



GOVT. OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER, DARRANG

**BIDDING DOCUMENT**

**FOR**

**PROCUREMENT OF OFFICE STATIONARY, REFRESHMENT &  
MISCELLANEOUS ITEMS TO O/o THE DISTRICT COMMISSIONER,  
DARRANG FOR THE PERIOD : NOVEMBER 2025 TO DECEMBER  
2026.**

**Tender inviting authority:  
District Commissioner, Darrang, Assam**



GOVT. OF ASSAM

**OFFICE OF THE DISTRICT COMMISSIONER::: DARRANG**

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GOVT. OF ASSAM

**OFFICE OF THE DISTRICT COMMISSIONER, DARRANG**

Memo No.-DNZ.44/2019/143

**NOTICE INVITING BID (NIB)**

**FOR SUPPLY OF OFFICE STATIONARY, REFRESHMENT & MISCELLANEOUS ITEMS TO THE DISTRICT COMMISSIONER, DARRANG FOR THE PERIOD: NOVEMBER 2025 TO DECEMBER 2026.**

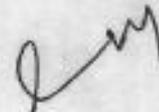
1. Sealed Bids are invited from interested Bidders in the format as given in **Annexure (A)** of Bidding Document to participate in the tender Memo No. **DNZ.44/2019/143** for supply of Office Stationery/ Refreshment/ Service & Miscellaneous items for the period: November 2025 to December 2026 following single bid system to O/o the District Commissioner, Darrang 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, Darrang, 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 STATIONARY & MISCELLANEOUS ITEMS TO O/O THE DISTRICT COMMISSIONER, DARRANG FOR THE PERIOD: NOVEMBER 2025 TO DECEMBER 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 **04<sup>th</sup> November, 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 **04<sup>th</sup> November, 2025, 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 result in rejection of the bid.
11. The Bid as submitted is final and modification/ correction is not allowed once submitted.



District Commissioner,  
Darrang

DNZ.44/2019/143

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, Darrang. She is requested to give wide publicity.
3. The DIO, NIC, Darrang for information and necessary action.
4. Notice Board, DC's Office, Darrang, All Circle Officer's Office of Darrang district.
5. Office file.



District Commissioner,  
Darrang

## 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 Bid Security Deposit of Rs 20,000/- in form of Demand Draft/ Banker's Cheque in favour of District Commissioner, Darrang.
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, Darrang 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, Darrang.
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, Darrang, 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, Darrang 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.
16. Performance security would be deposited by successful bidder before signing of formal rate contract agreement. Performance security would be decided by the tendering committee.
17. After the completion of contract period, subjected to provision of party fulfilling all contractual agreements, performance security to be released, after necessary deductions, if any.

## 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, Darrang 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, Darrang 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.
24. No minimum quantity of procurement is guaranteed.
25. Right to withdraw/cancel - Procuring entity and rate contractor are both entitled to withdraw or cancel the contract by serving notice to the other party, giving not less than 15 days.
26. Right to negotiate price - Procuring authority has the right to negotiate price with vendors during the rate contract period.

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

Date:

Place

Signature with seal  
Bidder/Authorised Signatory

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      | Citranella                                 | 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<br>(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 (Whitener)                                   | 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 | Gamocho (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 (Phuf)                                       | 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  | Milton 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 (Small/ 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 Gamocho  | 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 Phenyli  | Per litre   |  |  |
| 186 | Wire cutter  | 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 (Exide/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 (LBP2900B)  | 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      | Category 6 Cable  | Per mtr.   |  |          |
| 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      | Iron (standard Brand)   | Per No.    |  |          |
| 32      | Induction Stove   | Per No.    |  |          |

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

|    |   |         |  |  |
|----|---|---------|--|--|
| 66 | Usha Water Motor (0.5/ 1.0/ 2.0 HP)               | Per No. |  |  |
| 67 | Wall Fan<br>(Usha/Crompton/Havells/Polycab/Bajaj) | Per No. |  |  |
| 68 | Water Purifier (Aquaguard)                        | Per No. |  |  |
| 69 | Wired Mouse (Standard Brand)                      | Per No. |  |  |
| 70 | 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)-<br>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 wise)          | Per No.     |  |          |

|    |  |             |  |  |
|----|--|-------------|--|--|
| 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

| Sl No. | Item Name   | Unit       | Quoted Rate in Rupees inclusive of all Taxes |          |
|--------|---|------------|--|----------|
|        |   |            | In figure                                    | In words |
| 1      | Black Tea   | Per cup    |  |          |
| 2      | Biryani (Veg/Chicken/Mutton)                                      | Per plate  |  |          |
| 3      | Breakfast (Slice bread with Butter/Jelly, Boiled Egg & Banana)    | Per plate  |  |          |
| 4      | Coffee  | Per cup    |  |          |
| 5      | Cake  | Per piece  |  |          |
| 6      | Golla   | Per piece  |  |          |
| 7      | Kachuri   | Per piece  |  |          |
| 8      | Jilapi  | Per kg     |  |          |
| 9      | Nimki   | Per kg     |  |          |
| 10     | Non-Veg Thali with Broiler Chicken                                | Per plate  |  |          |
| 11     | Non-Veg Thali with Egg  | Per plate  |  |          |
| 12     | Non-Veg Thali with Fish   | Per plate  |  |          |
| 13     | Non-Veg Thali with Local Chicken                                  | Per plate  |  |          |
| 14     | Non-Veg Thali with Mutton   | Per plate  |  |          |
| 15     | Normal Tea/Coffee with Biscuit                                    | Per cup    |  |          |
| 16     | Pattis  | Per piece  |  |          |
| 17     | Pop   | Per piece  |  |          |
| 18     | Plain Roti with Sabji   | Per plate  |  |          |
| 19     | Puri with Sabji   | Per plate  |  |          |
| 20     | Pulao (Veg/Chicken/Mutton)  | Per plate  |  |          |
| 21     | Roll (Veg/Chicken/Mutton)   | Per piece  |  |          |
| 22     | Singra  | Per piece  |  |          |
| 23     | Soft drink/Diet coke (250ml)                                      | Per bottle |  |          |
| 24     | Special Milk Tea  | Per cup    |  |          |
| 25     | Special Tea/Coffee with Snacks (Sweets, Dry Fruits, Biscuits etc) | Per cup    |  |          |
| 26     | Veg Thali with Paneer   | Per plate  |  |          |
| 27     | Veg Thali without Paneer  | Per plate  |  |          |
| 28     | Veg Pokora  | Per plate  |  |          |
| 29     | Water Bottle (20L Jar)  | Per No.    |  |          |
| 30     | Water Bottle (500ml/ 1L)  | Per No.    |  |          |

DECLARATION

I/ We the .....  
participating in the tender (Ref  
No..... Date.....)  
for supply of Material & Miscellaneous items to O/o the District Commissioner, Darrang, 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: .....