



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER : CHARAIDEO,
SONARI

Phone: 03772-256567 (O)

E-mail: dc-charaideo@nic.in

No. CNZ. 7/2022-23/

dated 25/06/2024



NOTICE INVITING QUOTATION

Sealed quotation affixing non-refundable court fee stamp of Rs. 8.25/- (Rupees Eight and Twenty Five Paisa) only are invited from the intending firms/supplier/contractor/ persons etc. for supply of the various items at the office of the District Commissioner, Charaideo for the financial year 2024-25 as mentioned in the list as **Annexure I** with the following terms and conditions.

The sealed quotations can be dropped in the tender box placed at the O/o the District Commissioner, Charaideo up to 12:00 PM on 15/07/2024 and will be opened in the same day at 3.00 P.M. in the Conference Hall O/o the District Commissioner, Charaideo, in presence of the quotationers or their authorise representatives.

Terms & Conditions

1. The rates quoted should be inclusive of all admissible taxes i.e. SGST/CGSt, I tax etc.
2. The Quotation should invariably enclose copy of Firm/Individual Registration Certificate, GST Registration Certificate, GST Clearance Certificate with Up to date validity, Copies of PAN Card, Income tax return for last three years.
3. Quotationer should submitted documents of experience for supply of similar items is preferable
4. The rate once approved will be valid up to 1 (One) year from the date of approval and will not changes under any circumstance.
5. If any rate against any items quoted by quotationer is found to be below the normal market price, the undersigned also reserved the right to the cancel his quoted rate against that item without any notice served upon him though his rate seems to be lowest.
6. The undersigned also reserved the right to the cancel any rate quoted against any items if the rate quoted against that items is found to be in much higher side the normal available market rate.
7. The supply of materials will have to complete in such a manner an time as stipulated in the work order without fail. Under no Circumstance, the extension of time for completion of supply work will be allowed.
8. The work order supply of materials will be placed as per requirement and payment will be made subject to availability of fund in the respect of head of account after observing all necessary formalities there of no claim as regards to payment, advance payment etc. will be entrained.
9. Articles to be supplied of **BEST QUALITY**. Otherwise the same will be rejected and the suppliers will have to replace at their own cost within 3 (three) days.
10. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.


District Commissioner
Charaideo. 
dated 25/06 /2024

Memo No. CNZ. 7/2022-23/

Copy To:-

1. The DIO, NIC, Charaideo.
2. The DIPRO, Charaideo.
3. Notice Board DC's office, Charaideo.


District Commissioner
Charaideo. 

List of Items of the Quotation for Fixation of Rate (Annexure-I)

File No- CNZ. 7/2022-23/ dated / /2024

Sl. No	Name of Items	Unit	Quotated Rate
Stationery Items			
1	Stamp pad(Big)	Each	
2	Stamp pad(Medium)	Each	
3	Stamp pad(Small)	Each	
4	Stamp Pad Ink	Each	
5	Note Sheet(Conquest Paper) (Per Pkt 500 PC)	Each	
6	Carbon Paper	Each	
7	Copier Paper A4 size, 75 GSM JK	Each	
8	Copier Paper A4 size, 70 GSM	Each	
9	Copier Paper Legal Size 75 GSM JK	Each	
10	Copier Paper Legal Size 70 GSM	Each	
11	Foolscape paper Per Ream	Each	
12	File Cover & File Board, printed	Each	
13	Alpine	Each	
14	James Clips (Plastic)	Each	
15	Plastic Folder (General)	Each	
16	Plastic Folder with Clip	Each	
17	Binding Register rolling	Per No.	
18	Envelope 9 X 4 Inch	per 100 Nos	
19	Envelope 6X 4 Inch	per 100 Nos	
20	Envelope 10 X 4 Inch	per 100 Nos	
21	Envelope A 4	per 100 Nos	
22	Envelope Legal Size	per 100 Nos	
23	Pen Sketch	Each	
24	Pen Gell	Each	
25	Marker Pen	Each	
26	Correcting Pen	Each	
27	Pen Pilot	Each	
28	Pen Dot (Red/blue)	Each	
29	DAK Pad	Each	
30	Stapler Machine (Big)	Each	
31	Stapler Machine (Medium)	Each	
32	Stapler Machine (Small)	Each	
33	Stapler Pin (Big)	Each	
34	Stapler Pin (Medium)	Each	
35	Stapler Pin (Small)	Each	
36	Gum Stick	Each	
37	Gum Liquid 250 ml Bottle	Each	
38	Gum Liquid 500 ml Bottle	Each	
39	Steno Note Book (Oxford) Small Size	Per Dozen	
40	Steno Note Book (Oxford) Medium Size	Per Dozen	
41	Steno Note Book (Oxford) Big Size	Per Dozen	
42	Colouring Stick File	Each	