

**OFFICE OF THE COMMANDANT, 3<sup>RD</sup> ASSAM POLICE BATTALION**  
**TITABAR**

**TENDER NOTICE**

Sealed tenders affixing court fee stamp of Rs- 8.25 (Rupees Eight and Twenty Five Paise) only are hereby invited from the intending Suppliers/Contractors/Firms for **supply of Stationery articles** to the 3<sup>rd</sup> A.P. Battalion, Titabar for the financial year **2023-24**. The tenders will be received by the undersigned on **28/02/2023** up to 13-30 hrs and will be opened on the same day during the office hours in presence of the tenderer or their authorized representatives.

1. The tender must be written clearly in ball pen or duly typed and any correction in the tender should invariably be attested with date and signature of the tenderers. The rates should be comparable to prevailing market rates.
2. The tenders must be accompanied by an earnest money @ Rs- 1000/- (Rupees one thousand) only in the form of Demand Draft or Bank draft duly pledged in favour of the undersigned.
3. The tenderer will have to furnish up to date GST registration certificate, Income Tax certificate, Firm registration certificate, PAN Card, Trade License etc. alongwith their tenders.
4. The tenderers should quote their rates exclusive of all taxes/GST etc. The GST deduction will be made as per admissible rate imposed by the Govt. time to time on the rate of items without assigning any reasons during payment subject to allotment of fund from the Govt.
5. The selected tenderers will have to complete the supply within 3 (three) days from the date of receipt of formal indent from the office/ undersigned.
6. The articles should be good quality as per the specification and undersigned have right to rejected any or all articles if found inferior in quality. The supplier will have to replace the rejected articles as soon as possible at his own cost if any.
7. The undersigned is not bound to accept the lowest tender and may reject, cancel of any or all tenders without assigning any reason thereof.
8. The sealed cover should be duly super scribed as **"TENDER FOR SUPPLY OF STATIONERY ARTICLES FOR THE FINANCIAL YEAR 2023-24"** and should be dropped in the office Tender Box.

**NB:-** A list of item may be obtained from the office of the Commandant, 3<sup>rd</sup> A.P. Battalion, Titabar, Jorhat, Assam during office working day.

**Name of Articles :-** List enclosed

  
Commandant,  
3<sup>rd</sup> A.P. Battalion, Titabar.

Memo No. Bn3/G/Tender/2023-24/ 228  
Copy to:-

Dated Titabar the

8<sup>th</sup> /February, 2023.

- 1) The Addl. Director General of Police (Admn), Assam, Guwahati for favour of kind information.
- 2) The Addl. Director General of Police (T&AP), Assam, Guwahati for favour of kind information.
- 3) The Deputy Inspector General of Police (ER), Jorhat, Assam, for favour of information.
- 4) The Deputy Inspector General of Police (TAP/EB), Dregaoon, Assam for favour of information.
- 5) The Asstt. Inspector General of Police (A), Assam, Guwahati for favour of information.
- 6) The Superintendent of Police, Jorhat/Golaghat, Assam for information and wide circulation.
- 7) The CPRO, Assam Police Hqrs., Ulubari, Guwahati for information and necessary action. He is requested to pass necessary order for publication of the above tender notice at least 2 (two) Newspaper as well as to upload in the **Assam Police Website** for wide publication.
- 8) All local Contractors/Suppliers/Firms for information and necessary action.
- 9) Office Notice Board.

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computer cell  
w/c  
10/2/23

  
Commandant,  
3<sup>rd</sup> A.P. Battalion, Titabar.

