




GOVERNMENT OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER :: DARRANG :: MANGALDAI  
(PLANNING BRANCH)

**SHORT NOTICE INVITING TENDER**

Sealed quotations affixing court fee stamp of Rs.8.25 (Rupees Eight and Twenty-Five paise) only are hereby invited from Registered/reputed intending Firms/ Vendors for supply of the various materials ( including Polling Materials) in connection with conduct of upcoming Panchayat Election, 2024-25, under following terms and conditions. The quotations are invited from 26 /12/2024 upto 2.30 PM of 07/01/2025 and will be opened on the same date at 3-00 PM in the office of the District Commissioner, Darrang in presence of the quotationer or their representatives. Quotations will have to be deposited at the tender box kept at Planning Branch, DC's Office, Darrang, during office hours on working days.

Sl.	Description of Work/ Item(s)	Units	Unit Rate Including GST
1	A4 Size Clip File Corporate	Each	
2	Add Gel Pen ( Achiever)	Each	
3	Alpin Best Quality	Per Pkt.	
4	Art Paper 150 GSM best quality	Per Pcs.	
5	Attendance Register 28 Pages best quality	Each	
6	Attendance Register 60 Pages best quality	Each	
7	Auto Clip File (Box Type) best quality	Each	
8	Auto Clip File ( Punch less) best quality	Each	
9	Azure Laid Paper ( Note Sheet) 80 GSM JK	Per Ream	
10	Ball Pen Blue/ Red	Each	
11	Bamboo Broom best quality	Each	
12	Bamboo Broom with long handle best quality	Each	
13	Bamboo Tukri	Each	
14	Bath soap (75 gm)	Each	
15	Binding Resigter No. 4/6/8/10/12 best quality	Per Number	
16	Blade	Per Pkt.	
17	Bleaching Powder	Per Kg.	
18	Blotting Paper	Per Ream	
19	Broom best quality	Each	
20	Calculator above 10 digit best quality	Each	
21	Candle medium size	Each	
22	Carbon Paper double size ( Blue) sapphire	Per Pkt.	
23	Carbon Paper double size ( Red) shephier	Per Pkt.	
24	Carbon Paper Small	Each	
25	Cello Tap Coloured (1.25 cm x36 yards) best quality	Each	
26	Cello Tap Coloured (1.25 cm x65yards) best quality	Each	
27	Chair Cushion 14 " x16" Kurlon	Each	
28	Chair Cushion 18 " x 20" Kurlon	Each	
29	Chalk Pencil	Per Pkt.	
30	Citronella	Per 100 ml.	
31	Clip Board	Each	
32	Cloth for removing Ink	Per 100	
33	Colin 500 ml	Each	
34	Comb -Medium Size, Good Quality	Each	

  
District Commissioner  
as District  
District Election Officer.  
Mangaldai

35	Copier paper A4 75 GSM ( JK/K One)	Per Ream	
36	Copier paper Legal Size 75 GSM( JK/K One)	Per Ream	
37	Copier paper Legal A3 90 GSM	Per Ream	
38	Correction ( Whitner) Pen Luxour	Each	
39	Cotton Tape/ Ribbon	Per ball	
40	Cotton Thread ball	Per ball	
41	Cover File	Each	
42	Tea Cup Branded	Each	
43	Cup or Plastic Container or Empty Clgg. Tin	Each	
44	Cup Plate Bonechina (set of 6)	Per Set	
45	Cutter/ Plier	Each	
46	Dak pad Best Quality	Each	
47	Dettol hand wash (250 ml)	Each	
48	Dettol Liquid 100 ml	Each	
49	Distinguishing Mark seal	Each	
50	Door Curtain Best Quality	Per Mtr.	
51	Door Mat (15" x23") Best Quality	Per pcs.	
52	Drawing Pen Best Quality	Per Pkt.	
53	Drinking Glass ( Treo 300 ml, set of 6 )	Per Set	
54	Duplicate Book ( Size 1/8, 100 Pages)	Per No.	
55	Emergency Light (3W, 2-3hrs Back up)	Each	
56	Envelope A4 Size ( Yellow)	Per 100	
57	Envelope medium Size ( Yellow)	Per 100	
58	Envelope Size 10"x 5"	Per 100	
59	Envelope Size 14"x 12"	Per 100	
60	Envelope Size 9"x 4"	Per 100	
61	Eraser	Each	
62	Extention Board (3m)	Each	
63	FC Paper	Per Ream	
64	Feviquick - 1 gram	Each	
65	File Board & Cover Best Quality ( Non Printed)	Per pair	
66	File Board & Cover Best Quality (Printed)	Per pair	
67	Thermo Flask 1 Lt.	Each	
68	Clip File ( FS) Best Quality	Each	
69	Glue Stick Best Quality	Each	
70	Good Night Machine with Refill	Each	
71	Gum Liquid 100 ML. Best Quality	Each	
72	Gum Liquid 200 ML. Best Quality	Each	
73	Gum Liquid 750 ML. Best Quality	Each	
74	Gum Tube Best Quality	Each	
75	Gunny Bag	Each	
76	Harpic Liquid 500 ML.	Each	
77	High Lighter	Each	
78	Hit Flying Insect Killer- Mosquito & Fly Killer Spray( 400 ml)	Each	
79	Jems Clip	Per Pkt.	
80	Jug (Plastic 2 L) Milton	Each	
81	Stainless Steel knife	Each	
82	Lock & Key 120 mm.	Each	
83	Lock & Key 90 mm.	Each	
84	Magnifying Glass - Good Quality	Each	

