



GOVT OF ASSAM
OFFICE OF THE SUB-DIVISIONAL OFFICER (CIVIL) :: BIJNI

NOTICE INVITING TENDER

Sealed quotations affixing Court fee of Rs. 8.25 (Rupees eight and paisa twenty five) only is invited from intending wholesaler, Traders and Suppliers for supply of the following items in connection with SDO(C)'s office, Bijni for the year 2023-24. The tender will be received in the office of the undersigned up to 3:00 P.M. on 03/05/2023 and will be opened on the same day at 3:00 P.M.

The sample of each item should be produced by the bidder at the time of opening time of the tenders. The undersigned is not bound to accept the lowest rate and reserves the right to accept or reject any tender without giving any reason thereof.

Items (Annexure wise)

Annexure-I (Stationary items)			
Sl. No.	Items		Rate in Rs.
1	Full scope paper	per dista	
2	A 4 paper (70 GSM)	per pkt	
3	A 4 paper (75 GSM)	per pkt	
4	Legal paper (70 GSM)	per pkt	
5	D.F.C paper	per dista	
6	Carbon paper (blue) single	per pkt.	
7	Carbon paper(Blue) Double	per pkt.	
8	Aquittance roll	per book	
9	Attendance Register	per book	
10	Binding Register	per book	
11	Alpin	per box	
12	Battery (Torch/Car/wall clock/calling bell etc)	per no	
13	Cotton Carpet	per mtr	
14	Marker pen	per pen	
15	Uniball pen	per pen	
16	Pen (Black/blue)	per pen.	
17	Wall Clock	per no.	
18	Stapler pin	per pkt.	
19	Calculator small/Big	per no.	
20	Cello tape	per no.	
21	Towel (Big/Small)	per piece	
22	Cushion	per piece	
23	Filter	per no.	
24	Door/Window Bolt (Chitkani)	per no.	
25	Table cloth (Secretariat/general)	per no.	

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26	Cash Book	per book	
27	Correction fluid pen	per no.	
28	Calling Bell	per no.	
29	Wooden pencil	per pkt.	
30	Cotton tag	per pkt.	
31	Dak File	per no.	
32	Dak pad	per no.	
33	Envelop (Big/small/Medium)	per no.	
34	File Board & Cover	per no.	
35	Odonil	per no.	
36	Gum (Small/Big) Bottle	per btl	
37	Room spray	per no.	
38	Harpic (small/Medium)	per no.	
39	Knife (small / Medium)	per no.	
40	Sharpener	per no.	
41	Stapler (Small/Medium/Big)	per no.	
42	Tracing roll	per roll	
43	Paper weight	per no.	
44	Pin container (Magnetic)	per no.	
45	Rubber seal	per no.	
46	Dustbin	per no.	
47	Phenyl Black	per no.	
48	Phenyl white	per no.	
49	Cup plate set	per pkt.	
50	Glass Set	per pkt.	
51	Dish	per pkt.	
52	Jug/Mug	per no.	
53	Scent	per no.	
54	Note sheet	per rim	
55	Hit spray (Mosquito) Black Hit	per no.	
56	Soap	per no.	
57	Dettol Hand wash	per no.	
58	Naphthalene	per no.	
59	Umbrella	per no.	
60	Clip Board	per no.	
61	Scissor	per no.	
62	Service Book	per book	
63	Bucket	per no.	
64	Torch Light	per no.	
65	Ceiling Brush (Jharu)	per no.	
66	Candle (Big/small)	per pkt.	
67	Distillation water	per btl.	
68	Filter Candle	per no.	
69	Flower Broom	per no.	
70	Peon Book	per book.	

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71	Brush	per no.	
72	Duster	per no.	
73	Sketch pen	per pkt.	
74	Green Tea	per pkt.	
75	Sugar	per kg.	
76	Washing powder	per pkt.	
77	Mosquito Hit/ Liquidator & Machine	per no.	
78	Bed Sheet	per no.	
79	Pillow with cover	per no.	
80	Diary	per no.	
81	Calendar	per no.	
82	Rubber seal	per no.	
83	Milk (100 / 200 gram)	per pkt.	
84	Tea	per cup	
85	Biscuit	per pkt.	
86	Umbrella	per no.	
87	Guard File	per no.	
88	Lime	per kg.	
89	Pressure cooker	per no.	
90	Sarai (Medium/Big)	per no.	
91	Written Pad	per no.	
92	Gamosha	per no.	
93	Curtain (Door/window)	per no.	
94	Ink violet for rubber stamp	per no.	
95	Stamp pad	per pkt.	
96	Pin Cushion	per pkt.	
97	Sealing wax	per pkt.	
98	Quarter plate	per pkt.	
99	Tea Spoon	per pkt.	
100	Table spoon	per pkt.	
101	Water purifier/Aqua Guard	per no.	
102	Punching Machine	per no.	
103	Plastic Tray	per no.	
104	Pen Stand (standard)	per no.	
105	Paper Basket	per no.	
106	Hand wash	per no.	
107	File Self	per no.	
108	Plastic Chair	per no.	
109	Sutli (Plastic/Jute)	per kg.	
110	Paper weight	Per no.	
111	Pencil	Per pkt.	
112	Whitener	Per no.	
113	Highlighter	Per no.	
114	Door mat	Per piece	

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115	Plastic Bag	Per Kg.	
116	Polythene Carry Bag (Size with Good quality)	Per Kg.	
117	Polythene Carry Bag (Medium Size with Good quality)	Per Kg.	
118	Binding Register No.6	Per No.	
119	Binding Register No.8	Per No.	
120	Binding Register No.10	Per No.	
121	Binding Register No.12	Per No.	
122	Binding Register No.16	Per No.	
123	Binding Register No.20	Per No.	
124	Peon Book	Per Piece.	
125	Iron Scale	Per Piece.	
126	Plastic Scale	Per PKT.	
127	Wooden Scale	Per PKT.	
128	Stapler Machine (Big in good quality)	Per PKT.	
129	Stapler Machine (Medium in good quality)	Per PKT.	
130	Stapler Machine (Small in good quality)	Per PKT.	
131	Stapler Pin (Big in good quality)	Per PKT.	
132	Stapler Pin (Medium in good quality)	Per PKT.	
133	Stapler Pin (Small in good quality)	Per PKT.	
134	Alpine (Best quality)	Per PKT.	
135	Board Pin	Per PKT.	
136	Forani	Per Piece.	
137	Tag (Big Size)	Per Boundle.	
138	Tag (small size)	Per Boundle.	
139	CD Marker Pen Pointed (Different Colour)	Per No.	
140	Sketch pen	Per PKT.	
141	White Board Marker pen	Per PKT.	
142	Highlighter pen (Deference colour)	Per No.	
143	Ball pen (Blue/Black/Red colour)	Per No.	
144	Ball pen (Blue/Black/Red colour)Best quality	Per No.	
145	Pilot Pen (Black)	Per No.	
146	Gel Pen	Per No.	
147	Chalk Pencil (Best quality)	Per PKT.	
148	Correction Fluid	Per Piece.	
149	Eraser (Rubber)	Per PKT.	
150	Sharpener	Per PKT.	
151	Clip Board (Best quality)	Per Piece.	
152	File Board & Cover (Spl.)	Per Piece.	
153	File Board & Cover (Ordinary)	Per Piece.	
154	Signature Pad (Best quality)	Per Piece.	
155	Guard File (in good quality)(Big size)	Per Piece.	
156	Guard File (in good quality)(Small size)	Per Piece.	
157	Punching Machine (Best quality)	Per Piece.	
158	Colored Flag	Per PKT.	
159	Note Pad (in good quality)	Per Piece.	
160	Short hand Note Book	Per Piece.	
161	Stick Folder	Per PKT.	
162	Plastic Folder File (Legal size)	Per Piece.	

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163	Gum (1 Ltrs)	per Bottle	
164	Gum (1/2 Ltrs.)	per Bottle	
165	Gum (200 ml.)	per Bottle	
166	Gum Tube (medium)	Per Piece.	
167	Lime	per tin	
168	Lime Brush (Medium)	Per Piece.	
169	Carbon Paper (Blue)	Per PKT.	
170	Envelope 9" x 4"	Per 100 Pcs	
171	Envelope 10" x 4.5"	Per 100 Pcs	
172	Envelope 11" x 5"	Per 100 Pcs	
173	Envelope 12" x 10"	Per 100 Pcs	
174	Envelope 14" x 10"	Per 100 Pcs	
175	Envelope 15" x10"	Per 100 Pcs	
176	Envelope 16" x12"	Per 100 Pcs	
177	Envelope 17" x12"	Per 100 Pcs	
178	Envelope 18" x12"	Per 100 Pcs	
179	Confidence file 10 Nos.	per No.	
180	Note Sheet Paper	Per PKT.	
181	FC Paper	Per Ream	
182	Art Paper	Per Piece.	
183	Paper Weight	Per Piece.	
184	Tracing Roll	Per Roll	
185	Mosquito Coil (Good Night)	Per PKT.	
186	Good night Machine with Refill	Per Piece.	
187	Plastic Basket (Big)	Per Piece.	
188	Plastic Basket (Medium)	Per Piece.	
189	Plastic Jug (Best quality)	Per Piece.	
190	Plastic Mug	Per Piece.	
191	Plastic Bucket (Medium)	Per Piece.	
192	Plastic Bucket (Small)	Per Piece.	
193	Pencil Battery	Per Piece.	
194	Rechargeable Pencil Battery	Per Pair	
195	Blank CD	Per Bundle	
196	Blank DVD	Per Bundle	
197	Key Board (Computer in Best quality)	Per Piece.	
198	Mouse (Computer in Best quality)	Per Piece.	
199	USB multi-extension port	Per Piece.	
200	Extension Board (Best quality)	Per Piece.	
201	Plug Board/Plug Point	Per Piece.	
202	LAN Cable	Per Metre	
203	Charging light	Per Piece.	
204	LED Blub (12 WT)	Per Piece.	
205	LED Blub (15 WT)	Per Piece.	
206	LED Blub (18 WT)	Per Piece.	

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207	LED Blub (23 WT)	Per Piece.	
208	LED Blub (30 WT)	Per Piece.	
209	LED Blub (40 WT)	Per Piece.	
210	Tube light (Big)	Per Piece.	
211	Phenyl (Big)	Per Bottle	
212	Harpic (Big)	Per Bottle.	
213	Toilet paper	Per pkt.	
214	Tissue paper	Per PKT.	
215	Dettol (Big)	per bottle	
216	Dettol (Small)	per bottle	
217	Room Freshner (Big)	Per Piece.	
218	Floor Cleaner Liquid (Big)	per bottle	
219	Hand Wash Liquid	Per Bottle.	
220	Odonil	Per PKT.	
221	Towel (Big for office)	Per Piece.	
222	Towel (Big for vehicle)	Per Piece.	
223	Foot Mat (Spl. Quality)	Per Piece.	
224	Foot Mat (Spl. Quality) 2" x 2" size	Per Piece.	
225	Foot Mat (Spl. Quality) 1" x 1.5" size	Per Piece.	
226	Foot Mat (Spl. Quality) 3" x 2" size	Per Piece.	
227	Calculator 12 Digit	per No.	
228	Calculator 18 Digit	Per No.	
229	Knife (Medium best quality)	Per Piece.	
230	Marking Cloth	Per Metre	
231	Sealing Wax	Per PKT.	
232	Candle (Big)	Per PKT.	
233	Candle (Small)	Per PKT.	
234	Tread Ball	Per No.	
235	Needle (Big)	Per Dozone	
236	Cotton Ribbon	Per Metre	
237	Nylon Thread	Per Metre	
238	Scissors (best quality medium size)	Per Piece.	
239	Ink Pad (Big)	Per Piece.	
240	Ink Pad (Medium)	Per Piece.	
241	Lock & Key (Best quality) (Big) Jyoti	Per Piece.	
242	Lock & Key (Best quality) (Medium) Jyoti	Per Piece.	
243	Lock & Key (Best quality) (Small) Jyoti	Per Piece.	
244	Cell Tape (Big) with Cutter	Per Piece.	
245	Cell Tape (Big)	Per Piece.	
246	Cell Tape (Small with Curter)	Per Piece.	
247	Cell Tape (Small)	Per Piece.	
248	Match Box	Per Dozen	
249	Rubber Stamp (2 lines)	Per Piece.	

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250	Rubber Stamp (3 lines)	Per Piece.	
251	Rubber Stamp (4 lines)	Per Piece.	
252	Round Seal	Per Piece.	
253	Rubber Stamp 'DUPLICATE'	Per Piece.	
254	Rubber Stamp 'ORIGINAL'	Per Piece.	
255	Rubber Stamp 'ELECTION URGENT'	Per Piece.	
256	Rubber Band (Big)	Per Kg.	
257	Rubber Band (Small)	Per Kg.	
258	Drinking Glass Best quality	Per 100 Piece.	
259	Drinking Glass (Plan)	Per 100Piece.	
260	Disposal Glass	Per 100 Piece.	
261	Disposal Cup	Per 100 Piece.	
262	Disposal Plate	Per 100 Piece.	
263	Mineral Water (1 Ltrs.)	Per battle.	
264	Mineral Water (500 ml)	Per Cartoon.	
265	Mineral Water (200 ml.)	Per Cartoon.	
266	Mineral Water (20 Ltrs.)	Per Jar.	
267	Metal Rule 8" x 1"	Per Piece.	
268	Packing Paper	Per Piece.	
269	Cloth Ribbon	Per Piece.	
270	Self Inking Pad	Per Piece.	
271	Water Sponge	Per Piece.	
272	Sutli	Per Kg.	
273	Ink Cartridge 49 A	Per Piece.	
274	Executive File cover Best quality	Per Piece.	
275	Plastic Spoon	Per Piece.	
276	Plastic Quoted Gunny Bag	Per Piece.	
277	Empty Gunny Bag (Jute)	Per Piece.	
278	DFC paper	Per Piece.	
279	Wrapping paper	Per Piece.	
280	Blotting paper	Per Piece.	
281	Jute (Rope)	Per Piece.	
282	Plastic Rope	Per Piece.	
283	Tread Ball (Anarash)	Per Piece.	
284	Blade	Per pkt. Containing 10 Boxes	
285	Waste paper basket (Plastic	Per Piece.	
286	Flexible Wire	per miter	
287	Empty Metal Tin(Zarda)	Per Piece.	
288	Pin Cushion	Per Piece.	
289	Flower Broom	Per Piece.	
290	Coconut Jharu per 1 KG	Per Piece.	
291	Bamboo Jharu	Per Piece.	
292	Wall Jharu	Per Piece.	
293	Citronella (15 ml)	Per Piece.	
294	Citronella (50 ml)	Per Piece.	
295	washing shop	Per Piece.	
296	Soap (LUX)	Per Piece.	
297	Twined Thread Ball	Per Dozone	
298	Drawing Pin	Per pkt.	
299	Iron wire	Per Kg.	
300	Pusher	Per Dozone	

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Annexure-II (Computer items)

Sl. No.	Item	Quantity	Rate in Rs.
a)	Computers and Accessories		
1	Mouse	Per no.	
2	USB Cable	Per no.	
3	Printer with make & model	Per no.	
4	VGA Cable	Per meter	
5	Net protector (Anti virus)	Per no.	
6	Key board	Per no.	
7	SMPS (Power supply)	Per no.	
8	External Hard disk 2TB	Per no.	
9	External Hard disk 4TB	Per no.	
10	External Hard disk 8TB	Per no.	
12	Pen drive 8GB	Per no.	
13	Pen drive 16GB	Per no.	
14	Pen drive 32GB	Per no.	
15	Land cable	Per meter	
16	Laptop with make & model	per no.	
17	Printer Cartridge		
a)	Cartridge 78A	Per Piece.	
b)	Cartridge 15 A	Per Piece.	
c)	Cartridge 55 A	Per Piece.	
d)	Cartridge 45 A	Per Piece.	
e)	Cartridge PLH 278	Per Piece.	
f)	Cartridge 12 A	Per Piece.	
g)	Cartridge 303	Per Piece.	
h)	Cartridge 327	Per Piece.	
i)	Cartridge 926	Per Piece.	
j)	Cartridge 88A	Per Piece.	
k)	Cartridge for Xerox	Per no.	
18	GPS		
a	Fitting and fixing of GPS in vehicle	Per vehicle	

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Annexure-III (car repairing items)

Sl. No.	Items		
1	Engine oil	per unit	
2	Oil Filter	per unit	
3	Diesel Filter	per unit	
4	Air Filter	per unit	
5	Coolant	per unit	
6	Gear Oil	per unit	
7	Gear box parts	per unit	
8	Brake oil	per unit	
9	Head light bulb	per unit	
10	Back light bulb	per unit	
11	Arm Plate	per unit	
12	Steering Assembly	per unit	
13	Brake pad	per unit	
14	Tyre 14"	per unit	
15	Tyre 15"	per unit	
16	Tyre 16"	per unit	
17	Tyre 18"	per unit	
18	Seat (Bolero)	per unit	
19	Seat cover (Bolero)	per unit	
20	Steering Cross	per unit	
21	Steering Box bearing	per unit	
22	Steering Box oil seal	per unit	
23	Steering Pitman arm	per unit	
24	Tie rod end	per unit	
25	Front suspension busing kit	per unit	
26	Front suspension boll joint kit	per unit	
27	Universal joint cross	per unit	
28	Front brake pad	per unit	
29	Master cylinder Assembly	per unit	

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Sl. No.	items		
1	16mm Cable	per coil	
2	Flexible cable	per coil	
3	Holder	per no.	
4	Tube light (with Frame)	per no.	
5	Bed switch	per no.	
6	Switch board	per no.	
7	Shocked	per no.	
8	Switch	per no.	
9	BTC VIR	per no.	
10	Black tip	per no.	

Annexure-V (Refreshment items)

Sl. No.	items		
1	Red Tea	per cup	
2	Milk Tea	per cup	
3	Biscuit	per pkt	
4	Singra/kachuri/Veg. chop.	per no.	
5	Rasgulla/Lalmohan/Goja/Bundia ladu per piece	per no.	
6	Sandesh/Kalakand/Kaju barfi/Rosmolai per piece	per no.	
7	Roti 2 piece with sabji per plate	per plate	
8	Roti 2 piece with Chicken per plate	per plate	
9	Roti 3 pieces with sabji per plate	per plate	
10	Paratha with Sabji per plate	per plate	
11	Paratha with chicken per plate	per plate	
12	Veg. meal (Common)	per meal	
13	Veg. Meal with quality rice (Grade A) Dal(Mug+Musur+Rahar) Mixed Sabji, Dry Sabji, Papar, Lemon/Pickle per meal	per meal	
14	Poneer Meal with quality rice (Grade A) Dal(Mug+Musur+Rahar) Mixed Sabji, Dry Sabji, Papar, Lemon/Pickle per meal	per meal	
15	A) Egg, Meal	per meal	
	B) Fish Curry Meal	per meal	
	C) Chicken Meal	per meal	
	D) Mutton Meal	per meal	
16	Breakfast packet containing 4 nos. of slice bread with small pouch of Jam/Jelly/Butter, one boiled egg. One banana & one sweet + tea (Red + Milk)	per no.	
17	Veg. Biryani /Fried Rice per plate	per plate	
18	Biryani /Fried rice with motor poneer per plate	per plate	
19	Chicken Biryani / Fried rice per plate	per plate	
20	Packaged Drinking water		
21	A) 1 (One) litter per cartoon	per cartoon	
	B) 1/2 litter per cartoon	per cartoon	
	C) 20 litter per jar	per jar	

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Terms and condition

1. Bids without Court fee stamp will not be accepted
2. Bids must be accompanied by Earnest money Rs. 5000/- (Five Thousand) in the form of DD duly pledged in favour of SDO (C) Bijni.
3. Bids received without Earnest Money will be summarily rejected.
4. Every pages of the bid must be signed by the authorized bidder, failing which, it is liable to be rejected
5. Bids must be dropped in the tender Box in the office of the Sub-Division (Civil) Bijni.
6. Bidder should furnish the following documents duly self attested along with bid documents, failing which the bid will be liable for rejection.
(D) Pan Card
(E) GST Registration Certificate
(F) Trade License by Competent authority.
7. The undersigned reserves the right to reject any or all bids without assigning any reason thereof. The L1 rate may not be compulsorily accepted and decision of the undersigned in this matter will be final.
8. The rates should be genuine & reasonable.
9. The rates should be inclusive of all taxes.
10. The rates once quoted cannot be altered / withdrawn after submission of bid and will hold for the whole for the year 2023-24.
11. The successful bidder will have to execute the agreement with the undersigned before supply of the articles.
12. The supplier shall maintain the quality of the product. All goods should be free from any defects.


Sub-Divisional Officer (C),
Bijni

Memo No. BJRR-04/2023/
Copy to:-

Dated Bijni, the 13th April, 2023.

- ✓ 1. The DIPRO, Chirang to publish the tender minimum in 2(two) news paper one English daily & one vernacular daily.
2. The Treasury Officer, Bijni Sub-Treasury.
3. DIO, to publish the tender in district website.
4. The Asstt. Director of FCS & CA, Bijni for information. He will verify the samples at the time of selection of tender by the suppliers.
5. Notice Board.


Sub-Divisional Officer (C),
Bijni
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