**LIST OF STATIONERY ARTICLES FOR THE YEAR 2023-24.**

SL/NO.	NAME OF ARTICLES	UNIT	Amount.
1	Double foolscap white paper (DFc.)	Per Ream	Rs.
2	Single foolscap white paper (SFc.)	"	Rs.
3	Type writing paper	Per pkt.	Rs.
4	Art paper (DFc. Size)	Per sheet	Rs.
5	Wrapper paper (Khaki)	Per sheet	Rs.
6	Stencil Paper	Per pkt.	Rs.
7	Type Carbon paper (Size 210 x 330mm) Kores	"	Rs.
8	Pencil Carbon paper (Size 210 x 330mm) Kores	"	Rs.
9	Type Carbon paper (Size 330 x 440mm) Kores	"	Rs.
10	Pencil Carbon paper (Size 330 x 440mm) Kores	"	Rs.
11	Bill Copy Book (200 pages)	Per Book	Rs.
12	Bill Copy Book (400 pages)	"	Rs.
13	Ink black for Gestetner Duplicator 450gms.	Per No.	Rs.
14	Type writer Ribbon (Kores)	"	Rs.
15	Pen holder for officer (two holder)	"	Rs.
16	Pen holder for officer (four holder)	"	Rs.
17	Dot Pen (Red/Blue)	"	Rs.
18	Dot Pen for officer	"	Rs.
19	Pilot Pen for officer	"	Rs.
20	Gel Pen for officer	"	Rs.
21	Parker Pen	"	Rs.
22	Parker Refills	"	Rs.
23	Coloured pencil (red/blue)	Per Pkt.	Rs.
24	Plastic Refill (all colour)	"	Rs.
25	Candle Stick	"	Rs.
26	Sealing Wax (500 gms Pkt.)	"	Rs.
27	Bodkin (Bindhona)	Per No.	Rs.
28	Wooden Pencil	Per pkt.	Rs.
29	Alpin (paper pin)	"	Rs.
30	Gum liquid (300ml)	Per No.	Rs.
31	Gum paste (60 ml tube)	"	Rs.
32	Cabinet Envelope (Size 4" x 9")	Per 100 Nos.	Rs.
33	Cabinet Envelope (Size 4" x 5 1/2")	"	Rs.
34	Cabinet Envelope (Size 4" x 11")	"	Rs.
35	Cabinet Envelope ( A4 Size)	"	Rs.
36	Cabinet Envelope ( Legal Fs Size)	"	Rs.
37	Stamp pad Ink	Per No.	Rs.
38	Stamp pad (self inked)	"	Rs.
39	Cloth Binding Register	Per No.	Rs.
40	Rexine Binding Register	"	Rs.
41	Leather Binding Register	"	Rs.
42	Exercise Book (half scape) pucca binding	"	Rs.
43	Classmate Exercise Book (100 pages/Long size)	"	Rs.
44	Teg Cotton white (Long)	Per Bndl.	Rs.
45	Calling Bell (Spring fitted)	Per No.	Rs.
46	Calling Bell (Electrical)	"	Rs.
47	Paper pressure (Decorated)	"	Rs.
48	Table glass pad (20' x 24")	"	Rs.
49	Scissors (15 cms/6" long)	"	Rs.
50	Steplar Machine (Big)	"	Rs.
51	Steplar Machine (Small)	"	Rs.
52	Steplar Pin (Big)	Per pkt.	Rs.
53	Steplar Pin (Small)	"	Rs.
54	Table brush	Per No.	Rs.
55	Desk Knife (6" long)	"	Rs.
56	Pencil sharpner	"	Rs.
57	Auto clip File	"	Rs.
58	Clip Board	"	Rs.
59	Sponge for counting cash	"	Rs.

