

OFFICE OF THE COMMANDANT, 27<sup>TH</sup> ASSAM POLICE BATTALION,  
KHAJUABEEL, UDALGURI, ASSAM

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//// ANNUAL TENDER NOTICE ////

Scaled quotation affixing Court fee stamp of Rs. 8.25 (Rupees eight and twenty five paisa) only are invited from the intending registered firms/contractors for supply of stationary articles/ papers / daily news papers/food items/electrical goods etc. as per list enclosed to this unit Head Quarter, 27<sup>th</sup> A.P Battalion, Khajuabeel, Udalguri, Assam during the financial year 2024-2025. The quotation will be received by the undersigned till 28/06/2024 up to 1200 hrs and will be opened on the same day at 1400 hrs. in presence of the tenderers or their authorised representative if any.

The tenderers must furnish up to date attested copies of GST/firm registration certificate/ PAN card and registration certificate issued by Assam Police Hqrs Guwahati along with the tender.

The tender must be accompanied by an earnest money of Rs. 1000.00 ( Rupees one thousand) only in the form of NSC/KVP or Demand Draft or Bank Guarantee duly pledged in favour of the undersigned before commencement of supply.

The tenders must be written in ink or duly typed and any correction in the tender should invariably be attested with date and signature of the tenderer.

The articles must be genuine and of best quality. The undersigned is not bound to accept the lowest rates and reserve the right to reject any or all the tenders without assigning any reason thereof.

The rates should be inclusive of all taxes and rates once quoted will be binding for the whole financial year and no claim for enhancement of the rates during the year of the tender entertained. The rates should be written both in figure and words.

The successful tenderers must be able to supply the articles within 3 (three) days on receipt of the demand/order from this office at their own cost and risk. Payment is subject to the availability of the budget and allotment of fund from the higher authority.



Commandant

27<sup>th</sup> Assam Police Battalion,  
Khjuabeel, Udalguri, Assam.  
Dated K/beel the 14<sup>th</sup> May /2024.

Memo No. Bn27/AP/Sty/G/100/2024-25/ 1161-A

Copy forwarded to:-

1. The Inspector General of Police (TAP) Assam, Ulubari, Guwahati for favour of kind information.
2. The Inspector General of Police (BTAD), Kokrajhar, Assam for favour of kind information.
3. The Asstt. Inspector General of Police (A) Assam, Guwahati for favour of kind information.
4. The D.C, Darrang & Udalguri, Assam for favour of kind information and wide circulation.
5. The S.P, Darrang & Udalguri, Assam for favour of kind information and wide circulation.
6. The C P R O Ulubari Guwahati for favour of kind information and to upload at the Assam Police website.
7. The D.I.P.R.O Udalguri, Assam for information and wide circulation.
8. All Commandant A.P. Bn./CDO. Bn. for kind information and wide circulation.
9. All local Firm/Suppliers for information.
10. Office Notice Board.
11. Guard file.



Commandant  
27<sup>th</sup> Assam Police Battalion,  
Khjuabeel, Udalguri, Assam.

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**LIST OF STATIONERY ARTICLES OF ANNUAL TENDER FOR THE  
FINANCIAL YEAR 2024-2025**

