



GOVT. OF ASSAM,
OFFICE OF THE DISTRICT COMMISSIONER, CHIRANG DISTRICT, ASSAM.
KAJALGAON, PIN: 783385.

OPEN COMPETITIVE BIDDING
(Single stage - Single envelope bidding without e-procurement)

BIDDING DOCUMENTS
For
PROCUREMENT OF STATIONERY AND MISCELLANEOUS ITEMS TO O/o THE
DISTRICT COMMISSIONER, CHIRANGVIDE ONEYEAR RATE
CONTRACT/PARALLEL RATE CONTRACT FOR THE F.Y. 2025-2026.

Bid Ref. No. NAZ-18/1/2024-NAZ-CHR/378769.

Date of Issue: 06/03/2025.



सत्यमेव जयते

GOVT. OF ASSAM,
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Table of Contents

SL No.	Content	Page No.
1	NOTICE INVITING BIDS (NIB)	3
2	INSTRUCTION TO THE BIDDER	5
3	GENERAL CONDITIONS TO CONTRACT	7
4	PENALTIES & SETTLEMENT OF DISPUTES	8
5	BIDDING FORMS AND Details of the approximate annual requirement of STATIONERY AND MISCELLANEOUS ITEMS.	9



सत्यमेव जयते

**GOVT. OF ASSAM,
OFFICE OF THE DISTRICT COMMISSIONER, CHIRANG DISTRICT, ASSAM,
KAJALGAON, PIN: 783385.**

**NOTICE INVITING BID (NIB)
FOR
SUPPLY OF STATIONERY AND MISCELLANEOUS ITEMS TO THE OFFICE OF THE DISTRICT
COMMISSIONER, CHIRANG VIDE ONE YEAR RATE CONTRACT/PARALLEL RATE
CONTRACT FOR THE F.Y. 2025-2026.**

1. Sealed Bids are invited from interested Bidders in the format as given under Annexure (A) to participate in the tender (No. NAZ-18/1/2024-NAZ-CHR/378769 Dated 06.03.2025) for supply of STATIONERY AND MISCELLANEOUS ITEMS through a Rate Contract/ Parallel Rate Contract by following single stage single bid system for 1 (one) year, i.e. for the F.Y. 2025-26, to O/o the District Commissioner, Chirang, against indent issued as per requirement.

Details of the approximate annual requirement of STATIONERY AND MISCELLANEOUS ITEMS are mentioned in the **Annexure: (B) Note:** *The actual quantities to be ordered may increase/ decrease depending upon the climate of requirement.*

2. Interested parties, if they so desire, may visit the O/o the District Commissioner, Chirang, on any working day between 10.30 A.M. and 4.00P.M. (except on 2nd & 4th Saturdays, Sundays & Holidays) for any clarification, before quoting the rates.
3. 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".
4. The Bid is to be submitted (by hand) following 1 (one) envelope system in a 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 this office. The sealed cover shall be superscripted as given below:

**"BID FOR SUPPLY OF STATIONERY AND MISCELLANEOUS ITEMS TO O/o THE
DISTRICT COMMISSIONER, CHIRANG VIDE ONE YEAR RATE CONTRACT/PARALLEL
RATE CONTRACT FOR THE F.Y. 2025-26"**

(TENDER REFERENCE NO.....DATE:)"

Name & Address of the Bidder:

5. Bids without court fee stamp will not be accepted.
6. All Bids must be accompanied by a Bid Security of Rs. 10,000/- (Rupees ten thousand) only in the form of Cheque duly pledged in favour of "the District Commissioner, Chirang".
7. Bids received without Bid Security will summarily rejected
8. The Bid security amount of successful and approved bidder will be adjusted as Performance Security before executing the agreement for rate contract with the undersigned

9. The Bid Security will be returned to the unsuccessful bidders within 7 (seven) working days after final acceptance of successful bids.
10. Every page of the bid must be serially numbered, stamped and signed by the authorized representatives of the bidder, failing which, it is liable to be rejected.
11. The bidders are expected to examine all the instructions, formats, terms & conditions and specifications as given in this bidding document and accordingly prepare the bid. Failure in the part of the bidder to furnish all required information and document in the bid will be at own risk and may result in rejection of the bid.
12. Bids must be dropped in the Tender Box at the office of the undersigned during working hours **on or before 27th March, 2025, 11 am.**
13. The Bids will be publicly opened in the presence of the bidders, designated representatives and anyone who chooses to attend at the Conference Hall of the Office of the District Commissioner, Chirang, on **27th March, 2025 at 1 pm.**
14. Submission of more than one bid in respect of the suppliers quoting different fictitious rates by one and some bidders or firm under same style entitled will be disqualified and will deemed automatically rejected

E-signed.
District Commissioner,
Chirang.