60	Sketch pen	Per pkt.	Rs.
61	Chair cushion (Dunlop fitted) 20" x 22"	Per No.	Rs.
62	Steel plain sheet box (Trunk)	Per inch.	Rs.
63	Safety Match Box	Per pkt.	Rs.
64	Quick Fix (small size)	Per No.	Rs.
65	Chalk Pencil	Per pkt.	Rs.
66	Filter candle for water filter	Per No.	Rs.
67	Water drinking glass	"	Rs.
68	File Cover	"	Rs.
69	File Board	"	Rs.
70	Four cover file	"	Rs.
71	Plastic folder	"	Rs.
72	Scale (Plastic 12")	"	Rs.
73	Scale (Wooden 12")	"	Rs.
74	Rubber stamp with handle	Per line	Rs.
75	Pad lock with key 10mm	Per No.	Rs.
76	Pad lock with key 25mm	"	Rs.
77	Pad lock with key 50mm	"	Rs.
78	Hand Towel (Big size)	"	Rs.
79	Hand Towel (Medium size)	"	Rs.
80	Soap (Lux)	"	Rs.
81	Window/door screen cloth	Per Mtr.	Rs.
82	Paper basket for Table (Plastic)	Per No.	Rs.
83	Paper basket for Table (Wooden/Cane)	"	Rs.
84	File tray for table (PVC)	"	Rs.
85	Waste Paper basket (Plastic)	"	Rs.
86	Waste Paper basket (Wooden/Cane)	"	Rs.
87	Stencil plate (210 x 330mm)	"	Rs.
88	Stencil pen	"	Rs.
89	Hassain cloth	"	Rs.
90	Long cloth	Per Mtr.	Rs.
91	Correcting Fluid	Per No.	Rs.
92	Eraser for pencil	"	Rs.
93	Pin cushion	"	Rs.
94	Rexine cloth	Per Mtr.	Rs.
95	Torch light cell	Per No.	Rs.
96	Jute carpet	Per Ft.	Rs.
97	Calculator Machine (Big size)	Per No	Rs.
98	Calculator Machine (small size)	"	Rs.
99	Calculator Battery	"	Rs.
100	Writing Pad (small size 100 pgs)	"	Rs.
101	Writing Pad (Big size 100 pgs)	"	Rs.
102	OPD Slip/Pad for Unit Hospital	"	Rs.
103	D.O. Pad ( 100 pages )	"	Rs.
104	Engagement pad	"	Rs.
105	Tea Cup with plate (6 pairs)	Per pkt.	Rs.
106	Cello Tap	Per No	Rs.
107	Ton suta	Per Ball	Rs.
108	Gems clip	Per pkt.	Rs.
109	Rubber band	"	Rs.
110	Phul jharu	Per No.	Rs.
111	Steel Almirah	Per Ft.	Rs.
112	Bucket 12 " (Plastic)	Per No.	Rs.
113	Bucket 18 " (Plastic)	"	Rs.
114	Door mate (standard size)	"	Rs.
115	Door mate (large size)	"	Rs.
116	Morning report schedule form	Per Book	Rs.
117	Note sheet paper	Per pkt.	Rs.
118	Marker Pen	Per No.	Rs.
119	Pouncing machine	"	Rs.

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120	Pencil Bettery	"	Rs.
121	Salu cloth (Red)	Per Mtr.	Rs.
122	Sutli thread	Per No.	Rs.
123	Trunk (24")	Per No.	Rs.
124	Trunk (18")	"	Rs.
125	Thread Ball	"	Rs.
126	Wall Clock (Ajanta)	"	Rs.
127	Wooden Roller	"	Rs.
128	Xerox paper (Legal size)	Per pkt.	Rs.
129	Xerox paper (A4 size)	"	Rs.
130	Xerox Tonner	Per Botl.	Rs.
131	Printer Ink Cartridge (Laser)	Per No.	Rs.
132	DMP Ribbon cartridge	"	Rs.
133	HP Deskjet 1000 Printer Cartridge (802 small)	"	Rs.
134	Toner cartridge for HP (88A)	"	Rs.
135	ProDot Laser Toner cartridge (PL) H-388	"	Rs.
136	A3 (2ply) printing paper	Per pkt.	Rs.
137	A3 (3ply) printing paper	"	Rs.
138	A4 (2ply) printing paper	"	Rs.
139	A4 (3ply) printing paper	"	Rs.
140	A4 Size printing paper	"	Rs.
141	Legal FS size printing paper	"	Rs.
142	Pen Drive (4 GB)	Per No.	Rs.
143	Pen Drive (8 GB)	"	Rs.
144	Blank CD/DVD Disc	"	Rs.
145	Anti Virus Software	"	Rs.
146	Computer mouse	"	Rs.
147	Computer Key Board	"	Rs.
148	Photo paper (small Envelope size)	Per pkt.	Rs.
149	Photo paper (A4 size)	"	Rs.
150	High lighted Pen	Per No.	Rs.
151	Fevi quick tube	Per No.	Rs.

  
 Commandant,  
 3rd A.P. Battalion, Titabar.