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**OFFICE OF THE COMMANDANT::8TH ASSAM POLICE BATTALION
::ABHAYAPURI::BONGAIGAON::ASSAM::**

TENDER NOTICE

In pursuant of the Police Guwahati's Signal No. G/XXXI/GC/2022/VOL-I/03 dated.19-01-2023, a Notice Inviting Bids (NIB) with Sealed tenders affixing court fee stamp of Rs.8.25 (Rupees eight and twenty five paise) only are invited in accordance with Assam Police Procurement Act,2017 and Assam Public Procurement Rules,2020 by the undersigned from the intending registered contractors / Suppliers of Assam Police Head Quarters for supply of **Stationery Articles, Computer / Xerox articles (list enclosed) for the Financial Year 2023-24**. The tender will be received by the office of the undersigned on or before **09-03-2023** up to 2 PM and will be opened on the same day at 4 PM. The tenderers or their authorized representatives may remain present at the time of opening the tender. The list of items may be collected from the office of the undersigned on any working day during office hours.

Terms & 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 for the Financial Year 2023-24" 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 tenderer. A soft copy (in excel format without formula inserted) in CD should be furnished in sealed cover along with the tender documents. Tenderers 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) GSTIN Registration Certificate.
 - (b) Pan card.
 - (c) APHQ Registration Certificate.
 - (d) Adhar Card.
 - (e) Last 2 (two) years income tax return submitted.
 - (f) Beneficiary details.
 - (g) GST clearance Certificate.
- (6) The tenderers should furnish Earnest Money of Rs.5,000/- (Rupees five thousand) only in the form of Bank FDR / NSC / KVP / Band Draft duly pledged in favour of "The Commandant, 8th Assam Police Battalion, Abhayapuri. 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 w.e.f. 01-04-2023. 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.

- (9) In case the approved supplier fails to carry out any supply order, the tender shall be cancelled and the security deposit will be forfeited and deposited to the Govt. exchequer.
- (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.

Commandant
8th Assam Police Battalion
Abhayapuri.

Memo No. Bn.8/Stny/2022-23/ 364-72

Dated Abhayapuri the 16th February/2023

Copy to :-

1. The Inspector General of Police, (Admn), Assam, Ulubari, Guwahati for favour of kind information.
2. The Inspector General of Police, (WR), Assam, Bongaigaon for favour of kind information.
3. The Deputy Commissioner, Bongaigaon for for favour of kind information.
4. The Superintendent of Police, Bongaigaon/Chirang/Dhubir/Goalpara for kind information.
5. The Commandant, 1st APFT Bn., Dakurvita / 20th AP(IR) Bn., Panbari for kind information.
- ✓ 6. The Chief Public Relation Officer, A.P. Hqr., Assam, Ulubari, Guwahati for kind information and wide circulation of the Notice in atleast 2 (two) leading local Newspapers and upload in the Assam Police website.
7. The District Information & Public Relation Officer, Bongaigaon for information and wide circulation.
8. All local Contractors / Suppliers for information and necessary action.
9. Office Notice Board.

Commandant
8th Assam Police Battalion
Abhayapuri.