

**GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF FISHERIES  
ASSAM::: GUWAHATI**

**SHORT NOTICE RE-INVITING QUOTATION**

Sealed quotation affixing court fee of Rs.8.25 (**Rupees Eight & twenty five paisa**) only are hereby re-invited from Registered supplier, Farm etc. for supply of office stationery to the office of undersigned for the current financial year i.e 2022-23 and will be received up 1.30 PM on dated **8/08/2022**. The quotations will be opened on the same day at 2.00 pm. The quotation or their authorized agents may be present at the time of opening of quotations.

The Director of Fisheries reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

The detailed list of items and the Terms and Conditions can be downloaded from the official website of Directorate of Fisheries **<https://fisheriesdirector.assam.gov.in/>**

The rate and taxes payable should be indicated against each item separately.


Sd/-  
Director of Fisheries,  
Assam, Guwahati

Memo No. AF(E)86/2022-23/5940-42

Dated: Guwahati the 25<sup>th</sup> July 2022

Copy to:

1. The Director of Information & Public Relations, Dispur, Guwahati -6 for information and necessary action. He is requested to publish the Short NIQ in 2 Assamese daily and 2 English daily newspaper.
2. The Web Information Manager for information. He is requested to upload the notice in the official website of Directorate of Fisheries, Assam, i.e **<https://fisheriesdirectoir.assam.gov.in/>**
3. Notice Board of Directorate of Fisheries,

  
Director of Fisheries,  
Assam, Guwahti



## Terms and Condition

1. Quotationer must quote rate for all the items under any particular group failing which the quotation may not be considered for qualification.
2. Evaluation will be done on the total of each group and not on individual items.
3. There must be no overwriting
4. Rates are to be quoted in words and figures inclusive of GST as applicable.
5. Attested copies of records/ documents relating to registraion of PAN, Upto date Income Tax. Clearance certificate, Trade licence, financial soundness certificate and GST etc. Quotation submitted without attested copies of the certificate will be rejected.
6. The intending firms should be ready to supply the item at short notice. The Qunatity of supply may be increse or decrease on the basis of requirement submitted by respective Branch.
7. Payment will be made as an when fund is recived from the Govt.
8. Rate once accepted will be treated as final and no alternaion or modification will be entertained for any reason whatsoever and it will remain vaid until next quotation is called.
9. Quotationer may also quote prices of other recommedned brands of xerox and computer cartidge/Tonner which are not mentioned in this list. Which however will not be considered for evaluation.
10. EMD of Rs2000/- in the form of Demand Draft/Banker's Cheque of Scheduled Bank in favour of Director of Fisheries Assam shall accompany the bids. Bids without EMD will be rejected, EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidders withdraw or the details furnished are found to be incorrect and false during the tender selection process.
11. The bidder must mention the proper bank account number with the name of bank type of account bank address, registered office and correspondence address, working phone no/mobile no, fax no and email address.
13. Alternative Bids will not be considered from the same bidder. All such bids received from the respective bidders will be rejected as non responsive.
14. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and will result in rejection of the bid.
15. Bids shall remain Valid for one year after the date of bid opening prescribed by the authority. The rate shall be valid for 1(one) year with effect from acceptance of approved rate by the succesful bidder.
16. The authority will award the contract subject to availability of fund to the successful bidder whose Bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.
17. The award of the contract shall be on availability of fund and successful bidder shall have no right to claim for award if its bid has been lowest.
18. The authority reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the purchaser's action.
19. The approved tenders will have to supply the articles at the approved rate and as per approved sample. They will have to furnish security deposit for Rs.5,000/- In the form of FDR of Bank/ Irrevocable / Bank Gurantee/ original NSC/KVP duly pledged in favour of the Directorate of Fisheries, Assam, Guwahati with validity for 1year and execute a Deed of Agreement in Non-Judicial stamp paper of the denomination applicable for the purpose.
20. The supplier must conform to the approved samples as prescribed by the Directorate of Fisheries, Assam. In case the supplies do not strictly conform to the approved samples and supplies are not made within stipulated time, the same will not be accepted and security deposit will be forfeited to the Govt.
22. Depending on rates, qualities etc. firms will be selected and orders for purchase will be placed with the approved firms either in full or in part or for a single item only as required by the Deptt and the approved Firm will have no option but to agreed to the acceptance of the orders of the Deptt.
23. The selected tenders (S) will have to supply the articles as and when indented very expeditiously. The articles supplied must be of best quality and must confirm to the specification or brand as quoted.
24. The Directorate of Fisheries, Assam reserves the right not to place any order even after execution/acceptances of the formal contract agreement and for which no claim compensation what so ever will be entertained.