No. NAZ-18/1/2024-NAZ-CHR/378769

dated Kajalgaon, the 5th March, 2025.

Copy to:

1. The DIO, NIC, Chirang with a request to upload it in the district website.
2. The DIPRO, Chirang with a request for wide publicity through print and electronic media.
3. Notice board.

Signed by

Jatin Bora

Date: 06-03-2025 11:09:04
District Commissioner
Chirang.

INSTRUCTION TO THE BIDDER

1. The bidders are required to quote their best rates for all items as per the format given in “Annexure- (D).”
2. Bid submitted by the bidder and all subsequent correspondences and documents relating to the bid exchanged between the bidder and the TIA (i.e., Purchaser), shall be written in English language. However, the language of any printed literature furnished by the bidder in connection with its bid may be written in any other language, provided the same is accompanied by a self-certified English translation and, for purposes of interpretation of the bid, the English translation shall prevail.
3. The successful Bidder will have to execute a contract agreement with the Undersigned before supply of the articles.
4. Any matter related to the Code of Integrity/ Conflict of Interest, as the case may be, the District Commissioner, Chirang will take necessary action by following the procedures prescribed in “The Assam Public Procurement Act, 2017” and “The Assam Public Procurement Rules, 2020”.
5. The rate contract with the winning bidder shall be valid for a period of one year (i.e. for the F.Y. 2025-26)
6. All goods to be offered by the bidder or supplied under the contract shall have their origin in India or any other country with which India has not banned trade relations. The term “origin” used in this clause means the place where the goods are mined, grown, produced, or manufactured or from where the related services are arranged and supplied.
7. 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 (GSTIN registered under “Composition Scheme” will not be accepted)
 - d) Income Tax Clearance Certificate of last 2 years.
 - e) Trade License issued by the Competent Authority.
8. Selection of the successful bidder (i.e. L1 Bidder) shall be on the basis of the price quoted for each item in the Financial Bid, as per Annexure- (D).
9. The Undersigned 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 undersigned in this matter will be the final and binding on the Bidders.
10. 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.
11. Hypothetical or conditional bid will not be entertained. Bids shall not be allowed to be withdrawn or altered after due date of submission.
12. Withdrawal of bids after due date for submission shall result in forfeiture of Earnest Money Deposited.
13. The O/o the District Commissioner, Chirang 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, Chirang.
14. The bidder shall quote rates both in figures and words. In case of any discrepancy, the figures mentioned

in words will be considered.

15. The bidder shall furnish details about his present business, permanent address, past experience.
16. All the pages of bid including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
17. Each bidder has to certify that all the terms and conditions are acceptable to him. The Bid Security shall stand forfeited in case of breach of any of the conditions mentioned herein.
18. The bid shall remain valid for a period of 120 days from the due date of submission. The bidder shall not be entitled during the said period of 120 days to revoke or cancel its tender or to vary the tender or any terms thereof.
19. The O/o the District Commissioner, Chirang, 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.
20. The O/o the District Commissioner, Chirang reserves the right to seek clarification or verification of any information furnished by the bidder.
21. 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.
22. 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 TO CONTRACT

