



GOVT. OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER, UDALGURI

BIDDING DOCUMENT

FOR

**PROCUREMENT OF OFFICE STATIONARY, REFRESHMENT &
MISCELLANEOUS ITEMS TO O/o THE DISTRICT COMMISSIONER,
UDALGURI FOR 1 (ONE) YEAR I.E. FOR THE F.Y. 2025-2026.**

Tender inviting authority : District Commissioner, Udalguri, Assam



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GOVT. OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER::: UDALGURI**Table of Contents**

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GOVT. OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER, UDALGURI

ECF No-79439/

NOTICE INVITING BID (NIB)

FOR SUPPLY OF OFFICE STATIONARY, REFRESHMENT & MISCELLANEOUS ITEMS TO THE DISTRICT COMMISSIONER, UDALGURI FOR 1 (ONE) YEAR I.E. FOR THE F.Y. 2025-2026.

1. Sealed Bids are invited from interested Bidders in the format as given in **Annexure (A)** of Bidding Document to participate in the tender No. **ECF No 79439** for supply of Office Stationery/ Refreshment/ Service & Miscellaneous items for 1 (one) year i.e. for the F.Y. 2025-2026 following **single bid system** to O/o the District Commissioner, Udalguri as per requirement of the undersigned.
2. Details of the requirement of Office Stationery/ Service & Miscellaneous items are mentioned in the **Annexure (B)** of Bidding Document.
3. For any clarification, interested parties may visit the O/o the District Commissioner, Udalguri, on any working day between 10.00 am to 5.00 pm. (except Holidays) before quoting the rates.
4. Bidding will be conducted through Competitive Bidding Method and procedures as specified in "The Assam Public Procurement Act, 2017" and "The Assam Public Procurement Rules, 2020".
5. The Bid is to be submitted (by hand) following 1 (one) envelope system in sealed envelope affixing **Court fee stamp** of Rs. 8.25 (Rupees eight and twenty-five paisa) only and to be dropped in the Tender Box of the office of the undersigned. The sealed cover shall be superscribed as given below:

"BID FOR SUPPLY OF OFFICE STATIONARY & MISCELLANEOUS ITEMS TO O/O THE DISTRICT COMMISSIONER, UDALGURI FOR 1 (ONE) YEAR I.E. FOR THE F.Y. 2025-2026"

(TENDER NO.....DATE....."

Name & Address of the Bidder: xxxxxxxxxxxxxx

6. Bids without court fee stamp will not be accepted.
7. Every page of the bid must be serially numbered, indexed, stamped and signed by the authorized representatives of the bidder, failing which, it is liable to be rejected.
8. Closing date and time for submission of bid/ tender is **10th April, 2025** upto **02:00 PM**. The bids complete in all respect must reach the office of the Tender Inviting Authority not later than the date & time specified for submitting the same.
9. The bids will be opened in the presence of bidders or their authorized representatives in the office the undersigned **10 April, 2025, 04:00 PM**.
10. The bidders are advised to go through all the instructions, formats, terms & conditions and specifications as given in the bidding documents before submitting the bid. Failure to furnish all required information and documents by the bidder may result in rejection of the bid.
11. The Bid as submitted is final and modification/ correction is not allowed once submitted.

**District Commissioner,
Udalguri**

ECF No. 79439/168

Copy to: -

1. The Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur, Ghy-06 for favour of kind information.
2. The District Information & Public Relation Officer, Udalguri. He is requested to give wide publicity.
3. The DIO, NIC, Udalguri for information and necessary action.
4. Notice Board, DC's Office, Udalguri, All Circle Officer's Office of Udalguri district.
5. Office file.

