



**GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER
TINSUKIA**



No. TEL.5/PE/2024-25/1769

Dated Tinsukia the 9th December, 2024

SHORT NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from the local firms/suppliers for supply of stationery items for ensuing Panchayat Election 2024-25.

A quotation box will be put in the Election Branch, DC's Office, Tinsukia and the quotations will be received by the Election Officer, Tinsukia up to 3.00pm on 16/12/2024 during office hours. Bidders must affix court fee of **Rs. 8.25 (Rupees Eight and Paise Twenty Five)** only. The quotation box will be opened on the same date at 4.00pm at the office chamber of Election Officer, Tinsukia.

The undersigned is not bound to accept the lowest rate or any tender or a part thereof and reserve the right to cancel any or all tenders without assigning any reason thereof.

The tenderers must be registered in Assam having Trade licenses and GST registration.

The Bidders should quote their rates inclusive of all Taxes and also mention Trade name and Brand for all items separately. On receipt of order, the supplier must supply the articles at the office of the undersigned (Election Branch) at their own cost.

The rates should be quoted strictly as per specification as mentioned below:

Sl. No.	NAME OF ITEM	SPECIFICATION	QUANTITY
1	ALPIN	GOOD QUALITY	PER PKT
2	ARM BAND FOR POLLING OFFICER	BEST QUALITY	PER UNIT
3	ART PAPER	BEST QUALITY (SIZE 1'10"x2'4")	PER PIECE
4	A3 PAPER	JK COPIER (75 GSM)	PER PIECE
5	BATH SOAP	DOVE/LUX/GODREJ/LIRIL/FIAMA/NIVEA	PER PIECE
6	BLADE	CENTWIN/WILKINSON/7O'CLOCK	PER PKT
7	BINDING REGISTER	(1 NO.)	PER NO.
8	BALL POINT PEN (BLUE/BLACK/RED)	LINC/REYNOLDS/CELLO/CLASSMATE/FLAIR	PER NO.
9	BLEACHING POWDER (500G)	GOOD QUALITY	PER NO.
10	BLOTTING PAPER	BEST QUALITY	PER REAM
11	BLANK CD-R	FRONTECH/MOSERBEAR/SONY	PER PIECE
12	BLANK CD-R	FRONTECH/MOSERBEAR/SONY	PER PIECE
13	BLANK DVD-R	FRONTECH/MOSERBEAR/SONY	PER PIECE
14	BLANK DVD-R	FRONTECH/MOSERBEAR/SONY	PER PIECE
15	BULB HOLDER	HAVELLS, ANCHOR, SONA, MARU	PER PIECE
16	BED SHEET (KING SIZE)	BOMBAY DYEING	PER PIECE
17	BROWN PAPER/PACKING PAPER	GOOD QUALITY	PER PIECE
18	CLOTH OR RUG FOR REMOVING INK	SIZE 6"X12"10 NOS. IN A PKT	PER PIECE
19	CANDLE	7" SIZE (6PIECES)	PER PKT
20	COPIER PAPER	A4 (JK 75 GSM)	PER PKT
21	COPIER PAPER	FS (JK 75 GSM)	PER PKT
22	CARBON PAPER	KORES/CLASSMATE	PER PKT
23	CORRECTING PEN	REYNOLDS/LINK/CELLO	PER NO.
24	CALCULATOR	BRANDED (10 DIGITS)	PER NO.
25	CALCULATOR	BRANDED (12 DIGITS)	PER NO.
26	CELLO TAPE (SMALL)	BRANDED	PER UNIT
27	CELLO TAPE (BIG)	BRANDED	PER UNIT
28	CARD BOARD FOR STRENGTHENING PAPER SEAL	GOOD QUALITY	PER NO.

