



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER:: BAKSA
HQ:: MUSHALPUR-781372

E-mail: dc-baksa@nic.in

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SHORT NOTICE INVITING TENDER

Sealed Tender affixing Court Fee Stamp of **Rs.8.25** (Rupees eight and twenty five paise) only are invited from intending Firms/Suppliers/Individuals registered with Registrar of Societies, Assam, or Individuals registered with any Govt. department, for supply of stationery materials for use in the O/o. District Commissioner, Baksa as per Terms & conditions given below:

(A) TERMS AND CONDITIONS

1. Tenderer should have adequate experience of supply of stationery materials in huge volume and within limited time period.
2. Tenderer will be required to adhere strictly to time frame and no delay will be accepted
3. In case of violation of any condition of the contract by the Tenderer at any stage, the District Commissioner, Baksa reserves the right of rejecting the materials supplied by him without making any payment for such materials.
4. The tenderer must furnish the following up to date valid documents along with their tender:
 - A. Registration certificate of the Firm. In case of individual, registration certificate with any Govt. department with up to date validity
 - B. GST Registration Certificate with latest GST return filing statement.
 - C. Xerox copy of self-signed PAN card.
 - D. Latest Income Tax Return statements.
 - E. Xerox copy of Bank pass book.
 - F. Record/documents in support of experience. if any.
5. In view of urgency of supply of materials at the fixed stipulated date, local Tenderer of Baksa district having experience on the works of supply shall be given preference.
6. The District Commissioner, Baksa reserves the right to accept/reject any or all the tenders without assigning any reason thereof at any time and stage and does not bind itself to accept the lowest rate and no assurance is given to the lowest bidder to award the supply work at his quoted rate.

7. The tenders should be addressed to the District Commissioner, Baksa and must be submitted at the **drop Box** provided for the purpose at the District Commissioner, Baksa, Mushalpur in sealed cover latest by **02.00 PM on 25/06/2026**. Tenders so received shall be opened on the same day at **03.00 PM** in the office of the District Commissioner, Baksa. No separate notice will be served upon tenderer to remain present at the time of opening of sealed tenders.
8. Payment will be made subject to availability of fund in respective head of accounts.
9. The rate should be quoted inclusive of all sources of tax by the tenderer and on their **Letter heads** in the **Format** attached herewith as **Annexure A**.
10. The undersigned is not responsible for payment of fund beyond his control & authority.

e-Signed
Deputy Commissioner
Baksa, Mushalpur

Memo No.144808/ 5-A

Copy to:-

1. The Joint Secretary to the Govt. of Assam, General Administration Deptt., Dispur for information.
2. The District Information and Public Relation Officer, Baksa with a request for wide publicity.
3. DIO,NIC, Baksa for uploading at district website immediately.
4. Notice Board of DC's Office, Baksa, Mushalpur.

Digitally signed by
Kimnei Changsan
Date: 11-06-2026
12:43:04

District Commissioner
Baksa,
Mushalpur

Stationery Items

Sl. No	Name of Items	Rate
1	A4 size Clip File Corporate	
2	Add Gel Pen (Achiever)	
3	Alpin Best Quality	
4	Art paper Best Quality	
5	Attendance Register 50 page Best Quality	
6	Auto Clip File Best Quality	
7	Ball Pen Blue/Red/Black Best Quality	
8	Ball Pen General	
9	Bamboo Broom, Best Quality	
10	Bamboo Broom with long handle Best Quality	
11	Bamboo Tukri	
12	Bath Soap	
13	Binding Register Rolling Best Quality	
14	Blade	
15	Bleacing Powder	
16	Coconut Broom Best quality	
17	Calculator above 10 digit Best Quality	
18	Candle Medium Size	
19	Cannon 2900 Tonner	
20	Carbon paper Double Size (Blue)	
21	Carbon Paper Small	
22	Cartidge 925	
23	Cartridge HP Laserjet 15 A	
24	Cartridge HP Laserjet 05 A	
25	Cartridge HP Laserjet 388 Universal	
26	Cartridge HP Laserjet 55A	
27	Cartridge HP Laserjet 88 A	
28	Cartridge HP Laserjet 12 A	
29	Cartridge HP Laserjet P1108	
30	Cartridge HP Laserjet PLH 388 Prodod	
31	Cartridge Cannon Laserjet 6030	
32	Cartridge Dell 1033	
33	Cat 6 Cable	
34	Cello Tape (2 inches size)	
35	Cello Tape coloured (1/2 inches)	
36	Chalk Pencil	
37	Citronella	
38	Clip Board	
39	Cloth for removing Ink (2Dt. X 1.5 Ft.)	