**(e-Signed)
District Commissioner,
Udalguri**

GENERAL INSTRUCTIONS TO THE BIDDER

1. The bidders are required to quote their best rates for all items as per the format given in “**Annexure- (B)**” in both Hard and Soft copy under authentication of the Bidders and which will be valid for one year.
2. Tender will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the Lowest bidder (L 1) as per rules specified in “The Assam Public Procurement Act, 2017” and “The Assam Public Procurement Rules, 2020”. .
3. The Bidders should furnish the following documents duly self-attested along with the bid documents, failing which, the Bid will be liable for rejection.
 - a) AADHAAR Card
 - b) PAN Card
 - c) GST Registration Certificate
 - d) Copies of Tax clearance certificate (GST and IT)
 - e) Copy of Trade License
 - f) Copy of Bank Passbook/ cancelled cheque against the firm.
4. The Bid should be accompanied by Security Deposit of Rs 20,000/- in form of Demand Draft/ Banker's Cheque in favour of District Commissioner, Udalguri.
5. Selection of the successful bidder (i.e. L1 Bidder) shall be on the basis of the price offered in the Financial Bid, as per Annexure- (B).
6. The Authority reserves the right to reject any or all the Bids without assigning any reason thereof. The Lowest rate may not be compulsorily accepted and the decision of the Authority in this matter will be the final and binding on the Bidders.
7. Any over-writing, over-typing or erasing of figures or words in the bid which render it doubtful and ambiguous are not allowed and shall render the same invalid
8. Any bidder may withdraw the bid before the last date of submission of bid .Only single bid shall be submitted by each bidder.
9. The O/o the District Commissioner, Udalguri will deal with the bidder directly and no middlemen/agents/commission agents etc., should be asked by the bidder to represent their cause and they will not be entertained by the O/o the District Commissioner, Udalguri.
10. All the pages of bid including the documents submitted therein must be serially numbered, indexed, duly signed and stamped failing which the offer shall be liable for rejection.
11. O/o the District Commissioner, Udalguri, in its discretion, reserves the right to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason thereof.
12. O/o the District Commissioner, Udalguri reserves the right to seek clarification or verification of any information furnished by the bidder.
13. Payment shall be made when required fund will be provided by the Govt. of Assam.
14. The rates quoted by the bidder, if found to be unreasonable or unrealistic, then the bid shall be liable for rejection, even if it is the lowest. Preference will be given to the Lowest and the most advantageous one.
15. The bidder shall give an undertaking (as per **Annexure 'C'**) that it is not currently blacklisted and its business dealings with Central/ State Government/ Public Sector units/ Autonomous bodies is not currently banned/ terminated on the account of poor performance.

GENERAL CONDITIONS OF CONTRACT

1. The bidder should be capable to arrange the supply even at short notice.
2. The bidder shall quote rates both in figures and words. In case of any discrepancy, the figures mentioned in words will be considered.
3. O/o the District Commissioner, Udalguri will have the right to place order to supply required quantity of Material & Miscellaneous items even beyond office hours, and on holidays.
4. The supplier shall maintain the quality of product. All goods should be new, unused, free from any defects and within the warranty period.

5. The rates should be genuine and reasonable and at the prevailing market rate.
6. The rates should be quoted as inclusive of GST and any other taxes/ charges.
7. The rates once quoted cannot be altered/ withdrawn after submission of the Bid.
8. No representation/ appeal for enhancement on the ground of rise in cost of materials, labour cost and rise in the market rate or any other reason whatsoever will be entertained.
9. The Tender Inviting Authority reserves the right to conclude parallel rate contracts with different bidders, in addition to the responsive bidder (L1) submitting the lowest price bid or most advantageous bid, but at the rate of such bidder.
10. The bill in duplicate may be sent to this office for settlement after delivery of the material has been done satisfactorily.
11. No advance payments will be entertained.
12. No payment will be made for rejected supplies.
13. All payment shall be made as per norms laid down by the Government of Assam. The payment of bills will be made depending upon the availability of Fund.
14. The supplier shall make his own arrangement of loading, unloading and transporting of the vehicle spare parts up to the point delivery.
15. The Supplier will be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
16. In the event of delayed payment due to administrative reason, the bidder will have no legitimate right to claim for any kind of compensation.
17. Payment of suppliers bills shall be made after delivery of the goods in satisfactory condition and subject to release of fund from Government.
18. Deduction of tax at source from payment to the suppliers will be as per existing laws in India.
19. The submission of a tender by a bidder implied that he / she has read entire tender document and has made himself/ herself aware of the scope and specification of the work to be performed and of the local condition and other factors which have a bearing on the execution of the work.
20. The supply of items will have to be made in the O/o the District Commissioner, Udalguri within 2 (two) days as and when required.
21. The supplied items should be the best quality/ as per specifications, otherwise the same will be rejected and the suppliers have to replace the same at his own cost.
22. The Purchaser and the supplier shall make all out efforts to resolve any dispute arises during the contract period.
23. The tender which do not comply with the above conditions will be summarily rejected. The tender received after the due date will not be entertained.