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29	COTTON CLOTH BAG FOR WRAPPING BALLOT BOX	MARKIN CLOTH BAG (WHITE)	PER NO.
30	COMB (BIG SIZE)	GOOD QUALITY	PER NO.
31	CUP PLATE SET	(BONE CHINA)	PER SET
32	CHAIN BAG	CARRYING FOR POLLING MATERIALS	PER NO.
33	CELLO TAPE (BROWN)	(BIG - 2")	PER UNIT
34	CELLO TAPE (BROWN)	(BIG - 3")	PER UNIT
35	CHITRONELLA (50ML)	GOOD QUALITY	PER UNIT
36	CLIP BOARD (LEGAL SIZE)	NA	PER UNIT
37	CLIP BOARD (A4 SIZE)	NA	PER UNIT
38	CORDLESS BELL WITH BATTERY	HAVALLS/EVEREADY/ANCHOR	PER UNIT
39	DISTINGUISHING MARK RUBBER STAMPS	GOOD QUALITY	PER NO.
40	DRAWING PIN	BRASS METAL	PER PKT
41	DOUBLE CLICK FILE WITH TRANSPARENT COVER	BEST QUALITY	PER NO.
42	DRINKING GLASS	BOROSIL	PER PKT
43	DRINKING GLASS (DISPOSAL)	(100 PCS.PKT)	PER PKT
44	DAK PAD	NEELGAGAN/DIPLOMAT/HINDUSTAN/SIGNATURE	PER UNIT
45	DOOR MAT	GOOD QUALITY	PER PIECE
46	ENVELOPE	(SIZE-4/10")	PER 100 NOS.
47	ENVELOPE	(A-4 SIZE)	PER 100 NOS.
48	EXECUTIVE FOLDER	GOOD QUALITY	PER PIECE
49	EXTENSION CORD	ANCHOR/MARU/POLYCAB/HAVELLS	PER NO.
50	ERASER	CAMEL/ CAMLIN/FABER CASTLE/NATRAJ/FLAIR	PER NO.
51	ENVELOPE LAMINATED	(A4-SIZE) (100 NOS. PKT.)	PER PKT
52	ENVELOPE LAMINATED	(LEGAL-SIZE) (100 NOS. PKT)	PER PKT
53	ENVELOPE	(SMALL) (100 NOS. PKT)	PER PKT
54	ENVELOPE	(MEDIUM) (100 NOS. PKT)	PER PKT
55	ENVELOPE	(BIG) (100 NOS. PKT)	PER PKT
56	EPSON PRINTER REFILL	(HP 12 A) PRO DOT	PER UNIT
57	FULL SCAPE PAPER	BEST QUALITY	PER REAM
58	FLEXIBLE(GI) WIRE	BEST QUALITY	PER KG
59	FILE BOARD	(HARD BOARD COVER)	PER NO.
60	FILE COVER	BEST QUALITY	PER NO.
61	FEVIQUICK	SMALL SIZE	PER NO.
62	FLASK	(BIG) MILTON	PER UNIT
63	FOLDER (A4)	BEBELUX, KITE, SOLO	PER UNIT
64	FEVICOL	HP (DESKJET GP 5811)	PER KG.
65	FLOOR CLEANER	LIZOL/DOMEX/MAXXO/HARPIC	PER PIECE
66	GAMUSA	GOOD QUALITY	PER PIECE
67	GLUE STICK	FEVISTICK/CAMLIN/KORES	PER PIECE
68	GUM PASTE (100ML)	FEVICOL/KORES/CAMLIN/FLAIR	PER NO.
69	GUM PASTE (500ML)	FEVICOL/KORES/CAMLIN/FLAIR	PER NO.
70	GUM PASTE (700ML)	FEVICOL/KORES/CAMLIN/FLAIR	PER NO.
71	GUNNY BAG TO CONTAIN POLLING MATERIALS	GOOD QUALITY	PER PIECE
72	GUARD FILE	BEST QUALITY	PER NO.
73	GEMS CLIP	(PLASTIC COATED)	PER PKT
74	GEL PEN	ADD/LINC/REYNOLDS/CELLO	PER NO.
75	GUM TUBE (50ML)	FEVICOL/KORES/CAMLIN/FLAIR	PER NO.
76	HIGHLIGHTER PEN (5NOS.)	KORES/LINK/CLASSMATE/LUXOR/FLAIR	PER PKT
77	HAIR OIL (100ML)	PRACHUTE/HIMALAYA/CLINICPLUS/DABUR	PER BOTTLE
78	HAND WASH	DETTOL/SAVLON/HIMALAYA/GODREJ	PER NO.

