



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER :: SIVASAGAR

No. SVNZ/01/Tender/2

Dated Sivasagar the 14th May'2025

NOTICE INVITING TENDER

Sealed quotation affixing non-refundable court fee stamp of Rs. 8.25 (Rupees Eight & twenty five paise only) are hereby invited from all intending Local firms/Suppliers and Govt. Registered Suppliers or Contractors for supply of "office stationery articles, house-hold items, computers accessories, electrical items, etc." of standard quality enclosed as 'Annexure-A' at the office of the District Commissioner, Sivasagar during the financial year 2025-26 as per terms & conditions given below. The same will be received by Addl. District Commissioner (Nazarat), Sivasagar up to **3:00 PM on 25/05/2025** and same will be opened at the same place and date in the presence of bidders or their representatives and members of the committee constituted for the purpose. The intending bidders may obtain detail particulars and list of items from Nazarat Branch of D.C.'s Office, Sivasagar during office hours up to **20/05/2025**.

Terms & Conditions:-

1. The District Commissioner reserves the right to reject/accept the quotation without assigning any reason thereof.
2. Copy of Trade License, GST Registration Certificate, Pan Card to be submitted along with the bid documents.
3. Bank statement for the last 6 Months need to be submitted with the bid document.
4. An earnest money worth Rs.6,000/- (Six thousand) only is to be payable in favour of District Commissioner, Sivasagar from any Nationalized bank. The earnest money of successful bidder will be retained by the D.C. Office, Sivasagar as security deposit & will be returned without any interest after expiry of the agreement, if any bidder withdraws the tender or fails to execute the supply order within the given time, the earnest money will be forfeited & the firm/ Suppliers / Govt. Registered Suppliers may be blacklisted from future tender process in the Office of the District Commissioner, Sivasagar.
5. Bidder should quote item wise rate by mentioning the brand / Company and shall have to submit samples of such items where applicable along with MRP list.
6. Payment for the said supply will be made only after receipt of FOC from the Govt. time to time.
7. Bidder should submit the bid documents in Two Bids (Technical Bid & Price Bid) system.
8. Legal jurisdiction of any disputes will be within Sivasagar district only.
9. The rate quoted by the bidder should not be more than the MRP of said goods/article.
10. The selected Bidder shall have to deliver ordered quantity of Goods within 24 Hours from the date of receiving the written order, failing which the undersigned reserves the right to cancel the said order without citing any reason thereof.
11. The accepted Bidder shall be entered into an agreement with the undersigned for the said supply.

This has the approval of District Commissioner, Sivasagar at note sheet page 01 Dated 28/03/2025 In file No.SVNZ. 01/Tender/2025.


Addl. District Commissioner,(N)
Sivasagar

Memo No. SVNZ/Tender/2-(A)

Dated Sivasagar the 14th May'2025

Copy to:

1. The DIPRO, Sivasagar. He/ She is requested to arrange publication of tender notice at least in three leading dailies, one in English and other two in Assamese.
2. The DIO, NIC, Sivasagar District. He is requested to upload the Tender Notice in the Sivasagar District Administration website for wide publicity.
3. C.A. to District Commissioner, Sivasagar for kind appraisal of D.C.
4. Notice Board of DC's Office, Sivasagar.


Addl. District Commissioner,(N)
Sivasagar