40	Colin	
41	Compact Disc (C.D) Best Quality	
42	Computer key board Branded	
43	Computer mouse Branded	
44	Computer paper A4 size Image	
45	Computer paper Legal size Image	
46	Correction (Whitener) Pen Luxour	
47	Cotton Tape/Ribbon	
48	Cotton Thread ball	
49	Cover File	
50	Cup Branded	
51	Cup Plate Bonechina	
52	Cup Plate VIP set	
53	Cutter/Plier	
54	Dak pad Best Quality	
55	Dettol hand wash	
56	Dettol Liquid 100ml	
57	DFC paper	
58	Distinguishing Mark	
59	D-Link switch 12/16 port	
60	D-Link Switch 8 Port	
61	Door mat Best Quality	
62	Drawing Pen Best Quality	
63	Drinking Glass (Treo)	
64	DVD Best Quality	
65	Charge light (having at least 4 to 6 hrs. back-up)	
66	Envelope Legal Size (Polly coated)	
67	Envelope A4 Size (Polly Coated)	
68	Envelope Legal Size (Brown)	
69	Envelope A4 Size (Brown)	
70	Envelope Medium size (Yellow)	
71	Envelope Size 10" x 5"	
72	Envelope Size 14" x 12"	
73	Envelope Size 9" x 4"	
74	Eraser	
75	Extention Board	
76	External hardisk 1 Tb	
77	External hardisk 500 Gb	
78	FC Paper	
79	Feviquick	
80	File Board & Cover Best Quality	
81	Flask 2 Lt Milton	
82	Flex banner	
83	Foot mat	

84	FS size Clip File Best quality	
85	Glue Stick Best Quality	
86	Good Night machine with Refill	
87	Gum Liquid 100 ML Best Quality	
88	Gum liquid 200 ML Best Quality	
89	Gum Liquid 750 ML Best Quality	
90	Gum Tube Best Quality	
91	Gunny Bag	
92	Harpic Liquid 500 ML	
93	High Lighter	
94	Hit Spray	
95	Hi-Techpoint Pilot Pen V5	
96	Jems Pin	
97	Jug (Plastic) Milton	
98	Knife	
99	Lock & Key 120 mm Nayyers	
100	Lock & Ky 90 mm nayyers	
101	Magnifying Glass	
102	Marker pen (Bold) Luxor	
103	Marker Pen (Thin) Luxor	
104	Markin Cloth	
105	Match Box	
106	Metal Roll	
107	Maxo	
108	Modem For Net	
109	Monogram Seal	
110	Mug (Plastic) Best Quality	
111	Nepthalene Ball	
112	Note Book	
113	O'donil	
114	Rubber Stamp Seal	
115	Packing paper	
116	Peper weight	
117	Pen Ink 100 ML Best Quality	
118	Pen Drive 16 Gb Best Quality	
119	Pen Drive 4 Gb Best Quality	
120	Pen Drive 8 Gb Best Quality	
121	Pencil Wooden Best Quality	
122	Peon book Rolling with binding best Quality	
123	Phenyl (Red) Best Quality	
124	Phenyl (White) Best Quality	
125	PP bag	
126	Polythene Carry Bag	
127	Plastic Folder A4 size	

128	Plastic Folder FS size	
129	Plastic Gumla	
130	Plastic Rope (Ball) Best Quality	
131	Plastic Seal Best Quality	
132	Plastic Wrapping Sheet	
133	Poker Best Quality	
134	Punching Machine (Single Hole) Best Quality	
135	Punching Machine (Double Hole) Best Quality	
136	RJ. Connector	
137	Room Freshner	
138	Rubber band Nylon 1 Inch	
139	Rubber band Nylon 2 Inch	
140	Rubber Seal above five inch.	
141	Rubber Seal Four line	
142	Rubber Seal Round	
143	Rubber Seal Three line	
144	Rubber Seal Two line	
145	Scissors (Corporate)	
146	Sealig Wax	
147	Sharpener Best Quality	
148	Sketch pen Luxor	
149	Spoon (Steel) Best Quality (Ten)	
150	Spoon VIP (Dozen)	
151	Stamp Pad Big Faber Castell	
152	Stamp pad Ink	
153	Stamp Pad Small faber Castell	
154	Stand Candle	
155	Stapler Machine Big No. 24/6	
156	Stapler Machine Small No.10	
157	Stapler Pin No. 10	
158	Stapler Pin No.24/6	
159	Sticky Note Best Quality	
160	Sutli Loose	
161	PlasticTable Cloth	
162	Tag Best Quality	
163	Tea Tray	
164	Toilet Brush	
165	Toner for Xerox	
166	Torch Light (3 cell)	
167	Towel (Big) Bombay Dyeing	
168	Towel (Small) Bombay Dying	
169	Trunk (Tata) 36"x18"x12"	
170	Trunk (Tata) 36"x18"X12" Over Size	
171	Trunk (Tata) 40"x22"x36"	

172	Tuber bulb Best Quality	
173	Tuber Set Best Quality	
174	Umbrella	
175	Voting Compartment	
176	Waste Paper Basket	
177	Water Sponge	
178	White Bed Sheet Double	
179	Wire (Guna) Best Quality	
180	Writing pad Best Quality Bilt Matrix	