ANNEXURE: A**BID APPLICATION**

(To be filled in by the bidder with reference to Notice Inviting Bid for awarding of contract for one year for supply of Office Stationary & Miscellaneous items)

1.	Name of the bidder with address	:	
2.	Nature of Business/Status		Manufacturer/ Franchisee Documentary evidence to be furnished, as applicable)
3.	Name of the contact person (with Telephone No./ Mobile No./ Fax No. and e-mail ID)	:	
4.	GST No. (self-certified copy to be attached) Note: GSTIN registered under "Composition Scheme" will not be accepted.	:	
5.	PAN No. (self-certified copy to be attached)	:	
8.	Whether all the terms & conditions of NIT are agreeable.	:	Yes/No
9.	Undertaking form for blacklisted/ banned by any Government Department/ Public Sector undertaking/ Autonomous Body	:	As per Annexure-.....C.....

Date:

Signature with seal
Bidder/Authorised Signatory
Place:

Annexure B

Details of the requirement of Office Stationary & Miscellaneous items

➤ Office Stationary Items

Sl. No.	Name of Item	Unit	Quoted Rate in Rupees inclusive of all Taxes	
			In figure	In words
1	A3 Paper (70/75 GSM)	Per Ream		
2	A4 Paper (70/75 GSM)	Per Ream		
3	A4 Paper (Yellow)	Per Ream		
4	Alpin / T Pin	Per Box		
5	Aronai (Best quality)	Per No.		
6	Bag (with Zip) best quality	Per No.		
7	Ball Pen (Best)	Per No.		
8	Bamboo (Bholuka/ Jati Bamboo)	Per No.		
9	Basin Brush (Good quality)	Per No.		
10	Basket for Cloths	Per No.		
11	Bath Towel	Per No.		
12	Bathroom Floor Wiper (Good quality)	Per No.		
13	Bi-Colour Pen	Per No.		
14	Binder Clip	Per Packet		
15	Black Phenyl	Per litre		
16	Black Tape (Medium)	Per Role		
17	Blade (Containing 5 blades)	Per pkt		
18	Blade (Standard Brand)	Per Pkt.		
19	Board Duster	Per No.		
20	Brown Tape (Medium/Big)	Per Role		
21	Candle (Big/Medium/Small)	Per Pkt.		
22	Carbon paper	Per packet		
23	Carpet	Per Sq. Ft.		
24	Cash Book No. Wise (6/8/10/12/14/16/18/20)	Per No.		
25	Ceiling Jharu	Per No.		
26	Cello Tape (Big/Medium/Small)	Per No.		
27	Chalk Pencil	Per Pkt.		
28	Chitranaala	Per 100 ml.		
29	Clip Board	Per No.		
30	Clip File	Per No.		

