



**GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER:::NALBARI
(e-GOVERNANCE CELL)**

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e-mail: dc-nalbari@nic.in

**SHORT TENDER NOTICE FOR SUPPLY OF STATIONERY ITEMS IN
CONNECTION WITH INTERIM PFC OPERATION**

E No. 91556

Sealed quotation, affixing Court Fee Stamp of Rs 8.25(Rupees eight and twenty five paise) only, are hereby invited from the intending Firms/individuals for supply of stationery items as noted below in connection with interim operation of PFCs in Nalbari district and the rate quoted should be inclusive of all types of taxes.

The quotation is to be submitted in a sealed cover having the superscription on the body of the envelop "Quotation of rate for supply of stationery items for interim operation of PFC" alongwith the documents as noted below and there should not be any overwriting in the rate. The tender papers & terms and conditions may be obtained from the ASWAN Building (Ground Floor) of office of the undersigned from 13th October, 2023 during office hours by paying Rs 1000 (non-refundable) by way of RTGS/NEFT/DD from any Nationalized bank drawn in favor of DC's Office, Nalbari payable at District e-Governance Society, Nalbari (Account Name: District e Governance Society; A/C No 33644156860; IFSC Code: SBIN0001103) and payment receipt to be produced for evidence. The tender papers will be received in the same place till 25th October, 2023 up to 1:00 PM and will be opened at 2:00 PM on the same date and place in presence of the tenderer or their authorized agent.

The undersigned reserves the right to reject any or all the quotations without assigning any reason thereof.

Sl. No.	Types of items to be supplied	Specifications/ brand	Rate to be quoted inclusive of all taxes.
1.	Paper	A4, 80 GSM	
2.	Paper	Legal, 80 GSM	
3.	Cartridge	Epson inkjet color L5190	
4.	Stapler	Large paper size	
5.	Stapler PIN	24/6	
6.	Seal	Round seal	
7.	File cover/file board	Any good quality	
8.	Glass cleaner	Colin or equivalent	
9.	Floor cleaner	Lizol or equivalent	
10.	Lock and Key	Godrej or equivalent	
11.	Pen	Ball pen any good quality	
12.	Paper weight	Any good quality	

Sub Divisional Officer (S)
Nalbari

The obligatory documents to be submitted alongwith the quotation and other terms and conditions:-

- i. Attested copy of Firm/Individual GST Registration Certificate.
- ii. Attested copy of PAN issued by Income Tax Deptt.
- iii. Earnest money deposit (EMD) of Rs. 5,000.00(Rupees five thousand) only in the form of DD. in favour of District e-Governance Society, Nalbari.
- iv. Attested copy of Bank Account of the Firm/Individual
- v. A bidder is allowed a single bid submission only. Any bidder found to have submitted multiple quotation will be summarily rejected.
- vi. A rate contract will be done with L1 bidder as per rule 24(I), Assam Public Procurement Rules, 2020.
- vii. The payments shall be made only on receipt of fund from Government of Assam for this purpose by the undersigned.

Memo No.E No. 91556-A

Copy to:-

1. The Special Secretary to the Information Technology Department, Govt. of Assam for kind information.
2. The District Level Committee members interim PFC operation, Nalbari.
3. The District Information and Public Relation Officer, Nalbari for wide publicity through local print.
4. The DIO, NIC, Nalbari for uploading in the official website.
5. Notice Board, DC's Office, Nalbari.

(e-Signed)
Sub Divisional Officer (S)
Nalbari