1. Performance security amounting to of Rs.10,000/- (Rupees ten Thousand only) will be deposited by the successful bidding before signing of the contract. The Bid security amount of successful and approved bidder will be adjusted as Performance Security before executing the agreement for rate contract with the undersigned.
2. The validity of the performance security shall be for a period of 12 months from the date of signing of the contract. The Performance security will be refunded on written request after 60 days of successful completion of the contractual period and payment of last bill whichever is later.
3. The bidder should provide the name and telephone/mobile number of a person, who can be contacted at any time, even beyond office hours and on holidays. The bidder should be capable to arrange the supply even at short notice.
4. The O/o the District Commissioner, Chirang, will have the right to place order to supply required quantity of stationery and miscellaneous articles even beyond office hours, and on holidays, for which, no additional payment will be made.
5. The supplier shall maintain the quality of product same throughout the year. All goods should be new, unused, free from any defects and within the warranty period.
6. The rates should be genuine and reasonable and at the prevailing market rate.
7. The rates should be quoted as Inclusive of GST.
8. The rates once quoted cannot be altered/ withdrawn after submission of the Bid and will hold for the whole F.Y. 2025-26.
9. 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.
10. If the Bid winner after entering the Rate Contract agreement with the undersigned renders similar goods at a price lower than the rate contract price to anyone in the state of Assam, at any time, during the validity of the rate contract, the rate contract price will be automatically lowered or reduced accordingly to such lesser or reduced price quoted for the subject matter of procurement with effect from the date of such quoting or reducing, and the rate contract will be amended accordingly.
11. The undersigned reserves the right not to place any order even after execution/ acceptance of the formal contract agreement and no claim or compensation whatsoever will be entertained.
12. The bill in triplicate may be sent to this office for settlement after delivery of the material has been done satisfactorily.
13. No advance payments will be entertained.
14. No payment will be made for rejected supplies.
15. 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.
- 16.
17. The payments shall be made to the Supplier under this Contract in Indian Rupees only.
18. The supplier shall make his own arrangement of loading, unloading and transporting of the vehicle spare parts up to the point delivery.

19. The Supplier will be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
20. The supplier shall not appoint a sub vendor/ affiliate/ enter into sub-contract to perform its obligations under this Contract without obtaining prior written approval of the Undersigned.
21. Parallel Annual Rate Contract: Office of the District Commissioner, Chirang, may enter into parallel Annual Rate Contract for the similar items with other firms also. Any objection/ query etc. in this regard shall not be entertained.
22. Although the Rate Contract/ Parallel Rate Contract shall be valid for the financial year 2025-26 however, in case of unavoidable circumstances new rate contract cannot be executed, the existing rate contracts may be extended at the same rates, terms & conditions for another financial year.

PENALTIES & SETTLEMENT OF DISPUTES

1. The supply of STATIONERY AND MISCELLANEOUS ITEMS will have to be made in the O/o the District Commissioner, Chirang within 3 (three) working days as and when asked to do so.
2. If the supply is not made within the stipulated time and the O/o the District Commissioner, Chirang has to purchase the STATIONERY AND MISCELLANEOUS ITEMS from the market at higher rates, the excess amount spent on the same will be deducted from the bill of the contractor in addition to imposing penalty of 1% per day subject to maximum penalty of 10% of delayed supply.
3. In case the supply is not found in conformity with the approved specifications/ quality and any complaint is received about its quality and performance during the course of their use/utilization, the entire supply will have to be replaced with the good one/quality exactly commensurate with the approved specifications at the cost of the bidder.
4. The Purchaser and the supplier shall make all out efforts to resolve the disputes and/ or the dissensions, if any ever arises out of the contract, amicably by direct and formal or informal negotiations.
5. If the parties fail to arrive at an amicable settlement within 15 (fifteen) days from the date of commencement of the mutual discussion towards settling the dispute or dissension the matter may be referred to appellate authority specified in "The Assam Public Procurement Act, 2017" and "The Assam Public Procurement Rules, 2020" as an arbitrator for a settlement through arbitration.
6. In case the dispute/ dissension between Purchaser and Supplier could not be resolved by arbitration within 30 days from the date of commencement of the process of arbitration, then the legal dispute may be pursued only at the Court (s) under jurisdiction of/ at Gauhati High Court, Guwahati.

