**  
**OFFICE OF THE COMMANDANT, 2<sup>ND</sup> ASSAM COMMANDO BATTALION,**  
**DAMCHERRA ::: HAILAKANDI ::: ASSAM**

**ANNUAL TENDER NOTICE**

Sealed tender affixing non-refundable court fee stamp of Rs. 8.25p (Rupees eight and twenty five paise) only are hereby invited from the registered firms/supplier for supply of Stationary/ Electrical articles during the financial year **2024-2025** at 2<sup>nd</sup> Assam Commando Battalion, Damcherra, Hailakandi Camp at 21<sup>st</sup> AP Battalion, Katlicherra under the terms and condition stated below. The tenders will be opened in the office of the undersigned on **06/03/2024** at 3 P.M. in presence of tender of their authorize preventatives 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 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 covered and should be super scribed as "**Tender for supply of Stationary Articles for the financial year 2024-25**" and to be dropped in the 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 law 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,**  
2nd Assam CDO Battalion,  
Damcherra, Hailakandi,  
Camp at 21st AP Bn. Katlicherra.

Memo No. CDO/2/STATIONERY/ TENDER/2024/308-14 Dtd. 20/02/2024

Copy forwarded to:-

- 1) The Inspector General of Police (Admn), 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,**  
2nd Assam CDO Battalion,  
Damcherra, Hailakandi,  
Camp at 21st AP Bn. Katlicherra.

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**DAMCHERRA ::: HAILAKANDI ::: ASSAM**

**LIST OF STATIONARY ARTICLES AND ELECTRICAL GOODS.**

SI/No	Name of articles	Rate per quantity	Remarks
1	Alpin	P/Box	
2	Auto Clip file	P/ Nos	
3	Art Paper	P/ Sheet	
4	Azirulaid Paper	P/ Ream	
5	Ball Pen ( All Colour)	P/ No	
6	Carbon Paper (Big/ Small)	P / Pkt	
7	Black Board	P / No	
8	Binding Register	P/ No	
9	Boat Kin ( Bindoni)	P/ No	
10	Calculator (Big / Small)	P/ No	
11	Cannon IR 2320L Tonner	P/ No	
12	Calling Bell Spring Fitted ( BQ)	P/ No	
13	Cannon IR 2320L Tonner Ink Liquid 100,200ml	P / Bottle	
14	Cannon IR 2320L Tonner Ink Powder 100,200ml	P / Pkt	
15	Chalk pencil	P / Pkt	
16	Clip Board	P /No	
17	Register 150 page	P/ No	
18	Computer Disc Blank	P/ No	
19	Anti Virus Disc	P/ No	
20	Computer Mouse	P/ No	
21	Computer Key Board	P / No	
22	Computer Leser Jet Cartridge P-1007,p- 1108	P/ No	
23	Computer Cartridge HP-21B,HP-802,HP- 803.	P/ No	
24	Computer Cartridge Cannon 925	P/ No	
25	Computer Printer Ink (BQ)	P / Bottle	
26	Computer Printer Rivon (BQ)	P / No	
27	EPSON Printer Ink C-664,M-664,Y- 664,Bk-664 (70 ml)	P / No	
28	EPSON M3170 Printer Ink (120 ml)	P / Bottle	
29	HP Smart tank 525 printer ink (Black ink bottle / colour ink bottles )	P/ No	
30	CZ 180 Risp Master Ruller	P/ No	
31	Cannon IR 2320L Drum Cleaning Blade	P /No	
32	Computer UPS Battery	P /No	
33	Computer C.D Mailer ( Envelope)	P / Pkt	
34	Correcting Fluid	P /No	
35	Computer Pen Drive 4GB.8GB,64 GB	P /No	
36	Legal Paper	P/ Pkt	
37	A-3 Paper	P/ Pkt	
38	A-4 Paper	P/ Pkt	
39	DFC Paper 8 Kg	P/ Ream	
40	Note Sheet Paper	P/ Pkt	
41	C.Z.180 Riso Ink (S4877) 800ml	P/ Bottle	