85	Marker Pen ( Bold) Luxor	Each	
86	Marker Pen ( Thin) Luxor	Each	
87	Markin Cloth	Per Mtr.	
88	Markin Cloth Bag	Each	
89	Match Box	Each	
90	Metal Roll	Per Pes.	
91	Mosquito Coil	Per Pkt.	
92	Monogram Seal	Each	
93	Mug (Plastic 1 L) Best quality	Each	
94	Napthalene balls	Per 100 g	
95	Note Pad ( A5, 20 pages)	Each	
96	O'donil	Each	
97	Office Round Seal	Each	
98	Packing paper	Per Ream	
99	Paper Weight	Each	
100	Pencil Wooden Best Quality	Each	
101	Peon book rolling with binding best Quality	Each	
102	Phenyl (Red) 450 ml Best Quality	Each	
103	Phenyl (White) 1L Best Quality	Each	
104	Pillow Cover	Each	
105	Plastic Bag	Each	
106	Plastic Chair Best Quality	Each	
107	Plastic Clip File	Each	
108	Plastic Dinning table	Each	
109	Plastic Folder A4 size	Each	
110	Plastic Folder FS size	Each	
111	Plastic Gumla	Each	
112	Plastic Rope (Ball) Best Quality	Each	
113	Plastic seal Best quality	Each	
114	Plastic Wrapping Sheet	Per mtr.	
115	Polythene carry Bag (White) 3ftx2ft	Per kg	
116	Polythene carry Bag (White) 14x20 inch	Per kg	
117	Punching Machine (Single hole) Best	Each	
118	Punching Machine (Double hole) Best Quality	Each	
119	Room Freshner	Each	
120	Rubber Band Nylon 1 inch	Per kg	
121	Rubber Band Nylon 2 inch	Per kg	
122	Rubber Seal above five inch	Each	
123	Rubber Seal four line	Each	
124	Rubber Seal Round	Each	
125	Rubber Seal Three line	Each	
126	Rubber Seal Two line	Each	
127	Sani fresh 500 ml	Each	
128	Scissors (Corporate)	Each	
129	Sealing Wax	Per Pkt	
130	Sharpener Best Quality	Each	
131	Sketch Pen luxor	Each	
132	Spoon(tea ,steel ) Best Quality	Per dozen	
133	Spoon(table steel) Best Quality	Per dozen	
134	Stamp Pad Big Faber Castell	Each	
135	Stamp Pad ink Blue	Each	


