



GOVERNMENT OF ASSAM

OFFICE OF THE DEPUTY COMMISSIONER :::: UDALGURI
(Nazarat Branch)

Details of terms and condition and items.

THE INTERESTED Firms/Parties may submit their quotation up to 09-06-2017 to this office in all working days or through registered post with all supporting documents. Only the firm having valid registration TIN/PAN/VAT/ST etc. will be considered for the bid. (Black listed/pending Court cases firms need not to apply)

Items :

Sl. No.	Name of item	Sl. No	Name of item
1	A4 Paper	50	Ceiling fan
2	Legal Paper (FS)	51	Almirah
3	File Cover with Board (Good Quality)	52	Soap
4	Tag	53	Surf
5	Fountain Pen (good Quality)	54	Liquid gel for utensil cleaning
6	Ball Pen (Blue)	55	Inverter
7	Cover folder	56	Room Fresher
8	Alpin	57	Floor cleaner
9	Register	58	Soap case
10	Office table	59	Dustbin
11	Office chair (wooden)	60	Ceiling jharu
12	Phenyle	61	Stamp pad
13	Phul Jharu	62	Staple machine
14	Bamboo Jharu	63	Staple pin
15	Wiper	64	Desktop computer Set
16	Mop	65	Laser printer
17	Flower Pot	66	UPS
18	Bucket	67	Paper weight
19	Mug	68	Self stick note pad
20	Sutli	69	Note pad
21	Water Glass best quality	70	Wooden pencil
22	Water Glass General quality	71	Eraser
23	DAK file	72	Rubber
24	Cup & Saucer set	73	Rubber band
25	Tray	74	Envelope Legal size
26	Wooden Tray	75	Pen drive
27	Curtain	76	Envelope A4 size
28	White board	77	Envelope 10'X4"
29	Marker	78	Envelope 8'X4"
30	Highlighter	79	Envelope 6'X4'
31	Colin	80	Water tank 2000 ltrs
32	Ruler	81	Water purifier
33	LED Bulb	82	Door mat

34	Tube light	83	Carpet
35	Towel	84	Centre table
36	Hand Towel	85	Sofa set
37	Glue	86	Shelf
38	Sticky Notes	87	Calling Bell
39	Diary	88	Wooden partition
40	Electric Kettle	89	Spade
41	Pen stand	90	Bholuka Bamboo
42	Writing stand	91	Drawing paper
43	Foot rest	92	Full capes paper
44	Torch	93	Note sheet paper
45	Mega phone	94	Flask
46	Flash light	95	Carbon
47	Battery	96	Table cloth
48	Desktop computer	97	UPS
49	Memory card	98	Tyre for LMVs.


Note : The sealed quotation should be accompanied with.

Documents to be attached with the quotation :

1. Address proof of the firm (in the form of telephone bill/electricity bill).
2. Copy of Trade License documents from the appropriate authority with up-to-date renewal.
3. Copy of PAN card.
4. Up-to-date Tax clearance certificate.
5. Copy of Registration Certificate of the firm.
6. VAT clearance certificate.

Terms & Conditions:

1. The decision of the tender / purchase committee will be final.
2. The undersigned is not bound to accept the lowest rate.


 Deputy Commissioner,
 Udalguri.