

GOVT. OF ASSAM  
OFFICE OF THE PRINCIPAL::NALBARI POLYTECHNIC  
CHANDKUCHI, BAHAJANI MOUZA, NALBARI :: ASSAM: PIN-781334  
EMAIL-nalbaripolytechnic@gmail.com, Mb.No.9957394839

NIQ No. NP(E)-1/Purchase/2017/09/334.....Dated. Nalbari, the 12<sup>th</sup> April, 2023

NOTICE INVITING TENDER

Sealed quotation affixing Court Fee Stamp of Rs 8.25 (Rupees Eight and paisa twenty five) only non – refundable are invited for the FY: 2023-24 from the Registered Firm/Dealer/ Stockiest / individual (preferably from Nalbari and nearby districts of Assam) for **the following items of office contingencies and miscellaneous items for conducting various activities related to Office** of the Institute under SDF/2023. The quotation will be received up to 01:00 pm on or before 4<sup>th</sup> May, 2023 and will be opened on the same day at 01.30 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 the  
a. competent authority, a copy of PAN Card 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.

Office Contingency						
Sl.No.	Item	Specification	Quantity	Rate Per Unit	GST	Rs. Inclusive of all taxes
1	Ballpen with Refil	Red	4 Dzn			
2	Ballpen with Refil	Blue	4 Dzn			
3	Ballpen with Refil	Black	4 Dzn			
4	Ballpen with Refil	Green	4 Dzn			
5	Pen - Both Side	Red & Blue	4 Dzn			
6	Marker Pen for white board	Red/Blue/ Black	1 Dzn each			
7	OHP Marker	Red/Blue/ Black	1 Dzn each			
8	Pen Stand- good quality	2 pen	15 Nos.			
9	Pen Stand- good quality	4 pen	5 Nos.			
10	Paper Cutter		5 pieces			
11	Paper Busket	Plastic	5 Pieces			
12	Cotton Tag	Best Quality	1 packet			
13	Nyon Tag	Best Quality	1 packet			
14	Correcting Fluid		1 Dzn			
15	Carban Paper		1 Pkt			
16	Photostate Paper - JK	A4	50 Pkts			
17	Legal Paper - JK		20 Pkts			
18	FC Paper		1 Ream			
19	Cover File- Four fold	Legal FS size	4 Dzn			
20	Cover file with board	Legal FS size	4 Dzn			



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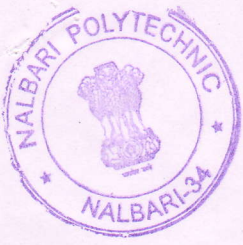
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21	Plastic Folder		1 Dzn			
22	Gum Bottle	750 ml	2 Nos.			
23	Glue Stick (Kores)	15/25 Gm	5 Nos.			
24	Glue Stick (Fevistick)	25 Gm	10 Nos.			
25	Stamp Pad		1 Dzn			
26	Stamp Pad Ink	50 MI	5 Bottles			
27	Register Book	10 Nos	3 Dzn			
28	Register Book	12 Nos	2 Dzn			
29	Paper Weight	Medium size	1 Dzn			
30	Staple Machine	No.10 - Kangaro	5 Pieces			
31	Staple Pin	No.10 - Kangaro	1 Dzn			
32	Staple Machine	No.26 - Kangaro	5 Pieces			
33	Staple Pin	No.26 - Kangaro	1 Dzn			
34	Wooden Pencil		1 Packet			
35	Duster (Best Quality )		2 Dzn			
36	Magnetic Duster for white board		2 pieces			
37	Punching Machine		2 Pieces			
38	Chalk Pencil (Kores)	30 packets	10 Boxes			
39	Envelop-Cloth coated	4-1/2" x 10"	100 Nos.			
40	Envelop-plastic coated	4-1/2" x 10"	100 Nos.			
41	Envelop	9" X 4 "	100 Nos			
42	Envelop	11" X 5"	100 Nos			
43	Envelop	14" X 15"	100 Nos			
44	Envelop	16" X 12"	100 Nos			
45	Water Sponge		1 Dzn			
46	Cellotape (white)	white	2 Dzn			
47	Cellotape (brown)	brown	2 Dzn			
48	Drawing Sheet white	21-1/2" x 27"	300 Pieces			
49	Drawing Sheet colour		50 Pieces			
50	Sticky Pad		12 pkts.			
51	Erazer		1 Pkt.			
52	Sutli		1 Roll			
53	Sutli	Ball type	1 packet			