**Name of the Stationery item for the year 2022-23 for Directorate of Fisheries, Assam, Guwahati**

**Group A**

**Office Stationery items**

Sl. No.	Name of Item	Unit	Basic Rate	GST Admissible	Toatal Price	Remarks
1	Ball point pen	Each				
2	Refill for Ball pen	Each				
3	Pilot pen( Luxer)	Each				
4	Sketch Pen	Each				
5	Pen stand (4 pens) Best Quality	Each				
6	Pen stand (2 pens) Best Quality	Each				
7	Permanent marker	each				
8	Higliter pen( Fiber castle/ Luxer)	Each.				
9	Correction pen	Each				
10	Page marker (File flag)	Pkt				
11	Plastic Folder one side transperent Best Quality	Each				
12	Scale (Plastic)	Pcs				
13	Stamp pad (Big size)	Each				
14	Stamp pad Ink(Kores)	Each				
15	Stamp pad (Medium)	Each				
16	Alpin	Per pkt.				
17	Staple Machine (24/6) Best Quality	Each				
18	Staple Machine (Small) Best Quality	Each				
19	Staple Pin (24/6)	Per pkt.				
20	Staple Pin (Small)	Per pkt.				
21	Thermal Paper	Pkt/Roll				
22	Xerox Paper (A4 size) Best Quality (80 GSM)	Per ream				
23	Xerox Paper (FS/legal) Best Quality (80 GSM)	Per ream				



24	Fax Roll	Each.				
25	File Board (Good quality)	Per				
26	File Cover (Good quality)	Per				
27	Executive File cover	Each.				
28	Service Envelop 12"x18	Per				
29	Service Envelop 28x 12 c.m	Per				
30	Envelop 12"x18	Per				
31	Envelop 28"x12 c.m	Per				
32	Envelop 11"x5"	Per				
33	Envelop 10"x4"	Per				
34	Envelop 9"x4"	Per				
35	A4 size Envelop	Each				
36	File Size Envelop	Each				
37	D.O Envelop(15*11)	Each				
38	Yellow NPS paper	Per pkt.				
39	Binding Register (pucca No. wise)	Per				
40	Clip File (Ambassador)	Each				
41	Four Fold cover File/Box Cover file	Each				
42	Eraser (Tube)	Pcs				
43	Eraz-Ex.	Per dozen				
44	Note Pad (20 pages/40 pages/80 pages)	Each				
45	DFC Paper (best quality)	Per ream				
46	Guard file	Each				
47	Stock Registrar	Per R/N				
48	Officer's Dot Pen(Red ) Best Quality	Each				
49	Officer's Dot Pen(blue) Best Quality	Each				
50	Steno Hand Pencil	Each				
51	Steno Book( 200 pages) Classic	Each				
52	cello tap	Each				



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53	Secissor	Each				
54	Paper Weight(glass Decorated)	Each				
55	Pin cushion(magnetic)	Each				
56	Gum Liquid 700ml	Each				
57	Sutli(loose)	Kg				
58	Sutli(Ball)	Each				
59	Candle Stick	6pc				
60	Table calling bell(sharp)	Each				
61	Sealing wax	Pkt				
62	white Tap (Small)	Each				
63	white Tap (Big)					
64	Wooden Roller(18")	Each				
65	Punching Machine(one whole)	Each				
66	Punching Machine(Two whole)	Each				
67	Poker(plasic handle)	Each				
68	Carban Paper(small) Kores	Pkt				
69	Desk Knife(plasic)	Each				
70	Calculator - 10 digit	Each				
71	Calculator - 12 digit	Each				
72	Cello Tap Dispenser	Per machine				
73	Tag Cotton	Per bundle				
74	Gum tube (50ml.	Each				
75	Gems Clip	Per pkt.				
76	Cordless Calling bell	Per Pices				
77	Signature Pad	10 pages				
78	Type paper	1.5kg(HPC)				
79	Cash Book	Pcs				
80	Bill Register	Pcs				
81	Contingency Register	Pcs				
82	Accoutance Register	Pcs				
83	Office Aseal (normal Size)	Pcs				



**Group B**

**Misselenous items**

84	Toilet Bursh Plastic Best Quality	Each.				
85	Table Brass (Best Quality)	Per Pices				
86	Floor Cleaner Wiper best quality	Per Pices				
87	Chitranala (100ml.)	Each				
88	Waste paper basket( Big) Universal Best Quality	Each				
89	Floor Cleaner wiper best Quality	Eeah				
90	Jharu(phul)	Each				
91	Jharu (coconut)	Per Kg.				
92	Ceiling Jharu	Each				
93	Collin(500ml)	Each				
94	Nepthelin Ball	Per pkt.				
95	Odonil (Best Quality)	Per dozen				
96	Phenyle (White)	Per ltr.				
97	Phenyle (Bengal chemical)	Per ltr.				
98	Toilet Soap (100gm) LUX	Each.				
99	Acid 700ml (for Toilet) use Cross	Per bottle				
100	Dettol Hand was Liquid (215 ML)	Each				
101	Remote Battery	Each.				
102	Battery (pencil) (Everyday/Jeep)	Per pair Each.				
103	Battery (Torch) (Everyday/Jeep)	Each.				
104	Torch light (2-cell) (Everyday/Jeep)	Each				
105	Torch light (3-cell) (Everyday/Jeep)	Each				
106	Torch light (4-cell) (Everyday/Jeep)	Each				
107	Bleaching Powder 500 gm(cross/shakti)	Per pkt.				
108	Bucket (plastic) 15 Ltr. Best Quality	Each				




109	Tube Light-40 wt. (Bajaj/Philips)	Each				
110	CFL Blub-60 wt. (Baiai/Philips)	Each				
111	Mosquito repellent Machine with liquid	Each				
112	Hit (Mosquito spray 225 ml)	Each				
113	Coffee Cup	Per Dozn.				
114	Flex Banner (Good Quality)	Per sq. ft				
115	Umberlla(mahindra Dutta/RR/Citizen	Each				
116	Bell Push(anchor)	Each				
117	Emegency Light	Each				
118	Water Jug(glass Best Quality)	Each				
119	Mosquito Coil	Pkt				
120	Good Night Liquid	Each				
121	Gamosa (Cotton)	Each				
122	Flower Vase (Brass)	Each				
123	Chair Cushion (16"X16"X3")	Each.				
124	Tea set JCPL/ACPL	Per Set				
125	Door Mat F.F Quality 18"X 33"	Each				
126	Door Mat ( 3"X 1" & 1/2") F.F Quality	Each				
127	Door/Window Curtain	Per				
128	Drinking Glass plain (good quality)	Per dozen				
129	Dirinking Glass (VIP) Barosile	Each				
130	Thermo Flask (1 ltr)	Each				
131	Mug (Plustic) Best Quality	Each				
132	Tea Tray (Big)	Each				
133	Electronic Sock	Each.				
134	Extension Cord (Big)	Each				



135	Extension Cord (Medium)	Each.			
136	Spoon (VIP) S.S	Per Dozen			
137	Full Table pad Glass 8mm Modigear	Per sq. ft			
138	Table pad Glass 6mm Modigear	Per sq. ft			
139	Table pad Glass 2X1 1/2 Sq. ft Modigear	Per Pices			
140	Towel Big 30"X60" Best Quality	Each			
141	Towel Small 16"X24" Best Quality	Each			
142	Wall Clock (Ajanta)	Each			
143	Lock & Key 40mm 5 leaver with 2 key (Big) Godrej/Nayars	Each			
144	Lock & Key-50 mm 6 leaver with 2 Keys	Each			
145	Lock & Key-60mm 7 leaver with 2 keys	Each			
146	Harpic/ Senifresh (500ml)	Each			
147	Quarter Plate (Bonechina)	Each			
148	Room Freshner (Best quality) 200ml	Each			
149	Plasic File Tray(Standerd)	Each			
150	Leather Bag(Big Size)	Each			
151	Room Heater, Single Rod(1000 wt.) (Orpat)	Each			
152	Room Heater, Double Rod(2000 wt.) (Orpat)	Each			
153	Top 16 (AMP) (Anchor)	Each			
154	Top 6 (AMP) (Anchor)	Each			
155	Tube Light (Holder) (T-5) (Anchor)	Each			
156	Electronic kettle	Each			
157	Wall Fan 400mm(plycabs)	Each			
158	Emergency Light(Syska)	Each			
159	Seissor(medium)	Each			



160	Ribbon	Each				
161	Xorai (big)	Each				
162	Xorai (Medium)	Each				

  
Director of Fisheries  
Assam, Ghy-16