



GOVT. OF ASSAM

OFFICE OF THE DEPUTY COMMISSIONER, CHIRANG DISTRICT.....KAJALGAON.  
(Nazarat Branch)

**NOTICE INVITING QUOTATION**

Sealed quotation affixing non-refundable court fees stamp of Rs. 8.25 (Rupees eight and paise twenty five) only is invited from the intending registered firms/ suppliers/ vendors/ contractors for supply of the following office stationery/ electrical items/ consumables etc.

The sealed quotation can be dropped in the tender box placed in the O/o the Deputy Commissioner, Chirang, Kajalgaon w.e.f 7<sup>th</sup> December, 2022 to 27<sup>th</sup> December, 2022 during the office hours up to 3.00 PM. The sealed tender box will be opened on 27<sup>th</sup> December, 2022 at 04.00 P.M. in presence of Quotationer or his/ her authorized agents/ representatives.

Details of the items and terms & conditions can be obtained from the Nazarat Branch, Office of the Deputy Commissioner, Chirang in all working days and can also be downloaded from the District Website [www.chirang.gov.in](http://www.chirang.gov.in)

Sl. No.	Name of the items	Quantity
1	Desktop computer	i5 3 <sup>rd</sup> Gen, 8GB RAM, HDD-1TB, Nvidia Graphics, OS- Windows11, Monitor- 21.5 inch
2	Printer (HP LaserJet M1136 MFP)	Per No.
3	Pin cushion	Per No.
4	VIM dish wash bar	Per No. of 100 gram
5	Turkish Bath Towel white (big)	Per No. of 100cm x 160cm
6	Waste paper basket (plastic) diameter	Per No. of 9.5 inch diameter and 10.25 inch height
7	Eraser (Nataraj)	Per dozen.
8	Pencil (Nataraj)	Per dozen
9	Flower bouquet (Medium)	Per No.
10	Flower bouquet (Big)	Per No.
11	Pedestal fan (Bajaj)	Per No.
12	Bisleri Packaged drinking water	Per carton of 1 liter
13	Bisleri Packaged drink ing water	Per carton of ½ liter
14	Bisleri Packaged drinking water (20 ltr jar) with	Per No. with dispenser
15	Mc Vities Digestive biscuit	Per packet of 250 gram
16	Monaco salty biscuit	Per packet of 200 gram
17	Boil egg	Per piece
18	Vegetable roll	Per piece
19	Egg roll	Per piece
20	Chicken roll	Per piece

**TERMS & CONDITIONS:**

1. The rates quoted should be inclusive of all admissible taxes i.e. GST/ IT etc.
2. The quotationer should invariably enclose photocopy of firm registration certificate, GST/ IT registration certificate, PAN card along with self attested photocopies of up to date IT clearance from the competent authority with the quotation. Quotation without valid documents will be rejected forthwith.
3. The rates against each item should be written or typed properly both in digit and words. In case of any correction, the quotationer should put his signature.
4. The rates so quoted shall remain valid up to 31.03.2023. No representation for enhancement of rate will be entertained during this period in respect of rate being higher in the market.
5. The rate once quoted shall be final and no alteration/ modification of rate shall be allowed after the quotation once submitted and accepted.
6. The successful quotationer must be in a position to give delivery the items on top priority basis on getting order from the office of the undersigned.
7. In the event of any defect detected after supply or other than approved brand, the item will not be accepted. The supplier will have to take such articles at his own cost and replacement shall have to be delivered promptly.
8. Samples of the items should be given as and when sought by the undersigned.
9. Supply orders will be given to the supplier course-wise and the items will have to be supplied within one day of the date of receipt of the order.
10. The sealed envelope should be super-scribed in bold capital letter as "QUOTATION FOR SUPPLY OF OFFICE STATIONERY/ ELECTRICAL ITEMS/ CONSUMABLES ETC. THE YEAR, 2021-22" on the top.
11. Quotation sent through FAX/ e-Mail/ Whatsapp shall not be accepted.
12. The undersigned reserves the right to accept or reject any/ all quotation(s) without assigning any reason(s) thereof.

  
Deputy Commissioner,  
Chirang.

dated Kajalgaon, the 6<sup>th</sup> December, 2022.

Memo No. CH-NZ/Stationery/05/2022/37 – A

Copy to:

1. The DIPRO, Chirang. He is requested to publish the Notice Inviting Quotation in local dailies.
2. The DIO, NIC, Chirang. He is requested to upload the Notice Inviting Quotation in the District Website.
3. All local firms/ suppliers/ vendors/ contractors for information and necessary action.
4. Notice Board.
5. Office file.

  
Deputy Commissioner,  
Chirang.