

NOTICE

Sealed quotation affixing a non-refundable court fee stamp of Rs 8.25(Rupees eight and paise twenty five) only are invited by the undersigned for supply of stationery items in Office of the Darrang Zilla Parishad, Mangaldai on behalf of CEO, Darrang Zilla Parishad from Govt. registered Contractors/Firms having up-to-date relevant documents for supply of items detailed below will be received at the office of the under signed up to 2-00 pm from 10/01/2020 to 20/01/2020 during office hours and the same will be opened at 2-30 pm on the same date and venue.

Sl.No.	Name Of Items	Sl.No.	Name Of Items
1	PEN	26	STAPLER PIN (SMALL/LARGE)
2	PENCIL	27	DISTA PAGE
3	SHARPER	28	JK A4 PAGE
4	RUBBER	29	JK LEGAL PAGE
5	SCALE	30	YELLOW A4 PAPER
6	FILE COVER	31	A3 PAPER
7	FILE BOARD	32	CARBON PAPER
8	NOTESHEET	33	STICK FILE
9	TAG	34	FOLDER BAG
10	FLAG (SMALL)	35	REGISTER (SMALL/MEDIUM/LARGE)
11	FLAG(BIG)	36	TABLE GLASS
12	PAPER PUNCHING MACHINE (SMALL/LARGE)	37	GUARD FILE
13	STAPLER (SMALL/LARGE)	38	PAPER WEIGHT
14	STAMP PAD	39	GLUE STICK
15	BLANK CD/DVD	40	GUM
16	CALCULATOR	41	PEON BOOK
17	CANON PRINTER TONER	42	STOCK REGISTER
18	RICOH XEROX MACHINE TONER	43	BLACK TAP
19	HP PRINTER TONNER	44	WHITE TAP (CELLO)
20	LOG BOOK	45	ENVELOP (SMALL/MEDIUM/LARGE)
21	PEN STAND	46	A4 ENVELOP
22	EXTENSION BOARD	47	MEASURMENT PLASTIC TAP
23	WHITNER	48	WRITING PAD,
24	PENDRIVE	49	EXTERNAL HARD DISK
25	COMPUTER PERIPHERALS	50	OTHER STATIONERY

N.B.

1. Rates to be quoted in percentage against each items.
2. The undersigned does not bind himself to accept the lowest or unjustified rate and reserves all right to reject any/ all quotation without assigning any reason thereof..
3. Payment will be made subject to availability of fund.
4. No payment will be made to contractor if the supply is not made as per terms and condition of the order.
5. List of all relevant documents to be submitted.

Chief Executive Officer
 Darrang Zilla Parishad
 Mangaldai
 Date:08/01/2020

Memo No. Darrang/ITEMS/STATIONERY/855/2019-20/510-A

Copy To:

1. The Deputy Commissioner, Darrang, Mangaldai for kind information.
2. The President, Darrang Zilla Parishad for kind information.
3. The DIO, NIC, Darrang for favour of kind information. He is requested to upload NIT on website.
4. The DIPRO, Darrang for favour of kind information and necessary action.
5. Chief Accounts Officer, Darrang Zilla Parishad for kind information and necessary action.
6. The Accountant, Darrang Zilla Parishad for kind information and necessary action.
7. All Office Staffs for information.
8. Notice Board.
9. Office File

Chief Executive Officer
 Darrang Zilla Parishad
 Mangaldai