



सत्यमेव जयते

**GOVT. OF ASSAM.**

**OFFICE OF THE CHIEF EXECUTIVE OFFICER..... BARPETA  
ZILLA PARISHAD.**

*email: barpetazp@gmail.com*

*Website: www.barpetazp.in*

**NOTICE INVITING QUOTATIONS**

Sealed Quotation affixing court fees of Rs.8.25 only (non-refundable) are invited from Govt. Registered interested Firms for supply of stationery articles for office use in the office of the Barpeta Zilla Parishad for the Panchayat Financial Year 2023-24 to 2024-25. Quotations will be received upto 2 PM on 05/09/2023 and will be opened on the same date at 3.00 PM in presence of the quotationers or his/her authorized representatives. The quotationers are requested to put the quotations in the quotations box of Barpeta Zilla Parishad for the purpose.

**Terms & Conditions**

1. Quotations will be received from the Govt. registered firms accompanied by Registration Certificate, PAN Card, Income Tax (ITR) and GST Clearance upto March 2023.
2. The prices of each items must be written both in figures and words indicating the brand names and size/measurement of the items.
3. The quotation must be accompanied with a Bank Draft of Rs.5000.00 (Rupees five thousand only) in the name of the undersigned as security deposit.
4. Only good quality articles will be considered for procurement.
5. All articles must be supplied immediately as soon as order is placed. In case of inordinate delay in supply, the undersigned reserves the right to procure articles from other firms in case of emergency. Moreover such defaulting firms will be liable for termination.
6. Supply articles if found to be of inferior quality will not be received and the supplier will have to replace the same with appropriate quality articles at their own cost.
7. Although lowest price offered will be accepted as a general rule the undersigned reserves the right to consider price other than the lowest one in order to maintain the quality of the articles.
8. Two passport size photograph of the proprietor/authorized person of the firm should be attached with the quotation and the correct address of the firm should be written legibly.
9. After supply of the articles the supplier shall submit bills in duplicate in proper form showing the articles supplied and the prices and admissible taxes.
10. The payment of bills are subject to availability of fund in the appropriate head of account and the undersigned will not be liable to pay any interest for the unavoidable delay in payment of the bills.
11. The date of opening of quotations may be postponed due to unavoidable reasons, which will be notified accordingly.

**Enclosed:** List of 192 items.

Sd/- Aroop Pathak, ACS  
Chief Executive Officer,  
Barpeta Zilla Parishad.

Memo No.BZP(Stationery):436/2023/

Dt.09/08/2023.

Copy to:-

1. The President, Barpeta Zilla Parishad for favour of kind information.
2. DIPRO Barpeta for wide publicity.
3. Notice Board and Website of Barpeta Zilla Parishad.

Sd/- Aroop Pathak, ACS  
Chief Executive Officer,  
Barpeta Zilla Parishad.