  
District Commissioner  
or  
District Election Officer.  
Narang : Mangaldai

136	Stamp Pad ink Purple	Each	
137	Stamp Pad ink Red	Each	
138	Stamp Pad red	Each	
139	Stamp Pad small Faber castell	Each	
140	Stand Candle	Each	
141	Stappler Machine Big No. 24/6	Each	
142	Stappler Machine Small No. 10	Each	
143	Stappler Pin No. 10	Per Pkt	
144	Stappler Pin No. 24/6	Per Pkt	
145	Steel Almirah	Each	
146	Sticky Note Best Quality	Per Pkt	
147	Sutli Loose	Per kg	
148	Table Cloth	Per mtr.	
149	Tag Best Quality	Per bundle	
150	Tea Tray	Each	
151	Toilet Brush	Each	
152	Tooth Brush	Each	
153	Toothpaste 50gm	Each	
154	Torch light	Each	
155	Towel (Big) Bombay Dying	Each	
156	Towel (Small) Bombay Dying	Each	
157	Trunk (Tata) 36"x18"x12"	Each	
158	Trunk (Tata) 36"x18"x12" Over Size	Each	
159	Trunk (Tata) 40"x22"x36"	Each	
160	Tuber Bulb Best Quality	Each	
161	Tuber Set Best Quality	Each	
162	Umbrella Good quality	Each	
163	Waste Paper Basket	Each	
164	Water Sponge	Each	
165	White Bed sheet Double	Each	
166	Wire (Guna) Best Quality	Per coil	
167	Rubber Stamp with Arrow Cross Mark of Size 1cmx1cm	Each	
168	Distinguishing Mark Rubber Stamp of size round 1" dia	Each	
169	Mock Poll Slip stamp of size 4cmx1cm	Each	
170	Digital wall Clock(Branded ,12inch)	Each	
171	ID Card	Each	
172	Id card holder(tranparent plastic) of B3	Each	
173	Id card holder(tranparent plastic) of A2	Each	
174	Lanyard for IDcard- 12mm	Each	
175	Lanyard for IDcard-16mm	Each	
176	Disposable paper tea cup	Per 100 Nos	
177	Disposable paper glass	Per 100 Nos	
178	Disposable Paper Plate(10to12 inches dia)	Per 20 Nos.	
179	Disposable Paper Plate(4 to 6 inches dia)	Per 50 Nos	
180	Disposable Plastic Bowls Medium	Per 100 Nos	
181	Tissue Paper Good Quality	Per Pack	
182	Black Board, 3"x4"	Per pcs.	
183	Pusher (Bamboo)	Per pcs.	
184	Card Board	Per pcs.	
185	Flexible Wire	Per mtr.	
186	Bulb CFL, 9 W/12W/15W	Each	

187	Rubber Stamp bearing distinguishing mark of Polling Station	Each	
188	Metal Seal for Presiding Officer	Each	
189	White writing Board, 2"x3", 3"x 4", 4"x6"	Per pcs.	
190	Tonner cartridge 88A	Each	
191	Tonner cartridge 36A	Each	
192	Tonner cartridge 12A	Each	
193	Tonner cartridge 137A	Each	
194	Xerox Tonne cartridge NPG 59	Each	
195	LAN Cable CAT-6	Per MTR.	
196	Switch 8 port	Each	
197	Switch 16 port	Each	
198	RJ 45 D-link	Each	
199	USB Connector 4/8 port	Each	


**TERMS AND CONDITIONS :**

- 1) The tenders will have to be accompanied by up to date GST and Income Tax from the competent Authority.
- 2) Non-refundable of bid processing fee of Rs. 1000/- (Rupees One thousand) only and EMD/Bid Security of Rs. 10,000/- (Rupees Ten Thousand) only are to be deposited through Bank Draft pledged in favour of District Commissioner, Darrang.
- 3) The rate should be quoted inclusive of all taxes.
- 4) The quotationer must attach the photo copy of Firm's GST-Registration Certificate, PAN Card, Trade License from MB, IT returned of last 3 (three) years and Bank Account Number with the Quotation.
- 5) L1 rate for each item will be decided through the tender. All work orders will be issued in L1 rate only. For supply of each listed item, preference will be given to the bidder who has quoted L1 rate for that particular item.
- 6) Documents to be furnished along with rate. i) GST return for the last 3 (three) Financial Year. ii) IT return for the last 3 (three) Financial Year. iii) PAN Card. iv) Similar earlier experience, if any.
- 7) The approved firms/ Vendors must supply the Items at the Planning Branch for Panchayat Election immediately, as and when required, at their own cost.
- 8) Rates once accepted will not be changed and will remain for hiring valid for a period of one year.
- 9) Payment will be made as and when fund is received from the Govt.
- 10) District Election Officer has the right to accept or reject any or all tenders without assigning any reason thereof and has the right to fix the price of any materials as per prevailing market rate.

  
 District Commissioner  
 as  
 District Election Officer,  
 Darrang, Mangaldai  
 Dated Mangaldai, the 26th Dec, 2024

Memo No.:DPL/PE/2024/Tender/26/14.15 -A  
 Copy to:

1. The Secretary, Assam State Election Commission, Ghy for kind information.
2. The DIPRO, Darrang, Mangaldai for wide publication of this tender.
3. The FAO, DC's Office, Darrang will provide necessary assistance during opening of the tender box and preparation of CS.
4. The DIO, NIC, Darrang, Mangaldai for wide digital publication of this tender.
5. Notice Board of DC's Office, Darrang.

  
 District Commissioner  
 as  
 District Election Officer,  
 Darrang, Mangaldai  
 District Commissioner  
 as  
 District Election Officer,  
 Mangaldai