



GOVT. OF ASSAM  
OFFICE OF THE PRINCIPAL :: NALBARI POLYTECHNIC :: CHANDKUCHI :: NALBARI-34  
E-MAIL : [nalbaripolytechnic@gmail.com](mailto:nalbaripolytechnic@gmail.com)

NOTICE INVITING QUOTATION

Sealed quotation affixing Court Fee of Rs 8.25 (Rupees Eight and paise twenty five only) are invited with the validity period of five months from the Registered Firm/Dealer/Stockiest/Individual for office stationary items in the Institute under the HEAD of ACCOUNT ( 2203-00-105-0161-668-04-99) for the financial year 2021-22 . The quotation will be received up to 12.00pm on or before 3<sup>rd</sup> November'2021 and will be opened on the same day at 12.15pm.

The terms & conditions along with detail particulars are given below.

1. The GST number must be mentioned clearly.
2. While quoting the rate for each item, the specification /make/Brand etc. should be specified item wise clearly.
3. The quotation must accompany a copy of up to date Sale tax clearance certificate/GST related document. The quotation may summarily be rejected without ST clearance certificate/GST related document.
4. Order will be placed subject to Fund/Budgetary provisions only.
5. The undersigned is not bound to accept the lowest quoted rate and reserve the right to reject any or all quotation without assigning any reason thereof.
6. The party should have well experienced in execution of similar kind of works .

List of items: Annexure -I


Sd/- Hitesh Tahbaldar,  
Principal,  
Nalbari Polytechnic,  
Chandkuchi, Nalbari-34

Meme No. NP(E)-1/2020/01/ 550 A-C

Dated Nalbari, the 19<sup>th</sup> October'2021

Copy to

1. Store keeper, Nalbari Polytechnic
2. Institute Website/ Notice Board.
3. Office File


  
Principal,  
Nalbari Polytechnic,  
Chandkuchi, Nalbari-34

PRINCIPAL  
NALBARI POLYTECHNIC  
NALBARI-34




## LIST OF ITEMS

## Office Stationery items

Sl.No.	Items	Unit	Quantity required
1	Alpin	1 packet	1 packet
2	Ballpen with Refil (Red)	1 Piece	96 Pieces
3	Ballpen with Refil (Blue)	1 Piece	24 Pieces
4	Ballpen with Refil (Black)	1 Piece	24 Pieces
5	Ballpen with Refil (Green)	1 Piece	24 Pieces
6	Refill Pen ( Both Side)	1 Piece	24 Pieces
7	Marker Pen for white board (Red, Blue, Black)	1 piece each	12 pieces each
8	OHP Marker (Red, Blue, Black)	1 piece each	12 pieces each
9	Paper Basket	1 Piece	4 Pieces
10	Cottoan Tag	1 pack	1 pack
11	Correcting Fluid	1 Piece	12 pieces
12	Carban Paper	1 Pack	1 Pack
13	Photostate Paper A4	1 packet	30 packets
14	Legal Paper	1 Pkt.	20 Pkt.
15	FC Paper	1 Ream	1 Ream
16	Cover File (Four fold, Legal FS size)	1 Piece	50 Nos.
17	Office Cover file with board (Legal FS size)	1 set	40 sets
18	Plastic Folder	1 Piece	12 Pieces
19	Gum Bottle	700 ML	700 ML
20	Guard File	1 Piece	1 Piece
21	Stamp Pad Ink	50 ML	50 ML
22	Register Book - 10 Nos	1 Piece	1 Piece
23	Register Book - 12 Nos	1 Piece	1 Piece
24	Paper Weight	1 Piece	1 Piece
25	Staple Machine - M	1 Piece	5 Pieces
26	Staple Pin M	1 Packes	12 Packets
27	Staple Machine - S	1 Piece	5 Pieces
28	Staple Pin S	1 Packets	12 Packets
29	Stamp Pad	1 Piece	10 Pieces
30	Wooden Pencil	1 Packet	1 Packet
31	Duster ( Best Quality )	1 Piece	24 Pieces
32	Magnetic Duster for white board	1 piece	2 pieces
33	Punching Machine	1 Piece	2 Pieces
34	Plastic Bottom File	1 Piece	12 Pieces
35	Chalk Pencil (Kores)	1 Packet	24 Packets
36	Envelop 4x1/2 " X 10x1/2"	1 Pkt.(100 Nos)	5 Pkts.
37	Envelop 5" X 11x1/2"	1 Pkt.	2 Pkts.
38	Envelop 10" X 13 "	1 Pkt.	3 Pkts.
39	Envelop 12" X 15 x1/2"	1 Pkt.	3 Pkts.
40	Fevi Quick	1 Piece	12 Pieces
41	Water Sponge	1 Piece	12 Pieces
42	Cellotape (white)	1 Piece	12 Pieces
43	Cellotape (brown)	1 Piece	12 Pieces
44	Drawing Sheet white (21x1/2" x 27")	1 Piece	300 Pieces
45	Drawing Sheet colour	1 Piece	1 Piece
46	Double entry cash book	1 Piece	2 Pieces
47	Sticky Pad	1 pkt.	12 pkts.
			