### List of items

Sl No	Name of article`	Brand Name / Specification	Quantity	Rate	Rate in words	Remarks
1	2	3	4	5	6	7
1	A4 paper	Best Quality	Per Pack			
2	Legal Paper	Best Quality	Per Pack			
3	FC paper	Best Quality	Per Pack			
4	Cartridge paper	Best Quality	Per Pack			
5	Carbon paper (blue)	Best Quality	Per Pack			
6	Carbon paper (black)	Best Quality	Per Pack			
7	Tag good quality	Best Quality	Per Pack			
8	Stapler Machine (Big size big Pin)	Best Quality	Per Pc			
9	Stapler Machine (Big Size small pin)	Best Quality	Per Pc			
10	Stapler Machine (Small size small pin)	Best Quality	Per Pc			
11	Stapler pin (big)	Best Quality	Per Pack			
12	Stapler pin (small)	Best Quality	Per Pack			
13	Alpin	Best Quality	Per Pack			
14	File Cover & Board	Best Quality	Per Pc			
15	File Cover & Board (Printed)	Best Quality	Per Pc			
16	Binding Register (Ruling)	Best Quality	Per No			
17	Issue Register (Binding)	Best Quality	Per No			
18	Receipt Register (Binding)	Best Quality	Per No			
19	Attendance Register (Binding)	Best Quality	Per No			
20	Engagement Pad	Best Quality	Per pc			
21	Peon Book (Ruling/binding)	Best Quality	Per No			
22	Plastic Folder (Big size)	Best Quality	Per Pc			
23	Pen Stand	Best Quality	Per Pc			
24	Sketch Pen	Best Quality	Per Pack			
25	Marker Pen (Permanent)	Best Quality	Per Pc			
26	Marker Pen (Non permanent)	Best Quality	Per Pc			
27	Eraz X (Correcting fluid & diluter)	Best Quality	Per Pc			
28	Eraz X Correcting Pen	Best Quality	Per Pc			
29	Stamp Pad	Best Quality	Per Pc			
30	Envelop (Big size)	Best Quality	Per 100 Pc			
31	Envelop (Medium size)	Best Quality	Per 100 Pc			
32	Clear Glue Stick	Best Quality	Per Pc			
33	Table glass 6mm per sqft	Best Quality	Per sqft			
34	Cup plate (Bon China)	Best Quality	Per set			
35	Spoon (Steel)	Best Quality	Per dozen			
36	Plastic bucket (18 Ltrs)	Best Quality	Per Pc			

37	Mug Plastic	Best Quality	Per Pc			
38	Naphthalene	Best Quality	Per Pack			
39	Harpic Liquid (500 ml)	Best Quality	Per bottle			
40	Phenyl (500ml) White	Best Quality	Per bottle			
41	Phenyl (500ml) Black	Best Quality	Per bottle			
42	Vim Soap	Best Quality	Per Pc			
43	Liquid Dettol Handwash 1 Ltr	Best Quality	Per bottle			
44	Liquid Dettol Handwash 100ml	Best Quality	Per bottle			
45	Soap (Lux Big)	Best Quality	Per Pc			
46	Goodknight Liquid with Machine	Best Quality	Per Pc			
47	Goodknight Liquid Refill	Best Quality	Per Pc			
48	Citronella	Best Quality	Per Pc			
49	Odonil	Best Quality	Per Pc			
50	Room Freshner (Odonil Jasmine)	Best Quality	Per Pc			
51	Towel Big Size	Best Quality	Per Pc			
52	Towel Small size	Best Quality	Per Pc			
53	Towel Medium	Best Quality	Per pc			
54	Window Screen	Best Quality	Per Meter			
55	Door screen	Best Quality	Per Meter			
56	Lock & Key (Big size)	Best Quality	Per Pc			
57	Lock & Key (Medium Size)	Best Quality	Per Pc			
58	AA Battery(Pencil)	Novino/Eveready	Per Pc			
59	AAA Battery	Novino/Eveready	Per Pc			
60	Big Torch Battery	Novino/Eveready	Per Pc			
61	Milton Flask (1 Ltr)	Best Quality	Per Ltr			
62	Thermo Steel Flask (1 Ltr)	Milton	Per Ltr			
63	Calulator (Orpat)	Best Quality	Per Pc			
64	Scientific Calulator	Best Quality	Per Pc			
65	Jharu (Full)	Best Quality	Per Pc			
66	Ceiling Jharu	Best Quality	Per Pc			
67	Bamboo Jharu	Best Quality	Per Pc			
68	Bleaching Powder	Best Quality	Per Pack			
69	Steel Almirah (Big Size)	Best Quality	Per Pc			
70	Steel Almirah (small Size)	Best Quality	Per Pc			
71	Steel Rack 36x38(3 row)	Best Quality	Per Pc			
72	Steel Rack48x38 (4 row)	Best Quality	Per Pc			
73	Blank CD	Best Quality	Per 100 Pc			
74	Blank DVD	Best Quality	Per 100 Pc			
75	LED Bulb (15 Watt)	Syska/Eveready	Per Pc			
76	HP 36A Toner	Original Brand	Per Pc			
77	HP 88 A Toner	Original Brand	Per Pc			
78	Kyocera Task Alfa 2020 Xerox Toner	Original Brand	Per Pc			
79	Plastic Chair with Hand Support Action	Best Quality	Per Pc			

80	Steel Chair with hand support	Best Quality	Per Pc			
81	Dustbin (With Cover)	Best Quality	Per Pc			
82	Dustbin (without cover)	Best Quality	Per Pc			
83	Canon LBP2900 Toner	Original Brand	Per Pc			
84	Window Net screen	Best Quality	Per Mtr			
85	Note book	Best Quality	Per Pc			
86	Writing Pad	Best Quality	Per Pc			
87	Pen Drive (32GB) OTG Kingston / Sandisk	Best Quality	Per Pc			
88	Pen Drive (64GB) OTG Kingston / Sandisk	Best Quality	Per Pc			
89	Pen Drive (128 GB) OTG Kingston / Sandisk	Best Quality	Per Pc			
90	A3 Paper	Best Quality	Per Pack			
91	Cash Book (Panchayat)	Best Quality	Per No			
92	Stock Book	Best Quality	Per No			
93	Guard File	Best Quality	Per No			
94	Tea Tray	Best Quality	Per No			
95	Ruler (wooden)	Best Quality	Per No			
96	Ruler (plastic)	Best Quality	Per No			
97	File marking flag sticker	Best Quality	Per pack			
98	Water Drinking Glass	Best Quality	Per dozen			
99	Bisleri (500ml)	Best Quality	Per Pc			
100	Bisleri (1 Ltr)	Best Quality	Per Pc			
101	Bisleri (20 Ltr Drum)	Best Quality	Per Pc			
102	Tube light LED 20W	Best Quality	Per Pc			
103	Writo Meter pen	Best Quality	Per Pc			
104	Pen - Florty/Goldex	Best Quality	Per Pc			
105	Plastic Rope 1Kg	Best Quality	Per Pack			
106	Computer Mouse USB	Best Quality	Per Pc			
107	Computer Keyboard USB	Best Quality	Per Pc			
108	Pencil	Best Quality	Per Pc			
109	Diary (Gupta's)	Best Quality	Per Pc			
110	Photo Paper (Kodak)	Best Quality	Per Pack			
111	Paper weight	Best Quality	Per Pc			
112	Blade (Wilkinson Sword)	Best Quality	Per Pack			
113	Sealing wax	Best Quality	Per Pack			
114	Candle stand	Best Quality	Per Pc			
115	Candle	Best Quality	Per Pack			
116	Match Box	Best Quality	Per pkt			
117	Ledger Book	Best Quality	Per No			
118	Long Jharu	Best Quality	Per No			
119	Rain Coat	Best Quality	Per pair			
120	Art Paper	Best Quality	Per pc			
121	Stabilizer 1KW 90v vGuard	Best Quality	Per pc			

122	Stabilizer 3Kva 90v vGuard	Best Quality	Per pc			
123	Umbrella Big	Best Quality	Per pc			
124	Logitech Cordless Mouse	Best Quality	Per pc			
125	Table Cloth	Best Quality	Per mtr			
126	Safety Pin	Best Quality	Per pkt			
127	Both Side Pen	Best Quality	Per pc			
128	Painting Brass	Best Quality	Per pc			
129	Bamboo bucket (Tukri)	Best Quality	Per pc			
130	Plastic tool	Best Quality	Per pc			
131	Dish Wash	Best Quality	Per pc			
132	HP 12 A Toner	Best Quality	Per pc			
133	Highlighter Pen	Best Quality	Per pc			
134	Scissor	Best Quality	Per pc			
135	Door Ring	Best Quality	Per pair			
136	Samsung Toner ML2526	Best Quality	Per pc			
137	Extension Chord	Best Quality	Per pc			
138	Laptop Power Chord	Best Quality	Per pc			
139	stamp pad	Best Quality	Per pc			
140	Stamp 3 Line	Best Quality	Per pc			
141	D-Link Wifi Cloud Router	Best Quality	Per pc			
142	Room Heater	Best Quality	Per pc			
143	Canon LBP2900 Laser Printer	Best Quality	Per pc			
144	Transit Register	Best Quality	Per No			
145	Punching Machine	Best Quality	Per Pc			
146	Canon NPG 59 Toner	Best Quality	Per Pc			
147	Brother Inkjet Toner	Best Quality	Per Bottle			
148	Iron Hole	Best Quality	Per Pc			
149	Computer UPS 725VA	Circle/Finger	Per PC			
150	Computer UPS 1 KVA	Circle/Finger	Per PC			
151	Computer Keyboard Mouse Combo Wired	Reputed Brand	Per Set			
152	Computer Keyboard Mouse Combo Wireless	Reputed Brand	Per Set			
153	Water Sponge	Best Quality	Per PC			
154	Ceiling Fan 1400 BLDC	Bajaj/Atomberg	Per Pc			
155	Ceiling Fan BLDC 1200	Bajaj/Atomberg	Per Pc			
156	Bill Register	Best Quality	Per No			
157	Wall Clock	Reputed Brand	Per Pc			
158	Net Protector Antivirus 1 PC	One User	Per Pc			
159	LED Bulb (10 Watt)	Syska/Eveready	Per Pc			
160	Wifi Card USB	Reputed Brand	Per pc			
161	WD Green SSD 120GB	WD	Per pc			
162	WD Green SSD 240GB	WD	Per pc			
163	WD Green SSD 480GB	WD	Per pc			
164	Epson L130 Printer	Epson	Per pc			
165	Epson L130 Blk Color Kit	Epson	Full Set			
166	HP P1108 Printer	HP	Per pc			
167	Canon LBP6030B Printer	Canon	Per pc			
168	Canon LBP6030B Toner	Canon	Per pc			

169	LBP2900, HP12A & 88A Compatible Toner	(Reputed Brand)	Per pc			
170	WD Green 1 TB Internal HDD	WD	Per pc			
171	Kyocera Task Alfa 2200 MF Printer (22ppm)	Kyocera	Per pc			
172	Kyocera 2040DN Printer (40ppm) A4/Legal only	Kyocera	Per pc			
173	Kyocera 2040DN Toner	Kyocera	Per pc			
174	HP Neverstop Printer 1000A	HP	Per pc			
175	HP Neverstop Printer 1000A Toner original	HP	Per pc			
176	HP Xerox Toner MFP M436n	HP	Per pc			
177	Action Plastic Chair with Handle unbreakable No.922 Red	Action	Per Pc			
178	Action Plastic Royal Chair with Handle unbreakable No.923 Blue	Action	Per Pc			
179	Pilot V5 Pen	Pilot	Per pc			
180	Pilot V7 pen	Pilot	Per pc			
181	Octane Gel Pen	Classmate	Per pc			
182	4 Folder File Good Quality	Reputed Brand	Per pc			
183	Hand sanitizer 100ml	Lifebuoy/Savlon /Dettol	Per pc			
184	Hand sanitizer 1 Ltr	Lifebuoy/Savlon /Dettol	Per pc			
185	Hand sanitizer 5 Ltr	Lifebuoy/Savlon /Dettol	Per pc			
186	Wall Fan	Reputed Brand	Per pc			
187	Stand Fan (high Speed)	Reputed Brand	Per pc			
188	Cello tape	Best Quality	Per pc			
189	Gum bottle	Best Quality	Per pc			
190	Collin spray	Best Quality	Per pc			
191	Hit (mosquito & Cockroach killer)	Best Quality	Per pc			
192	IPS 20" PC Monitor HDMI	Dell/Phillips/ Lenovo	Per pc			

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