31	Correction Pen (Whitener)	Per No.		
32	Cover Folder (Good Quality)	Per No.		
33	Cup & Saucer set (Standard Brand)	Per set		
34	Curtain (Good quality)	Per meter		
35	Cutter (Small/Big)	Per No.		
36	Dak File Folder	Per No.		
37	Detergent Powder (Surf Excel/ Rin/ Tide)	Per Kg.		
38	Diary (Small/Medium/Big)	Per No.		
39	Dinner Set/Cookery (Borosil/LaOpala/Milton)	Per Set		
40	Door Mat (Standard Size)	Per No.		
41	Double Bed Sheet (Good quality)	Per No.		
42	Double Blanket (Good quality)	Per No.		
43	Double Sticky Tape (Medium)	Per Pkt.		
44	Drawing paper	Per No.		
45	Drawing pin	Per Box		
46	Drinking Water Glass (Milton/Cello/Borosil/Treo)	Set of 6		
47	Dustbin with Lid (12L/ 32L/ 70L/ 80L/ 120L)	Per No.		
48	Duster	Per No.		
49	Dustpan (Good quality)	Per No.		
50	Envelope 10in x 4in (Khaki)	Per 50 Nos.		
51	Envelope 6" x 4" (Khaki)	Per 50 Nos.		
52	Envelope 8" x 4" (Khaki)	Per 50 Nos.		
53	Envelope A4 size (Yellow)	Per No.		
54	Envelope Legal size (Yellow)	Per No.		
55	Eraser	Per No.		
56	Executive File Board & Cover	Per Dozen		
57	Face Towel	Per No.		
58	Fevi- quick tube	Per No.		
59	File Cover with board (Good Quality)	Per No.		
60	Fire extinguisher (4/6 Kg.)	Per kg		
61	Fire Extinguisher (Powder)	per kg		
62	Fire Extinguisher refilling (Powder)	Per kg		
63	Flask (Milton) (1 L/ 1.5L/ 2L)	Per No.		

64	Floor Cleaner (Lizol/ Dettol)	Per No.		
65	Flower Pot (8/10/12 inch)	Per No.		
66	Foolscap paper	Per square		
67	Foot rest (Wooden)	Per No.		
68	Fountain Pen (Good quality)	Per No		
69	Frying Pan (8 inch/ 12 inch)	Per No.		
70	Gamocha (Medium/ Best quality)	Per No.		
71	Gems Clip (Contain 100 nos.)	Per Pkt.		
72	Glass Cleaner (Colin)	Per No.		
73	Glue Stick (Medium size)	Per No.		
74	Guard File/ Index File	Per No.		
75	Gum (100 ml./ 500 ml/ 750 ml)	Per Bottle		
76	Gum Tube (60 ml.)	Per Dozen		
77	Hacksaw blade (Both side)	Per No.		
78	Hacksaw blade (Single side)	Per No.		
79	Hand Towel (Best Quality)	Per Pc.		
80	Hands Pipe (Pointed Pusher)	Per No.		
81	Handwash (Dettol/ Lifebuoy)	Per 100 ml.		
82	Harpic (0.5 ltr/ 1 ltr.))	Per No.		
83	Highlighter Pen	Per No.		
84	Hi-tech point pen	Per Pkt.		
85	Jharu (Bamboo)	Per No.		
86	Jharu (Coconut)	Per No.		
87	Jharu (Phul)	Per No.		
88	JUte Bag	Per No.		
89	Knife (Small/Medium/Big)	Per No.		
90	Legal Paper (70 GSM/ 75 GSM)	Per Ream		
91	Lock & Key (Small/Medium/big)	Per No.		
92	M Seal (Medium)	Per No.		
93	Marker Pen (Permanent)	Per No.		
94	Marker Pen Temporary (For writing on white board)	Per No.		
95	Markin Cloth (Best quality)	Per Mtr.		
96	Match Box (Containing 10 box)	Per Box		

97	Mattress (Double/Single)	Per Sqr. Ft.		
98	Miltone Water Bottle (500 ml/ 1000 ml)	Per No.		
99	Mineral Water (20 ltr. jar)	Per Gallon		
100	Mineral Water (200 ml/ 500 ml/ 1 ltr /2 ltr)	Per Carton		
101	Mop (thread)	Per No.		
102	Mosquito Killer Agarbatti	Per pkt.		
103	Mosquito repel liquid	Per No.		
104	Mosquito repel machine with liquid	Per set		
105	Name & Designation door plate	Per No.		
106	Naphthalene Ball	Per Kg.		
107	Needle (Big)	Per Pkt.		
108	Note pad (10/ 20/ 40 pages)	Per No.		
109	Note sheet paper (75 GSM)	Per Ream		
110	Odonil (Amall/ Medium)	Per Pkt.		
111	Office Plastic Chair with Cushion	Per No.		
112	Office table (Half Secretariat/Full Secretariat)	Per No.		
113	Office wooden Chair with Cushion	Per No.		
114	Officer's Chair (Best quality)	Per No.		
115	Paat Gamocha (Best quality)	Per No.		
116	Packing Paper	Per Ream		
117	Paper punching machine (Single hole/ Double hole)	Per No.		
118	Paper Tray	Per No.		
119	Paper weight	Per No.		
120	Parker Pen	Per No.		
121	Pen Stand	Per No.		
122	Peon Bag	Per No.		
123	Peon Book	Per No.		
124	Permanent Marker Pen (CD Marker)	Per No.		
125	Photo Paper (Best quality)	Per packet		
126	Pillow (Single/Double)	Per No.		
127	Pillow Cover (Single/Double)	Per No.		
128	Plass / Plier	Per No.		
129	Plastic Bag for carrying Goods (medium)	Per No		