SL NO	NAME OF ARTICLES	QUANTITY	REMARKS
1	DFC Paper white (Best quality)	Per ream (500 sheets)	
2	FC Paper white (Best quality)	Per ream (20 dista)	
3	Azulied Paper (Best quality)	Per ream (500 sheets)	
4	Duplicating Paper (Best quality)	Per ream (500 sheets)	
5	Blue Carbon big (Kores 420 x 330)	Per ream (100 sheets)	
6	Blue Carbon small (Kores 210 x 330)	Per ream (100 sheets)	
7	Computer Paper A4 size	Per ream (500 sheets)	
8	Computer Paper Legal size (215x345 mm)	Per ream (500 sheets)	
9	Xerox Paper A3 size	Per ream (500 sheets)	
10	Xerox Paper A4 size	Per ream (500 sheets)	
11	Xerox Paper Legal (Best quality)	Per ream (500 sheets)	
12	Wooden pencil H.B. (B.Q.)	Per Pkt. ( 10 Nos.)	
13	Stamp Pad (Best quality)	Per dozen	
14	Stamp Pad Ink (100 ml.)	Per Bottle	
15	Stamp Pad Ink (750 ml.)	Per Bottle	
16	Gum liquid (100 ml.)	Per Bottle	
17	Gum liquid (750 ml.)	Per Bottle	
18	Alpin Box (B.Q.)	Per Box	
19	Tag Cotton white long size	Per Bundles	
20	Printer (Cannon B/W)	Per no.	
21	Printer (HP)	Per no.	
22	Laser Printer toner (Cannon B/W)	Per no.	
23	Laser Printer tonner (HP)	Per no.	
24	Pressure Roller (Cannon)	Per no.	
25	Tooner Hopper (Cannon)	Per no.	
26	Printer Teflon Flim (CET Original)	Per no.	
27	Printer Paper Pickup Door Sensor	Per no.	
28	Computer UPS	Per no.	
29	Prodot Tonner Powder	Per Bottle	
30	Pendrive (4GB) (sony)	Per no.	
31	Pendrive (16GB) (sony)	Per no.	
32	External Hard Disc (sony)	Per no.	
33	Mouse (Logitech)	Per no.	
34	Key Board (Logitech)	Per no.	
35	Leather Bound Register	Per no.	
36	C.D. Disc (Box)	Per Box	
37	Cloth Bound Register	Per no.	
38	Exercise Book (Ruled)	Per no.	
39	Exercise Book (Plain)	Per no.	
40	File Cover (B/Q)	Per sheets	
41	File Board (B/Q)	Per no.	
42	Envelop big size 18x12 (B/Q)	Per 100 Nos	
43	Envelope Medium size	Per 100 Nos	
44	Envelope Small size	Per 100 Nos	
45	Envelope (30x45 cm)	Per nos.	
46	Towel big size (B/Q)	Per piece	
47	Towel medium size	Per piece	
48	Towel small size	Per piece	

49	Red dot pen	Per dozen	
50	Blue dot pen	Per dozen	
51	Pilot Pen	Per no.	
52	Gel Pen	Per no.	
53	Ball Pen (B/Q)	Per no.	
54	Parker Pen	Per no.	
55	Marker Pen Big	Per no.	
56	Marker Pen Small	Per no.	
57	Clip Board	Per Piece	
58	Auto clip File	Per Piece	
59	Writing pad 100 Pages	Per Book	
60	Engagement pad 100 Page	Per Book	
61	New Year Diary (B/Q)	Per Book	
62	Paper Clip	Per Pkt.	
63	Candle big size	Per Pkt.	
64	Phenyle (B/Q)	Per Litter	
65	Finit Oil	Per Litter	
66	Finit Gun	Per nos.	
67	Sealing wax	Per Pkt	
68	Jute Thread	Per Kg	
69	Staple Machine Big	Per nos.	
70	Staple Machine Small	Per nos.	
71	Staple Machine pin big size	Per Pkt	
72	Staple Machine pin small size	Per Pkt	
73	Pen Stand (Big size)	Per set	
74	Pen Stand (Small size)	Per set	
75	Table brush	Per nos.	
76	Table glass 8 mm 18`` x 24``	Per piece	
77	Door Mat 30`` x 24`` (B/Q)	Per piece	
78	Calling bell Electronic	Per piece	
79	Calling bell manual (B/Q)	Per piece	
80	Waste Paper basket big size (B/Q)	Per nos.	
81	Paper weight	Per nos.	
82	Plastic scale 24``	Per dozen	
83	Cup & Saucner	Per set	
84	Drinking glass (Milton)	Per nos.	
85	Chair Cushoin (Karlton) 16 x 16	Per piece	
86	Chair Cushoin (Karlton) 18 x 16	Per piece	
87	Chair Cushoin (Cotton) 16 x 16	Per piece	
88	Screen cloth (B/Q)	Per mtr.	
89	Screen cloth (Cotton)	Per mtr.	
90	Net cloth (Cotton)	Per mtr.	
91	Rexin cloth (B/Q)	Per mtr.	
92	Red cloth (Cotton)	Per mtr.	
93	Calculator Machine medium size (ORPAT)	Per nos.	
94	Calculator Machine big size (ORPAT)	Per nos.	
95	Correction Fluid	Per Bottle	
96	Chalk Pencil	Per Pkt.	
97	Lock & key Medium size	Per piece	
98	Lock & key Small size	Per piece	
99	Lock & key Big size	Per piece	

100	Rubber Stamp	Per Line	
101	Erasser	Per Pkt	
102	Black Board (B/Q)	Per nos.	
103	Screen cloth Ring	Per Pkt	
104	Screen cloth Tap (Cotton)	Per Mtr.	
105	Binding register 500 Page	Per Book ( For bill copy)	
106	Correcting fluid Tube	Per Tube	
107	Pencil Battery	Per nos.	
108	Sticky Notes pad (Amingozz)	Per Pkt	
109	Wall Clock (Ajanta Quartz)	Per nos.	
110	Bodkin	Per dozen	
111	Paper tray	Per nos.	
112	Iron Box	Per inch.	
113	Epson Bottle Ink	Per Bottle	
114	HP GT53XL 135-ml Black Original Ink Bottle	Per Bottle	
115	Canon NPG 25 Original Toner Cartridge	Per nos.	
116	Computer Eye protection Glass	Per inch.	
117	Egg	Per Plate	
118	Breakfast Packet	Per Pkt	
119	Lunch Packet	Per Pkt	
120	Biryani	Per Pkt	
121	Banana	Per Dozen	
122	Grapes	Per Kg	
123	Apple	Per Kg	
124	Guwava	Per Kg	
125	Orange	Per Kg	
126	Mango	Per Kg	
127	Pineapple	Per Kg	
128	Papaya	Per Kg	
129	Pear (Nashpati)	Per Kg	
130	Kiwi	Per Kg	
131	Dragon Fruit	Per Kg	
132	Sugarcane	Per nos.	
133	Samosa	Per nos.	
134	Mishri-Mawa (Kalakand)	Per nos.	
135	Syrup filled roll (Rasgulla)	Per nos.	
136	Dates	Per Pkt	
137	Almond	Per Pkt	
138	Cashew (Kaju)	Per Pkt	
139	Nimkin Bikaji	Per Pkt	
140	Nemki	Per Kg	
141	Bhujiya	Per Pkt	
142	Bhujiya	Per Kg	
143	Chana	Per Kg	
144	Coconuts	Per nos.	
145	Ginder	Per Kg	
146	Salt	Per Kg	
147	Tea	Per cup	
148	Biscuit	Per Pkt	
149	Assamese Xorai (11 Inch)	Per nos.	
150	Assamese Xorai (9 Inch)	Per nos.	

151	Assamese Japi (18x18)	Per nos.	
152	Assamese Japi (25x25)	Per nos.	
153	Assamese Gamusa (150x70)	Per nos.	
154	Assamese Gamusa (200x76)	Per nos.	
155	Flower Pot (6 Inch)	Per nos.	
156	Flower Pot (7 Inch)	Per nos.	
157	Flower Pot (10 Inch)	Per nos.	
158	Flower Bouquet	Per nos.	
159	Bulb (LED)	Per nos.	
160	Bulb (CFL)	Per nos.	
161	Switch	Per nos.	
162	Socket	Per nos.	
163	Switch Board	Per Pics	
164	Copper wire	Per Pkt	
165	PVC wire	Per Mtrs	
166	Bulb Holder	Per nos.	
167	Bulb Multi Holder	Per nos.	
168	Electric Trunking closed slot	Per nos.	
169	Ceiling Fan	Per nos.	
170	Stand Fan	Per nos.	
171	Water Bottle	500 ml	
172	Water Bottle	1 ltr	
173	Water Bottle	20 ltrs	
174	Newspaper, Assam Tribune (English)	Per nos.	
175	Newspaper, Pratidin (Assamese)	Per nos.	
176	Newspaper, Khabar (Assamese)	Per nos.	
177	Newspaper, Niyomiya Barta (Assamese)	Per nos.	
178	Newspaper, Dainik Agradoot (Assamese)	Per nos.	
179	Newspaper, Dainik Janmabhumi (Assamese)	Per nos.	
180	Newspaper, Purvoday (Hindi)	Per nos.	

  
 Commandant  
 27th Assam Police Battalion  
 Khajuabeel, Udalguri, Assam