



GOVT. OF ASSAM

OFFICE OF THE PRINCIPAL::NALBARI POLYTECHNIC
CHANDKUCHI, BAHAJANI MOUZA, NALBARI :: ASSAM: PIN-781334
EMAIL-nalbaripolytechnic@gmail.com

NOTICE INVITING QUOTATION

Sealed quotation affixing Court Fee Stamp of Rs 8.25(Rupees Eight and paise twenty five only) are invited with the validity period of one year from the Registered Firm/Dealer/ Stockiest / individual for the following items for Conducting various activities related to Office of the Institute under SDF/2020. The quotation will be received up to 12:15 pm on or before 3rd February, 2021 will be opened on the same day at 12.30 pm.

The Terms & Conditions along with detail particulars are given below:

1. Sale tax to be charged if any (GST/CST No.) must be mentioned clearly.
2. While quoting the rate for each item, the specification/ make/ Brand etc. should be indicated clearly item wise.
3. The quotation must accompany a copy of up to date Sale Tax clearance certificate/ GST related document.
4. Quotation may be summarily rejected without ST clearance certificate/GST related document.
5. Order will be placed subject to Fund/ Budgetary provision only.
6. The undersigned is not bound to accept the lowest quoted rate & reverse the right to reject any or all quotations without assigning any reason thereof.

| Purpose | Sl. No. | Name of item | Specification | Quantity | Rate |
|---|---------|------------------------------|--------------------------|----------------|------|
| For conducting various activities related to office | 1 | Alpin | | 5 packets | |
| | 2 | Ballpen with Refil | Red | 96 Pieces | |
| | 3 | Ballpen with Refil | Blue | 24 Pieces | |
| | 4 | Ballpen with Refil | Black | 24 Pieces | |
| | 5 | Ballpen with Refil | Green | 24 Pieces | |
| | 6 | Refill Pen (Both Side) | Red & Blue | 24 Pieces | |
| | 7 | Marker Pen for white board | Red, Blue, Black | 12 pieces each | |
| | 8 | OHP Marker | Red, Blue, Black | 12 pieces each | |
| | 9 | Paper Basket | | 10 Nos. | |
| | 10 | Cotton Tag | | 5 pack | |
| | 11 | Correcting Fluid | | 10 Pieces | |
| | 12 | Carban Paper | | 1 Packet | |
| | 13 | Photostat Paper | A4 size | 30 packets | |
| | 14 | Paper | Legal/FS size | 20 Pkts. | |
| | 15 | FC Paper | | 1 Ream | |
| | 16 | Cover File | Four fold, Legal FS size | 50 Nos. | |
| | 17 | Office Cover file with board | Legal FS size | 40 sets | |
| | 18 | Plastic Folder | | 10 Pieces | |
| | 19 | Gum Bottle | 700 ml | 2 Bottles | |
| | 20 | Guard File | | 5 Pieces | |
| | 21 | Stamp Pad Ink | 50 MI | 10 Pieces | |
| | 22 | Stamp Pad | | 10 Pieces | |
| | 23 | Register Book | 10 Nos | 20 Nos. | |
| | 24 | Register Book | 12 Nos | 20 Nos. | |
| | 25 | Paper Weight | | 10 Pieces | |



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| | | | | |
|----|---------------------------------|---------------------------------|----------------|--|
| 26 | Staple Machine | Large size | 10 Pieces | |
| 27 | Staple Machine | Medium size | 10 Pieces | |
| 28 | Staple Machine | Small size | 10 Pieces | |
| 29 | Staple Pin | Large size | 20 Packets | |
| 30 | Staple Pin | Medium size | 20 Packets | |
| 31 | Staple Pin | Small size | 20 Packets | |
| 32 | Wooden Pencil | HB | 1 Packet | |
| 33 | Duster (Best Quality) | | 20 Pieces | |
| 34 | Magnetic Duster for white board | | 5 pieces | |
| 35 | Punching Machine | | 5 Pieces | |
| 36 | Plastic Bottom File | | 20 Pieces | |
| 37 | Chalk Pencil (Kores) | | 50 Packets | |
| 38 | Envelop | 4 1/2 " X 10 1/2 | 5 Pkts. | |
| 39 | Envelop | 5" X 11 1/2 | 2 Pkts. | |
| 40 | Envelop | 10" X 13 " | 3 Pkts. | |
| 41 | Envelop | 12" X 15 1/2 | 3 Pkts. | |
| 42 | Fevi Quick | | 10 Pieces | |
| 43 | Fevi stick | | 10 Pieces | |
| 44 | Whitener | | 10 Pieces | |
| 45 | Water Sponge | | 5 Pieces | |
| 46 | Cello tape | White | 12 Pieces | |
| 47 | Cello tape | Brown | 12 Pieces | |
| 48 | Drawing Sheet white | 21 1/2 x 27" | 300 Pieces | |
| 49 | Drawing Sheet colour | Yellow/Pink/black | 20 Pieces each | |
| 50 | Double entry cash book | | 4 Pieces | |
| 51 | Sticky Pad | | 20 pkts | |
| 52 | Door Mat | (2' x 1.5') - Plastic | 10 Pieces | |
| 53 | Door Mat | (8' x 4') - Plastic | 10 Piece | |
| 54 | Door Mat | 2' x 1.5'- Made of coconut rope | 10 Pieces | |
| 55 | Water Pipe for garden | 15 Meter | 1 Roll | |
| 56 | Plastic Fencing | 15 Meter | 10 Rolls | |
| 57 | Concrete Ring | 15" | 2 Pieces | |
| 58 | First Aid Box | with necessary items | 10 Nos. | |
| 59 | Pencil Battery | | 12 Nos. | |
| 60 | Plastic Rope | | 2 Rolls | |
| 61 | Chutli | | 1 kg | |
| 62 | Towel | small size | 30 Pieces | |
| 63 | Towel | medium size | 20 Pieces | |
| 64 | Towel | big size | 30 Pieces | |
| 65 | Markin Cloth | | 20 Meter | |
| 66 | Curtains (parda) | | 100 Meter | |
| 67 | Curtain fittings | | 70 pairs | |
| 68 | Certain (parda) fitting pipe | | 30 Nos. | |
| 69 | Colin glass cleaner pump | 500 ml | 5 Bottles | |
| 70 | All purpose cleaner pump | | 5 Bottles | |
| 71 | Screw Driver set | Good quality | 5 Sets | |
| 72 | Electric Tester | Good quality | 5 Nos. | |
| 73 | Table glass | 2' x 3' x 6mm | 5 Pieces | |



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| | | | | |
|----|-----------------------------|------------------------|----------|--|
| 74 | Table glass | 2' x3' x 4mm | 5 Pieces | |
| 75 | Bucket Plastic (Bulti) | Good Quality | 5 Nos. | |
| 76 | Mug (plastic) | Good Quality | 5 nos. | |
| 77 | Dustbin | Small size | 5 Nos. | |
| 78 | Dustbin | Big size (red colour) | 2 Piece | |
| 79 | Dustbin | Big size(blue colour) | 2 Piece | |
| 80 | Dustbin | Big size(green colour) | 2 Piece | |
| 81 | Cup Plate set | Good quality | 2 set | |
| 82 | Glass set | Milton | 2 set | |
| 83 | Spoon Set | Good quality | 2 set | |
| 84 | Laser Tonner Cartridge | (PL) C-912/925 U | 10 Nos. | |
| 85 | Ladder (Aluminium, 7 steps) | Aluminium, 7 steps | 1 No. | |

Sd/-

Principal,
Nalbari Polytechnic,
Nalbari

Memo No. NP(E) -1/Purchase/2017/09/ 114 A-B

Dated Nalbari, the. 22-01-2021

Copy to :

1. Store Keeper, Nalbari Polytechnic for information
- ✓ 2. Institute Website & Notice Board
2. Office file

Sd/-
Principal,
Nalbari Polytechnic,
Nalbari