130	Plastic Bucket (10 ltr./ 15 ltr./ 20 ltr.)	Per No.		
131	Plastic Bucket (40 Ltrs.)	Per No.		
132	Plastic Folder (A4/ Legal) (Good quality)	Per No.		
133	Plastic Mug	Per No.		
134	Rain Coat (Good quality)	Per No.		
135	Register (No. 6/8/10/12/14/16/18/20)	Per No.		
136	Rexine Cloth	Per mtr.		
137	Ribbon (Cotton)	Per No		
138	Room Freshner (250 ml.)	Per bottle		
139	Rope (Coconut/Sutli)	Per Kg.		
140	Rubber Band (Big/Medium/Small)	Per Kg.		
141	Rubber Line Seal (1/2/3/4 line)	Per Line		
142	Rubber Seal (Round)	Per No.		
143	Ruler (metal/Plastic)	Per No.		
144	Sarai (Handmade/ Machine made)	Per No.		
145	Scissor (Small/Medium/Big)	Per No.		
146	Signature File Folder	Per No.		
147	Silk Gamocha	Per no.		
148	Single Bed Sheet (Good quality)	Per No.		
149	Single Blanket (Good quality)	Per No.		
150	Soap (small/ standard)	Per No.		
151	Soap case	Per No.		
152	Spade	Per No.		
153	Stamp Pad (Small/Medium)	Per No.		
154	Stamp Pad Ink (60 ml)	Per bottle		
155	Stapler Machine (Big/Small)	Per No		
156	Stapler Pin (Big/Small)	Per Pkt.		
157	Steel Trunck (22 x 7 x 11) 0.35/0.45 mm. thickness	Per No.		
158	Steel Trunck (36 x 18 x 14) 0.35/0.45 mm. thickness	Per No.		
159	Steel Trunck (36 x 18 x 18) 0.35/0.45 mm. thickness	Per No.		
160	Stick File/Folder	Per No.		
161	Sticky notes (Square)	Per Pkt.		
162	Sticky Paper Flag (Page Marker)	Per Pkt		

163	Stock Register (8/10/12/14/16/18/20)	Per No.		
164	Subsidiary Cash Book No. Wise (6/8/10/12/14/16/18/20)	Per No.		
165	Table Cloth-White (Standard size)	Per meter		
166	Table Glass (White/Black)	Per Sq. Ft.		
167	Tag (Cotton)	Per bundle		
168	Tea Tray (Big/Medium/Small)	Per No.		
169	Thread Ball (50 gm.)	Per Ball		
170	Tissue Paper	Per pkt		
171	Toilet Brush	Per No.		
172	Toilet Roll (Good quality)	Per No.		
173	Towel (Big/Small)	Per Pc.		
174	Twine thread (20 mtr.) (Best quality)	Per Pc.		
175	Umbrella (Mahendra Dutta)	Per No.		
176	Vim Liquid gel for utensil cleaning (0.5 ltr./ 1 ltr.)	Per No.		
177	Wall Clock (Good quality)	Per No.		
178	Waste Paper Basket (Plastic)	Per No.		
179	Water Jar (Metal)	Per No.		
180	Water Jar (Plastic)	Per No.		
181	Water Jar (Standard Brand))	Per No.		
182	Water Sponge	Per No.		
183	Water tank (500/ 750/ 1000/ 2000 ltrs)	Per No.		
184	White Board (Medium)	Per sq. ft.		
185	White Phenyl	Per litre		
186	Wire curtter	Per No.		
187	Wooden Partition	Per sq. ft.		
188	Wooden pencil	Per No.		
189	Writing stand (Glass)	Per No.		