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 STATIONERY AND 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)	:	
6	Aadhaar No. (self-certified copy to be attached)	:	
7	Copy of up-to-date Trade license from the competent authority (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:
Place:

Signature with seal Bidder/Authorised Signatory

ANNEXURE: B**Details of the approximate annual requirement of STATIONERY AND MISCELLANEOUS ITEMS.**

Annexure - B1		
Sl. No.	Name of Articles	Approximate annual requirement
1	(Medium) Two Hole Paper Punch	10 Nos.
2	Alpin (500 pcs in one packet)	40 Pkt
3	Attendance Register	2 Nos
4	AZURE LAID Note sheet - 70 GSM	100 pads
5	Ball Pen	500 nos.
6	Battery (AA)	50 Nos.
7	Battery (AAA)	50 Nos.
8	Bill Register (L/B)	02 Nos.
9	Calculator (12 digit)	10 Nos.
10	Cello Tap (Big)	25 Nos.
11	Cello Tap (Small)	25 Nos.
12	Clip Board	20 Nos.
13	Dustbin (70 Ltr)	5 Nos.
14	Envelope (10"x5")	3000 Nos.
15	Envelope (11" x 5")	3000 Nos.
16	Envelope (9"x4")	2000 Nos.
17	Envelope (A4 Size)	300 Nos.
18	Envelope (Cloth Binding)	200 Nos.
19	Envelope (Legal size)	500 Nos.
20	Eraser	60 Nos.
21	File Cover & Board	1000 Nos.
22	Guard File	20 Nos.
23	Gum (150 ml)	50 Btl
24	Gum (300 ml)	50 Btl
25	Gum (700 ml)	50 Btl
26	Gum Stick	100 Nos.
27	Highlighter Pen	50 nos
28	Marker Pen	50 nos
29	Normal Register	100 Nos.
30	Note Pad - 8x5 inches -50 sheets	200 Nos.
31	One Hole Handy Paper Punch	10 Nos.
32	Paper Tray	20 Nos.
33	Paper Weight	20 Nos.
34	Pen Stand	20 Nos.
35	Pencil Sharpener	50 Nos.

36	Peon Book	60 Nos.
37	Plastic File Cover	50 Nos.
38	Rubber Seal (Line)	20 Nos.
39	Rubber Seal (Round)	10 Nos.
40	Scale (Plastic - 30 cm)	30 Nos.
41	Scale (Steel - 30 cm)	10 Nos.
42	Sealing Wax	10 Pkt
43	Stamp Pad (Small)	15 Nos.
44	Stamp Pad Ink (60 ml)	50 Nos.
45	Staple Pin (Big)	100 Pkt
46	Staple Pin (Small)	200 Pkt
47	Stapler (Big)	20 Nos.
48	Stapler (Small)	20 Nos.
49	Sticky Pad (3"x 3")/Flags	20 Pkt
50	Torch Light	10 Nos.
51	Waste Paper Basket	30 Nos.
52	White Board (3x4 ft)	10 Nos.
53	Wooden Pencil	100 nos.
54	Printing of ID Cards	200 nos.
55	Printing of Invitation Cards	1000 nos.
56	Paper - A-3 size - 75 GSM	50 Pkt
57	Paper - A4 size - 75 GSM	500 Pkt
58	Paper - Legal - 75 GSM	400 Pkt
59	Printing - A4 (One Side)	10,000 copies
60	Printing - Flex Banner (per sq ft)	300 Nos.
61	Printing - Legal (One Side)	10,000 copies
62	Printing of Certificates	1500 nos.
63	Standee - Iron Stand (per sq ft)	50 nos.
64	Standee - Wooden Stand (per sq ft)	50 nos.
65	Aronai	300 Nos.
66	Gamosha	50 nos.
67	Shawl	20 nos.
68	Bouquet	50 nos.
69	Car Flag (National)	100 Nos.
70	Decorative Flower Pots	20 nos.
71	Flag Rope	8 Kg
72	Satin Ribon	10 m
73	Medals	50 nos.
74	National Flag (3ft x 2 ft)	10 Nos.
75	National Flag (6ft x 4 ft)	6 Nos.
76	National Flag (9 in x 6 in)	10 Nos.
77	Trophy (Big)	50 nos.