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			Nalbari



Utility items (Amex me - I)			
1	Harpic (500 ml)	1 Bottle	12 Bottles
2	Odonil	1 Packet	12 Packets
3	Phenyle (Black) 500 ml	1 Bottle	12 Bottles
4	Phenyle (white) 500 ml	1 Bottle	12 Bottles
5	Bleaching Power (500ml)	1 Packet	12 Packets
6	Neptholine	1 Packet	12 Packets
7	Citronola	1 Bottle	12 Bottles
8	Hand Wash (dettol)	1 Bottle	12 Bottles
9	Toilet Brush	1 Piece	12 Pieces
10	Basin cleaning Brush	1 Piece	5 Pieces
11	Ful Jharu (double)	1 Piece	20 Pieces
12	Ceiling Jharu (double)	1 Piece	20 Pieces
13	Bamboo Broom	1 Piece	12 Pieces
14	Broom for cleaning floor	1 Piece	05 Pieces
15	Door Mat (1' x1.5') Plastic	1 Piece	10 Pieces
16	Door Mat (8' x 4') Plastic	1 Piece	1 Piece
17	Door Mat (Made of coconut rope)	1 piece	10 pieces
18	Towel (small size)	1 Piece	24 Pieces
19	Towel (medium size)	1 Piece	24 Pieces
20	Towel (big size)	1 Piece	12 Pieces
21	Table glass (2' x 3' x 6mm)	1 Piece	5 Pieces
22	Table glass (2' x3' x 4mm)	1 Piece	5 Pieces
23	Lock & Key (big size) Godrej Make	1 Piece	12 Pieces
24	Lock & Key (medium size) Godrej Make	1 Piece	12 Pieces
25	Wall clock (Analog, round shaped)	1 Piece	5 Pieces
26	Computer Cleaning Brush	1 Piece	12 Pieces
27	Bucket Plastic (Bulti) Good Quality	1 Piece	5 Pieces
28	Mug (plastic)	1 Piece	5 Pieces
29	Basket (Small) Plastic	1 Piece	5 Pieces
30	Dustbin (Big red colour)	1 Piece	1 Piece
31	Dustbin (Big blue colour)	1 Piece	1 Piece
32	Dustbin (Big green colour)	1 Piece	1 Piece
33	Laser Tonner Cartridge (PL) C-912/925 U	1 Piece	10 Nos.
34	Ladder (Aluminium, 7 steps)	1 No.	1 No.
35	200 w, cord length-4m, Run time-30 min	1 No.	1 No.
36	Glass set	1 set	3 sets
37	Tea Set	1 set	3 sets
38	Certain (parda) standard size for door & Window	1 Piece	20 pieces
39	Certain (parda) fittings	1 Pair	20 pairs
40	Certain (parda) fitting pipe	1 piece	10 pieces
41	Filter (steel)	1 Piece	5 pieces
42	Filter (Milton)	1 Piece	5 pieces
43	Electric Ketli	1 Piece	3 pieces
44	Plastic Tray	1 Piece	5 pieces
45	Sanitizer ( 200ml)	1 Bottle	20 Bottles
46	Dettol (medium size)	1 Bottle	5 Bottles
47	First aid box with accessories	1 Piece	5 pieces
48			
49			
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