



GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL::NALBARI POLYTECHNIC
CHANDKUCHI, BAHAJANI MOUZA, NALBARI :: ASSAM: PIN-781334
EMAIL-nalbaripolytechnic@gmail.com



NIQ No. NP(E)-1/Purchase/2017/09A/327.....Dated. Nalbari, the 11th June,2026

NOTICE INVITING QUOTATION

Sealed quotation affixing Court Fee Stamp of Rs 8.25 (Rupees Eight and paisa twenty five) only non – refundable for the FY: 2026-27 from the Registered Firm/ Dealer/ Stockiest / individual (preferably from Nalbari and nearby districts of Assam) for **the following items of office contingencies and utility items for conducting various activities related to office** of the Institute under SDF/2026. The quotation will be received up to 12:00 Noon on or before 18th June,2026 and will be opened on the same day at 12.30 pm.

The Terms & Conditions along with detail particulars are given below:

1. While quoting the rate for each item, the specification/ make/ Brand etc. should be indicated clearly.
2. The bidders are requested to quote their rate for each of the article excluding GST. GST is to be shown separately against each item.
3. The quotation must accompany a copy of up-to date GST Registration Certificate from a competent authority, a copy of PAN Card, Trade Licence and other relevant documents if any.
4. Sample of items should be submitted, where necessary.
5. Duplicate/ sub-standard items will not be allowed.
6. Order will be placed subject to Fund/ Budgetary provision only.
7. The various items will be purchased as per requirement and same shall be delivered immediately.
8. The undersigned is not bound to accept the lowest quoted rate & reserves the right to reject any or all quotations without assigning any reason thereof.

N.B. The list of items to be supplied can be downloaded from the website of the institute www.nalbaripolytechnic.in

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LIST OF ITEMS
Office Stationery items

Sl.No.	Items	Specification	Quantity required	Rate Per Unit	GST	Rs Incl all Taxes
1	Ballpen with Refil	Blue,One Sided with elastic grip 0.6 mm Tip	5 Dozen			
2	Ballpen with Refil	Black,One Sided with elastic grip 0.6 mm Tip	5 Dozen			
3	Ballpen with Refil	Red,One Sided with elastic grip 0.6 mm Tip	5 Dozen			
4	Ballpen with Refil	Green,One Sided with elastic grip 0.6 mm Tip	2 Dozen			
5	Refill Pen Both Side)	Blue and Red	2 Dozen			
6	Marker Pen for white board	Red, Blue, Black	12 pieces each			
7	Permanent Marker	Red, Blue, Black	12 pieces each			
8	OHP Marker	Red, Blue, Black 2mm or 4 mm Tip Size- 16.6x 14.9x 1.3 cm	12 pieces each			
9	Paper Busket	Size -A6	4 Pieces			
10	Cotton Tag	10 Inch Pack of 100	3 pack			
11	Correcting Pen	5 Ml Quick Dry	12 pieces			
12	Carban Paper	21x33 cm Size	1 Pack			
13	Photostate Paper A4	21x29.7 cm & 75 GSM Plain Coppier	50 packets			
14	Legal Size Paper	21.5x34.5 cm 75 GSM	10 Pkt.			
15	Cover File	Four fold, Legal FS size)	50 Nos.			
16	Office Cover file with board	Legal FS size	50 sets			
17	Plastic Folder	Legal Size	12 Pieces			
18	Liquid Glue	50 ml or 110 ml volume semi fluid transperant superglue Multi purpose use	24 Nos			
19	Stamp Pad Ink	50 Ml	5 Nos			
20	Register Book	10 Nos	25 Piece			
21	Register Book	12 Nos	25 Piece			
22	Paper Weight	90-120 GSM	24 Pieces			
23	Staple Machine	HD 10 D	12 Pieces			
24		HD 45	12 Pieces			
25		HP 45	4 Pieces			
26	Staple Pin	HD 10 D	24 Packets			
27		HD 45	24 Packets			

28		HP 45	12 Packets		
29	Stamp Pad	88 mm x 54 mm size & colour violet	10 Pieces		
30	Wooden Pencil	HB	1 Packet		
31	Duster	Wooden 40 mm x 150 mm Size	24 Pieces		
32	Magnetic Duster for white board	15.2 cm x 3.8 cm x 5.1 cm size	2 pieces		
33	Punching Machine	6 mm size capacity 10 page	2 Pieces		
34	Plastic Bottom File	A3 Size	12 Pieces		
35	Chalk Pencil (Kores)	1 box of 30 packets	24 box		
36	Envelop	Cloth Coated 4x1/2 " X 10x1/2"	100 Nos		
37	Envelop	Plastic Coated 4x1/2 " X 10x1/2"	100 Nos		
38	Envelop	9"X4" Size	100 Nos		
39	Envelop	11"X5"	100 Nos		
40	Envelop	12"x10" A4 Size 110 GSM Yellow colour & Laminated	100 Nos		
41	Envelop	16"X12" Yellow colour & laminated	100 Nos		
42	Fevi Quick	203 quality 20 Ml	12 Pieces		
43	Water Sponge	100 mm size and 56 gram	12 Pieces		
44	Cellotape (white)	2"/48 mm x 80 mm	12 Pieces		
45	Cellotape (brown)	2"/48 mm x 80 mm	12 Pieces		
46	Drawing Sheet colour	A3 300 GSM	10 Piece		
47	Cash Book	Red Binding Register Size 21 CM X 33 CM 70 GSM superfine quality	10 Pieces		
48	Sticky Pad		12 pkts.		
49	Pen Stand (4 pen) Good Quality	4 compartment plastic or wooden	5 Pieces		
50	Rubber Band	1.5 inch pack of 50 gm	1 packet		
51	Scissor	4 inch Stainless Steel	5 pieces		
52	Highlighter	Multicolour Scisel Tip	5 Nos		
53	Fevi Stick	15 mm quantity	50 Nos.		
54	Alpin	22 Mm Size	1 packet		


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Utility items

Sl.No.	Items	Specification	Quantity required	Rate Per Unit	GST	Rs Incl all Taxes
1	Harpic Liquid	500 ml Size	12 Bottles			
2	Odonil	10 gm Size	12 Packets			
3	Phenyle (Black)	500 ml Size	12 Bottles			
4	Phenyle (white) Cross	500 ml Size	12 Bottles			
5	Bleeching Podwer	500 gm Packet	12 Packets			
6	Citronola	25 ML Size	12 Bottles			
7	Hand Wash (dettol)	200 ML Size	12 Bottles			
8	Toilet Brush	Double Sided Standard Size	12 Pieces			
9	Basin cleaning Brush	Plastic & 25.9 x 7x6.7 cm	5 Pieces			
10	Ful Jharu	double	10 Pieces			
11	Ceiling Jharu	Double With Long Plaastic Handle and Light Wight and adustible	10 Pieces			
12	Bamboo Broom	With Long Bamboo Stick and Light & Compact	10 Pieces			
13	Broom for cleaning floor (Moper)	Brash & Microfibre material Height around 4 feet and adjustable and durable	10 Pieces			
14	Floor Wiper	Light Wieght & Durable Around 4 feet rod Height and adjustable	10 Pieces			
15	Door Mat	(1' x1.5') Plastic	5 Pieces			
16	Door Mat	(8' x 4') coir material 15 mm Thick	12 Piece			
17	Door Mat	Made of coconut rope Size 12"x18"	12 pieces			
18	Towel (small size)	10"x17" Size	12 Pieces			
19	Towel (medium size)	(4'x2') Around 250 GSM	12 Pieces			
20	Towel (big size)	(5'x21/2') Around 300 GSM	12 Pieces			
21	Table glass	(2' x 3' x 6mm)	5 Pieces			
22	Table glass	(2' x3' x 4mm)	5 Pieces			
23	Lock & Key	10 Lever Round Padlock Steel (7.5 cm) Made Double Locking Mechaniism,durable & corrosion resistant	12 Pieces			

24	Lock & Key	7 Lever Round Padlock Steel (6 cm) Made Double Locking Mechanism, durable & corrosion resistant	12 Pieces			
25	Lock & Key	3 Lever Round Padlock Steel, (4/5 cm) size Made Double Locking Mechanism, durable & corrosion resistant	12 Pieces			
26	Wall clock	(Analog, round shaped)	12 Pieces			
27	Computer Cleaning Brush	26 cmx 10 cm size	12 Pieces			
28	Bucket Plastic (Bulti)	20 L Size durable	5 Pieces			
29	Mug (plastic)	900 ml Size durable	5 Pieces			
30	Paper Dustbin (Small) Plastic	Around 5 - 10 L Size	5 Pieces			
31	Dustbin (Big red colour)	60 L Size	1 Piece			
32	Dustbin (Big blue colour)	60 L Size	1 Piece			
33	Dustbin (Big green colour)	60 L Size	1 Piece			
34	Printer Cartridge	Model No MF3010 Cartridge No-925	12 Piece			
35	Printer Cartridge	Model No M233sdw	12 Piece			
36	Ladder (Aluminium)	7 steps	1 No.			
37	Glass set	295 ML Size Borosil Pack of 6 or 10	3 sets			
38	Tea Set	210 ml Size fine Porcelain, Scratch Resistant and durable	3 sets			
39	Curtain (parda) for door	150 GSM, durable and Standard Size	20 pieces			
40	Curtain (parda) for Window	150 GSM, durable and Standard Size	30 Pieces			
41	Curtain (parda) fittings	Stainless Steel, Standard Size	20 pairs			
42	Curtain (parda) fitting pipe	Stainless Steel, Standard Size	10 pieces			
43	Filter (steel)	20 L Double Candle Stainless Steel	2 Nos			
44	Plastic Tray	10 Cup Carrying Capacity	5 pieces			
45	Sanitizer	500 ML Size with dispenser	20 Bottles			
46	Dettol (medium size)	200 ML	5 Bottles			
47	Dettol Soap	100 gm weight	10 Pieces			
48	Colin Cleaning Spray	250 ML	5 Nos			
49	First aid box with accessories	6-7 medical items	1 pieces			
50	Lizol	250 ML	12 Pieces			
51	Back Cushion for chair	Standard Size, Ergonomic and Memory Foam	5 Pieces			
52	Cutter/Knife	Retractable 18 mm wider razor stainless steel made	5 Pieces			
53	LED Light Bulb	9 Watt, 220-240 V and 50 Hz Avg Life 15000 Hrs 825 Lumen	12 Pieces			

54	Tube Light	Around 15- 20 watt 1500- 2000 Lummen Avg Life 15000 Hrs	12 Pieces			
55	Tube Light Holder	Standard Size	6 pieces			
56	LED Light Bulb Holder	Standard Size	6 pieces			
57	Dinner Set	29 Piece Set Borosil Lightweight durable	1 Set			
58	Spoon	VIP	1 Set			
59	Xapi	2' dia	2 Nos			
60	Phulam Gamosa	1.5 to 2 feet long 100 % Cotton	20 Nos			
61	Thick Dark Screen	15 m	1 No.			
62	Belsa	Plastic	12 Nos			
63	Distilled Water	5 Litre Bottle	5 Dozen			
64	Wire	1 & 1.5 mm Coil	1 Packet each			
65	Neptholine	Pack of 100 gm	2 Packets			
66	Electric Ketley	1500 Watt 1.8 L Stainless steel cool touch handle and single touch Lid Lock	3 Nos			
67	Naphtheline	Pack of 100 gm Coloured & (Red,Blue Green etc)	5 Pkts			
68	Urinary Screen Mat	Pack of 10 varities of flavour & Scented and 99.9 % germ resitant (Width 9 cm Height 14 cm Depth 5 cm Weight 120 g)	3 pckts			
69	Acid (Tiles/Floor Cleaner) with brush and gloves	500 ml volume non toxic and disinfectant, Concentrated liquid for Tough strains,Multi Surface Floor & Tiles Cleaner with brush and gloves	6 nos			
70	Gumla for Flower	Medium size ,ceramic,eco friendly,Size 6.1 Inch	6 nos			


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