78	Trophy (Med)	50 nos.
79	Trophy (Small)	50 nos.
80	Paper Cutter	10 nos.
81	Plastic Chair	40 pcs
82	Plastic Table	10 pcs
83	Incense Sticks (small packet)	20 nos.
84	Earthen lamp	20 nos.
85	Wick	100 nos.
86	Mustard Oil – ½ ltr pack	10 nos.
87	Whitener	5 nos.
88	Plastic Carry Bag – Pack of 100 (Med)	5 nos.

Annexure – B2

Sl No	Name of Articles	Approximate annual requirement
1	Bath Soap	40 Nos.
2	Bed Sheet (Double Bed Size)	10 Nos.
3	Bed Sheet (Single Bed Size)	10 Nos.
4	Blanket	10 Nos.
5	Bleaching Powder - 1/2 kg	75 Pkt
6	Brasso/ Pitol Polish (100 ml)	10 Nos.
7	Candle	20 Pkt
8	Carpet	10 Nos.
9	Citronella (100 ml)	50 Nos.
10	Cockroach/Insect Spray (700 ml)	20 Nos.
11	Colin Spray (500 ml.)	25 Nos.
12	Cup-Plate (6 pairs)	05 Pkt
13	Curtain	50 Nos.
14	Detergent Powder - 1/2 kg	50 Pkt
15	Detergent Soap (100 gm)	30 Nos.
16	Dettol (100 ml)	20 Btl
17	Dishes	20 nos.
18	Dish scrub pad	20 Nos.
19	Door Mat (Coir)	30 Nos.
20	Door Mat (Rubber)	20 Nos.
21	Drinking Glass (6 nos.)	10 pkts
22	Floor wiper	20 Nos.
23	Hand Towel	10 Nos.
24	Harpic (500 ml)	30 Nos.
25	Jharu	50 Nos.
26	Jharu (Ceiling)	20 Nos.
27	Knife	20 Nos.
28	Liquid Hand Wash (200 ml)	20 Nos.

29	Lock & Key (Big)	40 Nos.
30	Lock & Key (Small)	30 Nos.
31	Mop	20 Nos.
32	Naphthalene Ball	50 Pkt
33	Napkin Paper	50 Pkt
34	Odonil	50 Pkt
35	Phenyl (Black) - 1 Ltr	20 Btl
36	Phenyl (White) - 1 Ltr	20 Btl
37	Pillow Cover	20 Nos.
38	Plastic Belcha (dust collector)	20 Nos.
39	Plastic Bucket	20 Nos.
40	Plastic Jug	10 Nos.
41	Plastic Mug	20 Nos.
42	Room Freshener	40 Nos.
43	Scissor (Medium)	05 Nos.
44	Spoon (steel)	20 nos.
45	Surf Excel - 1/2 kg	50 Kgs.
46	Table Cloth	10 Nos.
47	Green Tea Packet	100 Pkts
48	Tea Pot	02 Nos.
49	Tea Spoons	50 nos
50	Tea Strainer	10 Nos.
51	Tray	05 Nos.
52	Toilet Brush	20 Nos.
53	Towel (Big Size)	20 Nos.
54	Towel (Medium Size)	15 Nos.
55	Umbrella	10 Nos.
56	Vim Soap (100 gm)	20 Nos.
57	Wall Clock	5 Nos.
58	White Paper (FC)	50 Reams
59	Umbrella	10 Nos.
60	Mosquito Repellent with machine (45 ml)	20 nos.
61	Dao	10 nos.
62	Lime per kg	10 kg
63	Bamboo per pcs	60 pcs

ANNEXURE: C

DECLARATION

I/ We the participating in the tender (Ref No.....Date.....) for supply of STATIONERY AND MISCELLANEOUS ITEMS to O/o the District Commissioner, Chirang, 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:
Place:

Signature of the Bidder/ Authorized Signatory with Seal

Name.....

PRICE BID

**TO BE SUBMITTED IN BOTH HARD COPY AND EXCEL FORMAT
(Without inserting formula)**

SL. No.	Name of Articles	Rate per Unit (Including GST)	Annual Estimated Requirement	Total Annual Estimated Cost of Supply
(A)	(B)	(C)	(D)	(E=CxD)
1				
2				
3				
Total Annual Combined Cost for Price Comparison				

Signature of the Bidder/Authorised Signatory

Name: