



**GOVT. OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER, UDALGURI**

**BIDDING DOCUMENT**  
**FOR**  
**PROCUREMENT OF OFFICE STATIONERY & MISCELLANEOUS ITEMS TO**  
**O/o THE DISTRICT COMMISSIONER, UDALGURI FOR 1 (ONE) YEAR I.E.**  
**FOR THE YEAR 2024.**

Tender inviting authority : District Commissioner, Udalguri, Assam



GOVT. OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER::: UDALGURI

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**GOVT. OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER, UDALGURI**

ECF No-79439/141-142

NOTICE INVITING BID (NIB)

FOR SUPPLY OF OFFICE STATIONERY & MISCELLANEOUS ITEMS TO THE DISTRICT COMMISSIONER, UDALGURI FOR 1 (ONE) YEAR I.E. FOR THE YEAR 2024.

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 79439/141-142 for supply of Office Stationery/ Service & Miscellaneous items for 1 (one) year i.e. for the year 2024 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 paise) 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 STATIONERY & MISCELLANEOUS ITEMS TO O/O  
THE DISTRICT COMMISSIONER, UDALGURI FOR 1 (ONE) YEAR I.E. FOR THE  
YEAR 2024"

(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 28<sup>th</sup>Feb.,2024 upto 02:00PM. 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 28<sup>th</sup>Feb., 2024 at 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

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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. 79439/141-142-A

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, and all Circle Officer's Offices 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 2,000/- (Rupees two thousand) only in form of Demand Draft/ Banker’s Cheque in favour of “Deputy 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 requests for 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 supplier's 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 Stationery& 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.....

Signature with seal Bidder/Authorised Signatory

Date:  
Place:

**Annexure B****Details of the requirement of Office Stationery& Miscellaneous items****Office Stationery Items**

Sl. No.	Name of Item	Unit	Quoted Rate in Rupees inclusive of all Taxes	
			In figure	In words
1	A3 Paper	Per Ream		
2	A4 Paper (70 GSM)	Per Ream		
3	A4 Paper (75 GSM)	Per Ream		
4	A4 Paper (Yellow)	Per Ream		
5	Alpin / T Pin	Per Box		
6	Aronai (Normal/ Good/ Best quality)	Per No.		
7	Ball Pen (Normal/ Medium/ Best)	Per No.		
8	Basin Brush (Good quality)	Per No.		
9	Basket for Cloths	Per No.		
10	Bath Towel	Per No.		
11	Bathroom Floor Wiper (Good quality)	Per No.		
12	Bholuka& Jati Bamboo	Per No.		
13	Bi-Colour Pen	Per No.		
14	Binder Clip	Per Packet		
15	Black Pheneol	Per litre		
16	Black Tape (Medium)	Per Role		
17	Blade (Razor)	Per Pkt.		
18	Board Duster	Per No.		
19	Brown Tape (Medium)	Per Role		
20	Candle (Small/ Medium/ Big)	Per Pkt		
21	Carbon paper	Per packet		
22	Carpet	Per Sq. Ft.		
23	Cash Book No. Wise (6/8/10/12/14/16/18/20)	Per No.		
24	Ceiling Jharu	Per No.		
25	Cello Tape (Big)	Per No.		
26	Cello Tape(Small)	Per No.		
27	Chitranelia	Per 100 ml.		
28	Clip Board	Per No.		
29	Correction Pen (Whitener)	Per No.		
30	Cover Folder (Good Quality)	Per No.		
31	Cup & Saucer set (Bone China)	Per set		
32	Curtain (Good quality)	Per meter		
33	Cutter (Small/Big)	Per No.		
34	Dak File Folder	Per No.		
35	Detergent Powder (Surf Excel/ Rin/ Tide)	Per Kg.		
36	Diary (Small/Medium/Big)	Per No.		
37	Dinner Set/Cookery (Borosil/LaOpala)	Per No.		



38	Door Mat (Standard Size)	Per No.		
39	Double Bed Sheet (Good quality)	Per No.		
40	Double Blanket (Good quality)	Per No.		
41	Double Sticky Tape (Medium)	Per Pkt.		
42	Drawing paper	Per No.		
43	Drinking Water Glass (Milton/Cello/Borosil)	Set of 6		
44	Dustbin with Lid (12L/ 32L/ 70L/ 80L/ 120L)	Per No.		
45	Envelope 10in x 4in (Khaki)	Per No.		
46	Envelope 6" x 4" (Khaki)	Per No.		
47	Envelope 8" x 4" (Khaki)	Per No.		
48	Envelope A4 size (Yellow)	Per No.		
49	Envelope Legal size (Yellow)	Per No.		
50	Eraser	Per No.		
51	Face Towel	Per No.		
52	File Cover with board (Good Quality)	Per No.		
53	Fire Extinguisher (CO2) (Good Quality)	Per kg		
54	Fire Extinguisher (Powder)	per kg		
55	Fire Extinguisher refilling (Powder)	Per kg		
56	Flask (Milton) (1L/ 1.5L/ 2L)	Per No.		
57	Floor Cleaner (Lizol/ Dettol)	Per No.		
58	Flower Pot (8/10/12 inch)	Per No.		
59	Foolscap paper	Per square		
60	Foot rest (Wooden)	Per No.		
61	Fountain Pen (Good quality)	Per No		
62	Frying Pan (8 inch/ 12 inch)	Per No.		
63	Gamucha (Medium/ Best quality)	Per No.		
64	Gems Clip	Per Pkt		
65	Glass Cleaner (Colin)	Per No.		
66	Glue Stick (Medium size)	Per No.		
67	Guard File/ Index File	Per No.		
68	Gum (750 ml)	Per No.		
69	Hands Pipe	Per No.		
70	Handwash (Dettol/ Lifebuoy)	Per 100 ml.		
71	Harpic (0.5 ltr/ 1 ltr.)	Per No.		
72	Highlighter Pen	Per No.		
73	Jharu (Coconut/ Phul/ Bamboo)	Per No.		

74	Legal Paper (70 GSM)	Per Ream		
75	Legal Paper (75 GSM)	Per Ream		
76	Line Seal (Polymer)	Per No.		
77	Lock & Key (Medium/Big)	Per No.		
78	Matchbox	Per Box		
79	Mattress (Single/Double)	Per Sqr. Ft.		
80	Miltone Water Bottle (500 ml/ 1000 ml)	Per No.		
81	Mop (thread)	Per No.		
82	Mosquito repel liquid	Per No.		
83	Mosquito repel machine with liquid	Per set		
84	Name & Designation door plate	Per No.		
85	Naphthalene Ball	Per Kg.		
86	Note pad (10 pages/ 20 pages/ 40 pages)	Per No.		
87	Note sheet paper (75 GSM)	Per Ream		
88	Odonil	Per Pkt.		
89	Office Chair with Cushion (Plastic)	Per No.		
90	Office Chair with Cushion (wooden)	Per No.		
91	Office table (Half Secretariat/Full Secretariat)	Per No.		
92	Officer's Chair (Best quality)	Per No.		
93	Paat Gamucha (Medium/ Best quality)	Per No.		
94	Paper punching machine (Single hole/ Double hole)	Per No.		
95	Paper Tray	Per No.		
96	Paper weight	Per No.		
97	Pen Stand	Per No.		
98	Peon Bag	Per No.		
99	Peon Book	Per No.		
100	Permanent Marker Pen (CD Marker)	Per No.		
101	Photo Paper (Best quality)	Per packet		
102	Pillow (Single/Double)	Per No.		
103	Pillow Cover (Single/Double)	Per No.		
104	Plastic Bucket (10 ltr./ 15 ltr./ 20 ltr.)	Per No.		
105	Plastic Folder (A4/ Legal) (Good quality)	Per No.		
106	Plastic Mug	Per No.		
107	Register No. wise (6/8/10/12/14/16/18/20)	Per No.		
108	Room Freshner (250 ml.)	Per No.		
109	Round Seal	Per No.		

110	Rubber band (Medium)	Per No.		
111	Ruler (metal)	Per No.		
112	Ruler (Plastic)	Per No.		
113	Sarai (Handmade/ Machine made)	Per No.		
114	Scissor (Medium)	Per No.		
115	Signature File Folder	Per No.		
116	Silk Gamucha	Per no.		
117	Single Bed Sheet (Good quality)	Per No.		
118	Single Blanket (Good quality)	Per No.		
119	Soap (small/ standard)	Per No.		
120	Soap case	Per No.		
121	Spade	Per No.		
122	Stamp Pad	Per No.		
123	Stamp Pad Ink	Per bottle		
124	Staple machine size wise (24/6, 10)	Per No.		
125	Staple Pin size wise (24/6, 10)	Per Packet		
126	Stick File/Folder	Per No.		
127	Sticky notes	Per Pkt.		
128	Sticky Paper Flag	Per Packet		
129	Stock Register (6/8/10/12/14/16/18/20)	Per No.		
130	Subsidiary Cash Book No. Wise (6/8/10/12/14/16/18/20)	Per No.		
131	Sutli Rope	Per Kg.		
132	Table Cloth	Per meter		
133	Table Glass (White/Black)	Per Sq. Ft.		
134	Tag (Cotton)	Per bundle		
135	Tea Tray (Big/Medium/Small)	Per No.		
136	Temporary Marker Pen	Per No.		
137	Toilet Brush	Per No.		
138	Toilet Roll (Good quality)	Per No.		
139	Umbrella (Mahendra Dutta)	Per No.		
140	Vim Liquid gel for utensil cleaning (0.5 ltr./ 1 ltr.)	Per No.		
141	Wall Clock (Good quality)	Per No.		
142	Water Jar (Bone China)	Per No.		
143	Water Jar (Metal)	Per No.		
144	Water Jar (Plastic)	Per No.		
145	Water tank 1000 liters	Per No.		
146	Water tank 2000 liters	Per No.		
147	Water tank 500 liters	Per No.		
148	White Board	Per sq. ft.		
149	White Pheneol	Per litre		
150	Wooden Partition	Per sq. ft.		
151	Wooden pencil	Per No.		
152	Writing stand (Glass)	Per No.		