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79	HIGHLIGHTER PEN (3 NOS.)	KORES/LINK/CLASSMATE/LUXOR/FLAIR	PER PKT
80	HP LASERJET PRINTER	HP -P 1108 (ORIGINAL)	PER UNIT
81	KNIFE	BEST QUALITY	PER UNIT
82	I-CARD COVER WITH RIBBON	AS PER SAMPLE	PER NO.
83	IRON WIRE	(FOR WRAPPING IN BALLOT BOX)	PER KG
84	JAPI (MEDIUM SIZE)	GOOD QUALITY	PER PIECE
85	LOCK & KEY	(GODREJ/SUPREME)50MM	PER PIECE
86	LOCK & KEY	(7 LEVER SUPREME) 50MM	PER PIECE
87	LOCK & KEY	(JYOTI 8 LEVER SUPREME) 50MM	PER PIECE
88	LOCK & KEY	NAV TAL 65 PAD LOCK	PER PIECE
89	LANTERN (RECHARGEABLE BATTERY)	BRANDED	PER NO.
90	LOCK & KEY SMALL	(GODREJ/SUPREME/JYOTI)	PER NO.
91	LED BULB (5 WATT)	PHILIPS/HAVELLS/WIPRO/SURYA/EVEREADY/SYSKA/OSRAM/BAJAJ	PER PIECE
92	LED BULB (7WATT)	PHILIPS/HAVELLS/WIPRO/SURYA/EVEREADY/SYSKA/OSRAM/BAJAJ	PER PIECE
93	LED BULB (9 WATT)	PHILIPS/HAVELLS/WIPRO/SURYA/EVEREADY/SYSKA/OSRAM/BAJAJ	PER PIECE
94	LED BULB (12 WATT)	PHILIPS/HAVELLS/WIPRO/SURYA/EVEREADY/SYSKA/OSRAM/BAJAJ	PER PIECE
95	LEATHER LAPTOP BAG	GOOD QUALITY	PER UNIT
96	L FOLDER (A4)	BLUE (GOOD QUALITY)	PER BOTTLE
97	L FOLDER (FS) LEGAL	BLUE (GOOD QUALITY)	PER KG
98	MATCH BOX	10 NOS. IN A BOX	PER BOX
99	METAL ROLL	GOOD QUALITY	PER UNIT
100	MARKER PEN (SMALL)	KORES/CAMLIN/FABERCASTLE/LINK/FLAIR	PER UNIT
101	MARKER PEN (BIG)	KORES/CAMLIN/FABERCASTLE/LINK/FLAIR	PER UNIT
102	MOSQUITO COIL	GOODKNIGHT/MAXO/ALLOUT/MORTEIN	PER PKT
103	MOSQUITO MACHINE WITH LIQUID	GOODKNIGHT/MAXO/ALLOUT/MORTEIN	PER NO.
104	MOSQUITO NET (KING SIZE)	GOOD QUALITY	PER PIECE
105	MOSQUITO REFILL	GOODKNIGHT/MAXO/ALLOUT/MORTEIN	PER NO.
106	MOSQUITO COIL	GOODKNIGHT/MAXO/ALLOUT/MORTEIN	PER PKT
107	MARKIN CLOTH	GOOD QUALITY	PER MTR.
108	METAL ROLL FOR DETACHING BALLOT PAPERS FROM COUNTER FOILS (HACKSAW BLADE)	GOOD QUALITY	PER PIECE
109	NEEDLE	GOOD QUALITY	PER PKT
110	NEEDLE THREAD	GOOD QUALITY	PER NO.
111	NOTE PAD	NEELGAGAN/DIPLOMAT/HINDUSTAN/SIGNATURE	PER NO.
112	NOTE PAD	NEELGAGAN/DIPLOMAT/HINDUSTAN/SIGNATURE	PER NO.
113	NOTE PAD	NEELGAGAN/DIPLOMAT/HINDUSTAN/SIGNATURE	PER NO.
114	NAPHTHALENE BALL	MEDIUM SIZE	PER PKT
115	NOTE SHEET	GOOD QUALITY	PER PKT
116	POLYTHENE BAG (AIR TIGHT)	10"X8" (100 NOS.)	PER PKT
117	POLYTHENE BAG	BIG SIZE WITH GOOD QUALITY	PER PIECE
118	PLASTIC BOX FOR HOLDING INDELIBLE INK	GOOD QUALITY	PER UNIT
119	PACKING PAPER	BEST QUALITY	PER REAM
120	POCKER	GOOD QUALITY	PER NO.
121	PAPER CUTTER	GOOD QUALITY	PER NO.
122	PAPER WEIGHT	GOOD QUALITY	PER NO.
123	PEN STAND WITH PEN	BEST QUALITY AND DESIGN	PER NO.
124	PRINTER TONER	(H.P. LASER JET 1007 AND 1008)	PER NO.
125	PRINTER TONER	(H.P. LASER 4127×CE)	PER NO.
126	PRINTER TONER	(H.P. LASER JET M 4345 MST (45-A)	PER NO.

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127	PRINTER TONER	(HP LASER JET-1020)	PER NO.
128	PRINTER TONER	(HP LASER JET P 2055DN)	PER NO.
129	PRINTER TONER	(HP LASER JET 27 X -4750)	PER NO.
130	PHENYLE WHITE(500ML)	BRANDED	PER NO.
131	PHENYLE BLACK (500ML)	BRANDED	PER NO.
132	PILOT PEN	GOOD QUALITY	PER UNIT
133	PILLOW COVER (WHITE)	GOOD QUALITY	PER PIECE
134	PLASTIC MUG (1LTR)	GOOD QUALITY	PER NO.
135	PLASTIC BUCKET (16 LTRS)	GOOD QUALITY	PER NO.
136	PLASTIC JAR (2 LTRS)	GOOD QUALITY	PER NO.
137	PUSHER FOR BALLOT BOX (16")	(BAMBOO)	PER NO.
138	PAINTING BRUSH	(SIZE 2")	PER NO.
139	PEN DRIVE (8GB)	INTEX/TRANSCEND/HP/SANDISK	PER PIECE
140	PEN DRIVE (16GB)	INTEX/TRANSCEND/HP/SANDISK	PER PIECE
141	PEN DRIVE (32GB)	INTEX/TRANSCEND/HP/SANDISK	PER PIECE
142	PENCIL BATTERY (AA)	NIPPO/EVEREADAY/GODREJ/DURACEL	PER PIECE
143	PENCIL BATTERY (AAA)	NIPPO/EVEREADAY/GODREJ/DURACEL	PER PIECE
144	PAPER BINDING CLIP (BIG)	NA	PER PACKET
145	PAPER BINDING CLIP (MEDIUM)	NA	PER PACKET
146	PAPER BINDER CLIP (SMALL)	NA	PER PACKET
147	POWER BANK (10000MAH)	MI/REALME/DURACEL/AMBRIENT	PER PIECE
148	PRINTER TONER	HP LASER JET-1020(ORIGINAL)	PER UNIT
149	PRINTER TONER	HP LASER JET-1106(ORIGINAL)	PER UNIT
150	PRINTER TONER	(HP 12 A) PRO DOT	PER UNIT
151	PRINTER TONER	HP 45A PRODOT	PER UNIT
152	PRINTER TONER	(HP 88 A) ORIGINAL	PER UNIT
153	PRINTER TONER	(HP PHL 278) PRO DOT	PER UNIT
154	PRINTER INK BOTTLE	HP/EPSON/CANON	PER UNIT
155	PAPER NAPKIN	SMALL SIZE WITH PRINTED RATE	PER PIECE
156	RAZOR	GILLETE/7O'CLOCK/WILKINSON	PER PIECE
157	RUBBER BAND	(BIG SIZE)	PER KG
158	RUBBER BAND	(SMALL SIZE)	PER KG
159	ROOM FRESHENER	GODREJ/ODINIL/SANTOOR	PER NO.
160	SUTLI	GODREJ/ODINIL/SANTOOR	PER KG
161	SEALING WAX	BEST QUALITY	PER PKT
162	STAND CANDLE	7" SIZE	PER PIECE
163	STEEL CUP FOR INDELIBLE INK	GOOD QUALITY	PER PIECE
164	SELF INKING PAD	SELECT/KORES/CAMLIN/FLAIR	PER PIECE
165	SELF INKING PAD INK (100ML)	SELECT/KORES/CAMLIN/FLAIR	PER BOTTLE
166	SHAMPOO (250ML)	SUNSILK/CLINIK PLUS/DOVE/HIMALAYA	PER BOTTLE
167	STAPLE MACHINE (SMALL)	KANGARO/CAMLIN/KORES	PER PIECE
168	STAPLE MACHINE (MEDIUM)	KANGARO/CAMLIN/KORES	PER PIECE
169	STAPLE MACHINE (BIG)	KANGARO/CAMLIN/KORES	PER PIECE
170	STAPLE MACHINE PIN (SMALL)	KANGARO/CAMLIN/KORES	PER PKT
171	STAPLE MACHINE PIN (MEDIUM)	KANGARO/CAMLIN/KORES	PER PKT
172	STAPLE MACHINE PIN (BIG)	KANGARO/CAMLIN/KORES	PER PKT
173	SKETCH PEN (BLACK)	CAMLIN/ CAMEL/KORES/FLAIR/LINC	PER PKT
174	SELF ADHESIVE NOTE (FLAG PAPER)	GOOD QUALITY	PER PKT
175	SCISSOR	MEDIUM SIZE	PER PIECE
176	SCALE (12")	CAMLIN/ CAMEL/KORES/FLAIR/LINC/NATRAJ	PER PIECE
177	SPRAY FOR INSECT KILLER	HIT SPRAY	PER NO.
178	STEEL TRUNK	(SIZE 15"×18"×36")	PER NO.

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179	STICK FILE(A4 SIZE)	NA	PER UNIT
180	STICK FILE(LEGAL SIZE)	NA	PER UNIT
181	SHARPENER	CAMLIN/CAMEL/KORES/FLAIR/LINC/NATRAJ	PER UNIT
182	SHAVING CREAM (100MG)	GILLETE/NIVEA/FAIR&HANDSOME	PER PIECE
183	STAMP PAD INK	(HP PHL 278) ARYAN	PER UNIT
184	SIGNATURE PAD	GOOD QUALITY	PER UNIT
185	TOOTH BRUSH	COLGATE/ORALB/SENSODINE/PEPSODENT	PER PIECE
186	TOOTH PASTE	COLGATE/SENSODINE/PEPSODENT/CLOSEUP	PER PIECE
187	TRACING PAPER	BEST QUALITY	PER ROLL
188	TOWEL WHITE (BIG SIZE)	BRANDED	PER PIECE
189	TOWEL WHITE (SMALL)	BRANDED	PER PIECE
190	TORCH LIGHT (STEEL) WITH TWO CELL	EVEREADY/NIPPO	PER PIECE
191	TABLE CLOTH WHITE	SIZE (12' X 6')	PER FEET
192	TAG	BEST QUALITY	PER BUNDLE
193	TWINE THREAD	GOOD QUALITY	PER BALL
194	THREAD FOR NEEDLE	GOOD QUALITY	PER NO.
195	THINER (REMOVER)	GOOD QUALITY (500ML)	PER BOTTLE
196	TOILET CLEANER	HARPIC/MAXO	PER NO.
197	TOILET/ ROOM FRESHENER	ODONIL/GODREJ AIR	PER NO.
198	TOILET TISSUE PAPER	GOOD QUALITY	PER ROLL
199	TORCH LIGHT (STEEL)WITH 3 BATTERY	NIPPO, EVEREADY, GODREJ	PER PIECE
200	TORCH LIGHT BATTERY (BIG)	NIPPO, EVEREADY, GODREJ	PER PIECE
201	TOWEL WHITE	GOOD QUALITY	PER UNIT
202	T-SHIRT	MULTICOLOUR	PER UNIT
203	UMBRELLA (BIG)	GOOD QUALITY	PER NO.
204	WOODEN PENCIL	CAMEL/CAMLIN/NATRAJ/FABERCASTLE/FLAIR	PER NO.
205	WASTE PAPER BASKET	GOOD QUALITY	PER PIECE
206	WHITE RIBBON	GOOD QUALITY	PER ROLL
207	WALL CLOCK(MEDIUM)	AJANTA/OREVA/ORPAT/LOTUS	PER PIECE
208	WATER DAMPER	GOOD QUALITY	PER UNIT
209	XEROX TONER	KYOCERA/CANON	PER NO.
210	XOFURA/XORAI (MEDIUM SIZE)	GOOD QUALITY	PER PIECE


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Dated Tinsukia the 9th December, 2024

No. TEL.5/PE/2024-25/1769

Copy to:-

1. Addl. District Commissioner (Election) & i/c, Election Monitoring Cell, Panchayat Election 2024-24, Tinsukia for information and necessary action.
2. Election Officer, Tinsukia for information and necessary action.
3. DIO, NIC, Tinsukia for information and necessary action.
4. DIPRO, Tinsukia for information and necessary action.
5. Notice Board of DC's Office/Treasury Office Tinsukia.


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Tinsukia

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