*Bhupendra*

Principal

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Miscellaneous Items						
Sl.No.	Item	Specification	Quantity	Rate Per Unit	GST	Rs. Inclusive of all taxes
1	Harpic liquid	500 ml	20-Bottles			
2	Odonil Room refresher		1 Dzn			
3	Phenyle (Black) Cross or equivalent	500 ml	2 Dzn			
4	Phenyle (white) Cross or equivalent	500 ml	2 Dzn			
5	Bleaching Power		1 Dzn			
6	Nepthalene	½ Kg	5 Pkts.			
7	Citronela oil	100 ml	1 Dzn			
8	Dettol Hand Wash	200 ml	1 Dzn			
9	Toilet Brush		1 Dzn			
10	Basin cleaning Brush		5 pieces			
11	Ful Jharu	double	20 Nos.			
12	Ceiling Jharu	double	20 Nos.			
13	Bamboo Broom		12 Nos.			
14	Floor Mop - dry	Best quality	10 Pieces			
15	Floor wipper - medium	Best quality	10 Pieces			
16	Floor wipper - small	Best quality				
17	Door Mat - Plastic	1' x 1.5'	10 Nos.			
18	Waterproof grass mat	4.5' x 3'	2 Pieces			
19	Door Mat - Coir	1' x 1.5'	10 Nos.			
20	Towel – good quality	Small size	24 Nos.			
21	Towel – good quality	4' x 2'	24 Nos.			
22	Towel – good quality	5' x 2 ½'	12 Nos.			
23	Table glass	2' x 3' x 6 mm	5 Pieces			
24	Table glass	2' x 3' x 4 mm	5 Pieces			
25	Lock & Key - Godrej	4 Lever	12 Pieces			
26	Lock & Key - Godrej	6 Lever	12 Pieces			
27	Lock & Key - Godrej	8 Lever	12 Pieces			
28	Computer Cleaning Brush		12 Pieces			
29	Plastic Bucket – 20 ltrs	Good Quality	5 Pieces			
30	Mug (plastic) - big size	Good Quality	5 Pieces			
31	Waste paper Basket	Plastic	5 Pieces			
32	Dustbin – Big size	Red colour	2 Pieces			
33	Dustbin - Big size	Blue colour	2 Pieces			
34	Dustbin - Big size	Green colour	2 Pieces			
35	Printer Cartridge - model Canon MF3010	No-925	10 Nos.			
36	Aluminium A type telescopic ladder	12 steps 12.5 ft.	1 No.			
37	Vacuum cleaner - motor power-1000 w, suction power-200 w	cord length-4m, Run time-30 min	1 No.			
38	Glass set	Good Quality	3 sets			
39	Tea Set	Good Quality	3 sets			
40	Spoon	VIP	1 set			



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41	Certain (parda) for door & Window	Standard size	50 pieces			
42	Certain (parda) fittings		50 pairs			
43	Certain (parda) fitting pipe	Aluminium	25 pieces			
44	Flask, Steel Body	Milton - 1.5 ltr	2 pieces			
45	Dinner Set - 19 pieces	Borosil/ cello	1 set			
46	Plastic Tray- Big	Keeping paper	5 pieces			
47	Plastic Tray- Big	Good quality	5 pieces			
48	Hand Sanitizer	200ml	5 Bottles			
49	Hand gloves	Toilet cleaning	4 pairs			
50	Dettol (medium size)	medium size	5 Bottles			
51	Colin cleaning spray	250 ml	5 Nos.			
52	Dettle Soap		10 pieces			
53	Lizol	250 ml	5 pieces			
54	First aid box with accessories	6-7 medical items	10 pieces			
55	Water Dispenser Jar	Good Quality	1 No.			
56	Water Jug- Plastic	Good Quality	5 Nos.			
57	Scissor-Good Quality	6"	3 Nos.			
58	Scissor-Good Quality	12"	2 Nos.			
59	Knife- chef	Heavy duty	5 pieces			
60	Peeler knife	Steel	5 pieces			
61	Container- plastic	3 Nos.-medium	1 set			
62	Khanta - Big	Iron	1 No.			
63	Kanta	Steel	3 Nos.			
64	Gamla (Saria)	Steel- Medium	3 Nos.			
65	Jug	Steel	4 Nos.			
66	Tow	Pitol - 40 kg	1 No.			
67	Hata	Steel - medium	5 Nos.			
68	Hata	Steel - big	1 No.			
69	Thick Dark Screen		15 metre			
70	Vase with artificial flower		3 Nos.			
71	Kodal		2 Nos.			
72	Daa	Iron	2 Nos.			
73	Xapi					
74	Phulam Gamosa		50 Nos.			

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