Sl. No.	Name of Item	Unit	Quoted Rate in Rupees inclusive of all Taxes	
			In figure	In words
1	Aluminum wire	Per kg		
2	Battery (AA/ AAA/ AAAA/ A23)	Per No.		
3	Battery for vehicle 12 Plate/15 plate (Excide/ Luminous/ SF Sonic)	Per No.		
4	Brand-wise Smart TV (32/40/43/55/65)	Per no.		
5	Calculator (10/12 digit) (Orpat/Citizen)	Per No.		
6	Calling bell (Remote)	Per No.		
7	Cannon Cartridge 925	Per No.		
8	Cannon Laser Printer (LPB2900B)	Per No.		
9	Cartridge Konika Minolta Bizhub 164	Per No.		
10	Ceiling fan (Standard Brand)	Per No.		
11	Charging Torch	Per No.		
12	Coin Battery	Per No.		
13	Copper wire (mm wise)	Per coil		
14	Crompton Water Motor (0.5/ 1.0/ 2.0 HP)	Per No.		
15	DVD Rewritable Disc	Per packet		
16	Electric Kettle (2.0 ltr)	Per No.		
17	Extension Board (Anchor- 4 socket)	Per No.		
18	Flexible wire (mm wise)	Per coil		
19	HD Monitor (20"/ 22"/ 24"/ 32")	per No.		
20	High Speed Scanner (A4/ Legal/ Book)	Per No.		
21	HP Laser Printer (P1007/ P1108/ M233dw)	Per No.		
22	HP Original Tonner (12A/88A/388A/925/36A)	Per No.		
23	Induction Stove	Per No.		
24	Inverter with Battery (Inverter: 1050 VA) (Battery: 150/220 Ah)	Per No.		
25	KeyBoard (Wired) (Standard Brand)	Per No.		
26	KeyBoard (Wireless) (Standard Brand)	Per No.		
27	LAN Switch (8/16/24 Port)	Per No.		
28	LED Bulb (Watt wise) 9W/10W/12W/14W/16W/18W/20W/23W	Per No.		
29	LED TV (32/40/43/55/65)	Per no.		
30	Mega phone	Per No.		
31	MMC (8/16/32/64 GB)	Per No.		
32	Paper Cutter Machine	Per No.		
33	Pen drive (8/16/32/64 GB) (3.0)	Per No.		
34	Pendant Holder	Per No.		
35	Printer Tonner (12A/88A/388A/925/36A)	Per No.		
36	RJ45 Jack	Per packet		
37	Room Heater	Per No.		
38	Router (150/300 MBPS)	Per No.		
39	Scanner (A4/Legal)	Per No.		
40	Security Flash Light (Big)	Per No.		

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41	Speaker (2.0)	Per pair		
42	Stand Fan (Brand-wise)	Per No.		
43	Switch	Per no.		
44	Switch Board	Per No.		
45	Toner for Xerox Machine (Kyocera TK-7120, 862Q020)	Per No.		
46	Trolley for inverter	Per No.		
47	Tube light set (LED)	Per set		
48	UPS (600 VA)	Per No.		
49	USB Network Adapter	Per No.		
50	Usha Water Motor (0.5/ 1.0/ 2.0 HP)	Per No.		
51	Water Purifier (Aquaguard)	Per No.		
52	Wired Mouse (Standard Brand)	Per No.		
53	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	Attendance Register	Per No.		
4	Certificate Printing with design (Digital Paper)-Size wise	Per No.		
5	Flex Printing (with design)	Per sq. ft.		
6	Flex Printing with wooden framing	Per sq. ft.		
7	Flex printing with iron framing	Per sq. ft.		
8	Form Printing (A3)	Per No.		
9	Form Printing (A4)	Per No.		
10	Form Printing (Legal)	Per No.		
11	Glow Sign Board	Per sq. ft.		
12	Legal Photographs Printing (Black & White)	Per No.		
13	Legal Photographs Printing (Colour)	Per No.		
14	Name Plate-Good Quality (Aluminum Sheet)	Per sq. ft.		
15	Printing of Greetings (with design) Size Wise	Per No.		
16	Printing of Invitation Card (with design) Size wise	Per No.		
17	Printing of Photo with Framing-Size Wise	Per No.		
18	Sticker Printing-Size wise	Per Pcs		
19	Visiting Card -Good Quality	Per sq. ft.		

**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: .....