➤ **Computer & Electronic Accessories**

Sl. No.	Name of Item	Unit	Quoted Rate in Rupees inclusive of all Taxes	
			In figure	In words
1	3 Pin Plug (12/16 Amp)	Per No.		
2	3 Pin Socket (12/16 Amp)	Per No.		
3	AC Starter	Per No.		
4	Aluminium wire	Per kg		
5	Angle Holder	Per Pc.		
6	Battery (A23/AA/AAA/AAAA)	Per No.		
7	Battery for vehicle 12 Plate/15 plate (Excide/Luminous/SF Sonic)	Per No.		
8	Brandwise Smart TV (32/40/43/55/65)	Per no.		
9	Calculator (10/12 digit)	Per No.		
10	Calling Bell (Wireless)	Per No		
11	Canon Printer (LBP1900)	per no.		
12	Car Siren with Amplifier (Ahuja)	Per set		
13	Card reader	Per No.		
14	Cartridge Konika Minolta Bizhub 164	Per No.		
15	Ceiling Fan (Usha/Crompton/Havells/Polycab/Bajaj)	Per No.		
16	Charging Torch light (Medium)	Per No.		
17	Coin Battery	Per No.		
18	Compatible Tonner (12A/88A/388A/925/36A/137A)	Per No.		
19	Computer SMPS	Per No.		
20	Copper wire (mm wise)	Per coil		
21	Crompton Water Motor (0.5/ 1.0/ 2.0 HP)	Per No.		
22	DVD Rewritable Disc	Per packet		
23	Electric Kettle (1 ltr./ 2.0 ltr)	Per No.		
24	Extension Board (Anchor- 4 socket)	Per No.		
25	External Hard disk (1 TB/ 2 TB)	Per No.		
26	Flexible wire (mm wise)	Per coil		
27	Fuse Board	Per Pc.		
28	HD Monitor (20"/ 22"/ 24"/ 32")	per No.		
29	High Speed Scanner (A4/ Legal/ Book)	Per No.		
30	HP Laser Printer (P1007/ P1108/ M233dw)	Per No.		
31	HP Original Tonner (12A/88A/388A/925/36A/2612A)	Per No.		
32	Induction Stove	Per No.		

33	Inverter with Battery (Inverter: 1050 VA) (Battery: 150/220 Ah)	Per No.		
34	Iron (standard Brand)	Per No.		
35	KeyBoard (Wired) (Standard Brand)	Per No.		
36	KeyBoard (Wireless) (Standard Brand)	Per No.		
37	LAN Switch (8/16/24 Port)	Per No.		
38	Laser Printer (Canon/HP)	Per No.		
39	LED Bulb (09/12/18/20/30/35/50 Watt)	Per No.		
40	LED Tube Light	Per Pc.		
41	LED TV (32/40/43/55/65)	Per no.		
42	Mega phone	Per No.		
43	P.V.C. Wire (MM wise)	Per Coil		
44	Paper Cutter Machine	Per No.		
45	Pen Drive (8/16/32/64 GB)	Per Pc.		
46	Pendant Holder	Per No.		
47	Printer Toner (12A/88A/137/388A/925/36A/2612A/328)	Per No.		
48	PVC Pipe	per mtr		
49	RJ45 Jack	Per packet		
50	Room Heater (Standard Brand)	Per No.		
51	Router (150/300 MBPS)	Per No.		
52	Security Flash Light (Big)	Per No.		
53	Speaker (2.0)	Per pair		
54	Srew Driver Set	Per Set		
55	Stand Fan (Usha/Crompton/Havells/Polycab/Bajaj)	Per No.		
56	Switch	Per no.		
57	Switch Board	Per No.		
58	Tester	Per No.		
59	Toner Cartridge (Kyocera TK-1178)	Per No.		
60	Toner for Xerox Machine (Kyocera TK-7120, 862Q020)	Per No.		
61	Torch Light Eveready (Three Cell)	Per No.		
62	Trolley for inverter	Per No.		
63	Tube light set (LED)	Per set		
64	UPS (600 VA)	Per No.		
65	USB Cable	Per No.		

66	USB Network Adapter	Per No.		
67	Usha Water Motor (0.5/ 1.0/ 2.0 HP)	Per No.		
68	Wall Fan (Usha/Crompton/Havells/Polycab/Bajaj)	Per No.		
69	Water Purifier (Aquaguard)	Per No.		
70	Wired Mouse (Standard Brand)	Per No.		
71	Wireless Mouse (Standard Brand)	Per No.		

➤ **Printing**

Sl. No.	Name of Item	Unit	Quoted Rate in Rupees inclusive of all Taxes	
			In figure	In words
1	A4 Photographs Printing (Black & White)	Per No.		
2	A4 Photographs Printing (Colour)	Per No.		
3	Certificate Printing with design (Digital Paper)- Size wise	Per No.		
4	Coupon (Food Coupon etc)	Per No.		
5	Dummy Cheque	Per No.		
6	Flex Printing	Per sq. ft.		
7	Flex Printing with Iron Fabrication	Per sq. ft.		
8	Flex Standee	Per sq. ft.		
9	Form Printing (A3)	Per No.		
10	Form Printing (A4)	Per No.		
11	Form Printing (Legal)	Per No.		
12	Form-Both Side (A4)	Per No.		
13	Forms-Boths Side (Legal)	Per no.		
14	Form-Single Side (A4)	Per No.		
15	Forms-Single Side (Legal)	Per no.		
16	Glow Sign Board	Per sq. ft.		
17	Identity Card with Ribbon & Cover	Per No.		
18	Legal Photographs Printing (Black & White)	Per No.		
19	Legal Photographs Printing (Colour)	Per No.		
20	Log Sheet (A4)	Per No.		
21	Name Plate-Good Quality (Aluminum Sheet)	Per sq. ft.		
22	Office Attendance Register (Good Quality)	Per No.		
23	Printing of Greetings with envelope (Size Wise)	Per No.		
24	Printing of Invitation Card with envelope (Size	Per No.		

	wise)			
25	Printing of Photo with Framing-Size Wise	Per No.		
26	Sticker Printing-Size wise	Per Pcs		
27	Vehicle Name Plate	Per No.		
28	Visiting Card -Good Quality	Per sq. ft.		

Refreshment

SI No.	Item Name	Unit	Quoted Rate in Rupees inclusive of all Taxes	
			In figure	In words
1	Veg Thali with Paneer	Per plate		
2	Veg Thali without Paneer	Per plate		
3	Non-Veg Thali with Mutton	Per plate		
4	Non-Veg Thali with Broiler Chicken	Per plate		
5	Non-Veg Thali with Egg	Per plate		
6	Non-Veg Thali with Local Chicken	Per plate		
7	Non-Veg Thali with Fish	Per plate		
8	Plain Roti with Sabji	Per plate		
9	Puri with Sabji	Per plate		
10	Special Milk Tea	Per cup		
11	Black Tea	Per cup		
12	Coffee	Per cup		
13	Normal Tea/Coffee with Biscuit	Per cup		
14	Special Tea/Coffee with Snacks (Sweets, Dry Fruits, Biscuits etc)	Per cup		
15	Water Bottle (500ml/ 1L)	Per No.		
16	Water Bottle (20L Jar)	Per No.		

ANNEXURE: C**DECLARATION**

I/ We the participating in the tender (Ref No.....Date.....) for supply of Material & Miscellaneous items to O/o the District Commissioner, Udalguri, Assam do hereby declare that:

I/ We qualify to participate in the bidding process as per the terms and conditions mentioned in the bidding document.

I/ We have not been blacklisted or debarred from participation in the bidding process by any Government Department/ Institution/ Body or by public sector undertaking that is currently in force.

Date:

Signature of the Bidder/ Authorized Signatory
with Seal

Name: