



অসম চৰকাৰ

Govt. of Assam

আৰক্ষী অধীক্ষকৰ কাৰ্যালয় :: তিনিচুকীয়া :: অসম ::

OFFICE OF THE SUPERINTENDENT OF POLICE, TINSUKIA, ASSAM

Email id: [sp-tinsukia@assampolice.gov.in](mailto:sp-tinsukia@assampolice.gov.in)

Phone No. 0374-2331468

**TENDER NOTICE**

Sealed Tenders affixing Court fee Stamp of Rs.8.25 (Rupees Eight and paise twenty five) only are hereby invited from the intending contractors/firms for supply of Stationery and Computer articles to the Office of the Superintendent of Police, Tinsukia, Assam for the financial year 2023-24. Tenders will be received upto 1.00 PM of 06/03/2023 and will be opened on the same day at 3.00 P.M 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/articles may be collected by the intending tenderer 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 superscribed as "Tender for supply of Stationery/Computer articles" for the year 2023-24.
- (2) Tenderers must deposit Earnest Money of Rs. 5,000/- (Rupees Five thousand) only in the form of National Saving Certificate/Bankers Cheque/Kisan Vikash Patra/Call Deposit or Demand Draft duly pledged in favour of the Superintendent of Police, Tinsukia District, Assam. Bids received without Earnest Money Deposit will stand rejected.
- (3) The Earnest money of the successful and approved tenderers may be adjusted as security deposit.
- (4) The tenderers must submit self attested photocopies of the following documents alongwith the tender without which the tender will be liable for rejection.
  - a) Income Tax return.
  - b) Permanent Account Number (PAN) issued by the Income Tax Department.
  - c) Firm Registration certificate.
  - d) GST Registration certificate.
  - e) Assam Police Headquarters registration certificate.
  - f) Trade License issued by competent authority.
- (5) The rates quoted should be **genuine and reasonable** and priced at the prevailing market rate.
- (6) The selected tenderer will be bound to supply the articles of approved brand at his quoted rates. The articles other than approved brand will not be accepted. The tenderers will be required to produce samples as and when called for.
- (7) The rates should be quoted **exclusive of GST**. The rates once quoted cannot be altered/withdrawn after submission of the tender and will hold for 1(one)year. No representation/appeal for enhancement on the ground of rise in cost of materials, labour cost and rise in the market rates or for any other reason whatsoever will be entertained.
- (8) 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.
- (9) 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. No delivery charge will be paid to the firm by the undersigned for delivery of articles in the office.

- (10) If any articles supplied is found to be inferior quality, the same will be rejected outright and will have to be replaced at the risk and responsibility of the tenderers.
- (11) 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.
- (12) The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof. The lowest rate may not be compulsorily accepted and the decision of the undersigned in this matter will be final and binding on the tenderers.
- (13) The security deposit/earnest money furnished by the tenderers in connection with previous contract, if any, will not be accepted as earnest money for this quotation.
- (14) The successful tenderer will have to execute a contract agreement with the undersigned before supply of articles.
- (15) The payment of bills will be made depending upon the availability of fund.

Superintendent of Police,  
Tinsukia, Assam.

No.TSK/E/Stny/Tender/1/Vol-XII/ 256

Dated Tinsukia, the 14 th February/2023

- Copy to :-
1. The Special Director General of Police,(A),Assam,Guwahati for favour of kind information.
  2. The Inspector General of Police, (N.E.R), Tinsukia, Assam for favour of kind information.
  3. The Deputy Commissioner, Tinsukia for favour of kind information.
  4. The Superintendent of Police, Sadiya Police District for information.
  5. The Commandant 2<sup>nd</sup> A.P.Bn., Makum/Commandant 19<sup>th</sup> A.P.(IR)Bn Tengakhat for information.
  6. The Chief Public Relation Officer, Assam Police Headquarters, Ulubari, Guwahati for information and necessary action. He is requested to publish the Tender Notice in atleast 2(two) local leading Newspapers.
  7. The Addl.Superintendent of Police (Commn), Assam Police Headquarters, Ulubari, Guwahati for information and necessary action. He is requested to publish the Tender Notice both in Assam Police and Govt. website for wide publication.
  8. The D.I.P.R.O, Tinsukia for favour of information and wide circulation.
  9. S.D.P.O Margherita/C.Is/OsC of Tinsukia Dist. for wide circulation.
  10. All local firms/suppliers for information & necessary action.
  11. H.A.,O/O The Superintendent of Police, Tinsukia to hang in the Notice Board.
  12. R.O., Police Reserve, Tinsukia for information.

Superintendent of Police,  
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Tinsukia, Assam  
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