Sl/No	Name of articles	Rate per quantity	Remarks
42	D.O. Letter Pad ( 9"x11" 50 Page)	P /No	
43	Dot Printer Ribon Cartridge	P /No	
44	Duplicating Ink 200ml, 400 ml	P / bottle	
45	Duplicating Paper	P/ pkt	
46	Duster	P /No	
47	Envelope ( Big/ Medium/ Small)	P/100 Nos	
48	Envelope Laminated (A-4 / big Size)	P/ 100 Nos	
49	Executive File	P /No	
50	Exercise Book	P /No	
51	Fax Paper Roll	P/ Roll	
52	File Board	P/ No	
53	File Cover	P /No	
54	File Tray ( Table)	P /No	
55	Gum Liquid 50ml,100ml,200ml,300ml700ml.	P /No	
56	High light Pen	P /No	
57	Jetter Pen	P /No	
58	Jetter Pen Refil	P /No	
59	Leather Binding Register	P /No	
60	Morning Report Register 250 Pages	P /No	
61	Marker Pen	P /No	
62	Note Pad Book	P /No	
63	Markin Cloth	P/ Mtr	
64	Office Pen Stand	P /No	
65	Photo Paper	P/ pkt	
66	Paper Clip	P / Pkt	
67	Paper Cutting Knife	P /No	
68	Paper Weight Glass( General / Decorated)	P /No	
69	Pay Bill Binding Register 200 Pages	P /No	
70	Pencil	P/ Pkt	
71	Pencil Cutter	P /No	
72	Pin Case	P /No	
73	Plastic Scale	P /No	
74	Pointed Refill ( All Colour)	P /No	
75	Prodot Graphical Ink ( Dry)	P /No	
76	Prodot Premium Liquid 200ml	P/ Bottle	
77	Prodot DMP Ribon Cartridge	P /No	
78	Paper Bucket	P /No	
79	Rezo Machine Ink	P /No	
80	Rubber	P /No	
81	Rubber Stamp ( Line)	P /No	
82	Rubber Stamp ( Round)	P /No	
83	Scissor	P /No	
84	Stick Note ( Colour Flag)	P/ Pkt	
85	Stamp Pad ( Big / Medium)	P /No	
86	Stamp Pad Ink ( Big / Medium)	P/ Bottle	
87	Steno Book	P /No	
88	Staple Machine ( Big/ Medium/ Small)	P /No	
89	Staple Machine Pin ( Big/ Medium/ Small)	P / Pkt	
90	Table Brush	P /No	
91	Table Glass 4mm, 6mm, 8mm	P / Sqft	
92	Tag Cotton	P / Bndle	
93	Rexine Cloth	P / Mtr	
94	Type Ribbon	P /Pkt	
95	Wall Clock	P /No	
96	Waste Paper Basket ( Big / Medium / Small)	P /No	
97	Water Sponge	P /No	
98	Wooden Ruler 18"	P /No	
99	Wooden Scale	P /No	
100	Cannon IR 2320L Roller	P /No	

## ELECTRONIC GOODS

Sl/No	Name of articles	Rate per quantity	Remarks
1	16 AMP Board With Lid	P/ No	
2	16 AMP Board With Top	P/ No	
3	3 Pin Top 6 AMP	P/ No	
4	5 Pin Socket 6 AMP	P/ No	
5	A/C Starter 25 AMP	P/ No	
6	Allu. Binding Wire Bobbin	P/ Pkt	
7	Allu Earthing Wire	P/ Coil	
8	Allu Wire 1.5mm,2.5mm,12mm	P/ Coil	
9	Armature Wire	P/ Coil	
10	Armature Paper	P/ No	
11	Armature Pipe	P/ Mtr	
12	Botton Holder /Angle	P/ No	
13	Bed Switch 6 AMP	P/ No	
14	Board Fuse (All Size)	P/ No	
15	Bobbin	P/ Dzn	
16	BTC Wire 6mm, 8mm,10mm,16mm	P/ Coil	
17	Bulb 0,40,60,100, 200 Watt	P/ No	
18	Calling Bell (Normal)	P/ No	
19	Calling Bell (Electric)	P/ No	
20	Calling Bell (Electric with Remote)	P/ No	
21	Calling Bell Switch	P/ No	
22	Ceiling Rose	P/ No	
23	CLF Bulb14,18,20,23,27,30,35 watt	P/ No	
24	Change Over Switch 32.63,100 AMP	P/ No	
25	Catching T,L,Inner,Outer,Cobler	P/ No	
26	Cutter Plus	P/ No	
27	DP 25 Watt AC ( Cooler)	P/ No	
28	Drill Bit Iron 6.5,10,12.16 mm	P/ No	
29	Drill Bit Wall 6.5,10,12.16 mm (Water)	P/ No	
30	Distil Water	P/ No	
31	Drill KPT Bearing Set	P/ Set	
32	Drill KPT Carbon Set	P/ Set	
34	Electric Hand Glove	P/ Prs	
35	Electric Press	P/ No	
36	Electric Chalk	P/ No	
37	Electric Regulator Socket Type	P/ No	
38	Extension Cord 15 mtr	P/ No	
39	Extension Board	P/ No	
40	F.T. Switch 6AMP	P/ No	
41	Fan Bearing ( Big / Small)	P/ No	
42	Ceiling Fan	P/ No	
43	Table Fan	P/ No	
44	Stand Fan	P/ No	
45	Fan Capacitor 2.5 MFD	P/ No	
46	Motor Capacitor ( water Pump)	P/ No	
47	Fan Regulator ( Socket Type)	P/ No	
48	Fan Clamp ( Ceiling)	P/ No	
49	Flexible Wire 40mm/76mm Copper	P/ Coil	
50	G.I. Guard Wire	P/ Kg	
51	Gutkha Plastic	P/ Pkt	
52	Gum Boot	P/ Prs	
53	Halogen Light 500/1000 Watt	P/ Set	
54	Halogen Complete Set 500/1000 Watt	P/ Set	
55	Hook Stick	P/ Set	

Sl/No	Name of articles	Rate per quantity	Remarks
56	Immersion Heater 1000/1200/2000 Watt	P/ No	
57	Invertor Trolley	P/ No	
58	Isolator 40 AMP	P/ No	
59	LED Bulb 3/5/7/9/10/12/15/20 Watt	P/ No	
60	Shouldering Iron	P/ No	
61	Machine Screw 100 grm	P/ Pkt	
62	M.C.B 6/10/16/32 Watt	P/ No	
63	M.C.B. Box ( Tin 4 way to 12 way)	P/ No	
64	Meter Electric Single Line	P/ No	
65	Meter Electric 3 Phase	P/ No	
66	Meter Bulb 400 Watt	P/ No	
67	Meter light Complete set 400 watt	P/ No	
68	Multi Plug	P/ No	
69	PVC Allu Wire 4,6,10,12,16 mm	P/ coil	
70	Black Tape	P/ No	
71	P / Holder	P/ No	
72	Paddle Stand Fan	P/ No	
73	Pipe Tuni Set	P/ Roll	
74	Plug Single 6AMP	P/ No	
75	Plus 7/8	P/ No	
76	PVC Catching	P/ No	
77	Quick Fix	P/ No	
78	Room Heater Mac-2	P/ No	
79	Screw 11/2, 2	P/ No	
80	Screw Driver Set	P/ Set	
81	Side Holder For Tube light	P/ No	
82	Square Box ( Box)	P/ No	
83	Starter Switch 10HP ( 7.5 KW/10KW)	P/ No	
84	Stopper HCL 3Ph / 5 HP Penal Board	P/ No	
85	Stabilizer Freezer A/C	P/ No	
86	Street Light Set ( Big / Small)	P/ No	
87	Switch Board 4x4,6x4,6x8,8x10,10x12.	P/ No	
88	Tube Chalk Electronic 40 watt	P/ No	
89	Telephone Cord	P/ No	
90	Telephone Extension Cord	P/ No	
91	Telephone Extension Wire	P/ Mtr	
92	Tester ( All Size)	P/ No	
93	Tube Frame	P/ No	
94	Tube Light	P/ No	
95	Tube Light Complete Set	P/ set	
96	Tuni Light Set	P/ Set	
97	2 pin Top ( Male /Female)	P/ No	
98	Wire Cutter	P/ No	
99	Dry Battery For Charger Light 12V	P/ No	
100	Dry Battery For PA Amplifier 6V	P/ No	
101	16 mm Copper Wire	P/Coil	
102	2.5 Multi Standard Wire	P/Coil	
103	1.5 Multi Standard Wire	P/Coil	
104	Iron V/ Angle(21/2 ft) With Clamp & Nut Bolt	P / No	
105	Cycle Pin With Nut & Bolt	P / No	
106	Armed Cable 3 Phase	P / Mtr	
107	Electric Kettle	P / No	

Sl/No	Name of articles	Rate per quantity	Remarks
108	Electric Rice Cooker	P / No	
109	Pencil Battery	P / No	
110	Change Over Switch 16/32/63/100 AMP (single & 3 Phase )	P / No	
111	Charcoal	P / Kg	
112	LED Metal Light	P / No	

  
**Commandant,**  
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