



O/O the Joint Director of Health Services cum  
Member Secretary, District Health Society  
District Programme Management Unit, NHM,  
Goalpara, PIN: 783101



NO: DHS/ NHM/ GLP/EMPERNAL/2021-22/15/ ২৩৫ (A)

Date: 18/8/22

Notice Inviting Tender

Sealed quotations affixing non-refundable Court Fee stamp of Rs. 8.25 (Rupees eight & twenty five paise only) is hereby invited on behalf of District Health Society, NHM, Goalpara from the intending firm/Dealers/enterprise etc having previous experience in this field for supply of the Stationery Items for District Health Society, Goalpara as the last date of submission of quotations is 1st of September, 2022, up to 12.00 pm. The quotations will be received by the undersigned on or before 1st of September, 2022, up to 12.00 pm and will be opened the same date i.e 1<sup>st</sup> September at 1:00 PM in the office chamber of the undersigned in presence of the party concerned or their authorized agent. Details may please be seen in Specification Enclosed in the Annexure A for Stationery Items.

**Terms & Conditions:-**

1. The Quotations needs to submit upto date clearance certificate i.e Income Tax, Valid Trade Licence and GSTIN etc registration with their quotation.
2. Self attested copies of records/ documents relating to registration of PAN, up to date income tax clearance certificate, valid trade licence and GSTIN etc should be furnished. Quotation submitted without self attested copies of all certificate will be rejected.
3. Record and Documents in support of experience in Govt. works to be furnished.
4. Rate should be inclusive of all taxes admissible like GST/Income Tax as applicable will be deducted at source from the bill amount.
5. If any firm fails to complete the works within the stipulated time the work order will immediately be withdrawn from the concerned firm.
6. Authority in not bound to accept the lowest rate or any quotation and reserves the right to accept/reject any quotation without notice and assigning any reasons thereof.
7. Rates should be quoted as per Annexure – (Including all items and taxes).
8. Envelop should be covered with sealing wax.
9. No advance payment will be made & Payment will be made through PFMS System only.
10. The quotation will be accepted upto 12 PM of 1<sup>st</sup> September and will be open on the same date i.e. 1<sup>ST</sup> September /22 at 1:00 PM in the office of the undersigned in presence of the tendered or representative of the firm.
11. The Selected firm/Dealers/enterprise etc needs to sign an agreement with DHS, Goalpara.
12. Initially agreement will be made for 2 year.
13. For cancellation of agreement 1 month prior notification shall be sent to the either party.
14. The decision of selection Committee will be the final in any case.

Memo NO: DHS/ NHM/ GLP/EMPERNAL/2021-22/15/ ২৩৫(A) to ২৪০(A) Date: 18/8/22

Copy to-

1. The Deputy Commissioner, Goalpara for information.
2. The Additional Deputy Commissioner, Goalpara for information.
3. The FAO, DC Office, Goalpara for information.
4. The DIPRO, Goalpara for favour of kind information and with a request to publish the NIT in an Assamese and English daily Newspaper in Assam.
5. DIO/NIC with a request to publish in Goalpara District Administration web site.
6. Notice Board JT DHS Office.

Jt.DHS cum member  
Secretary, DHS, Goalpara  
Date: 18/8/22  
Joint Director of Health Services  
Cum Member Secretary DHS  
Goalpara

Jt.DHS cum member  
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Joint Director of Health Services  
Cum Member Secretary DHS  
Goalpara



## **NOTICE INVITING TENDER ( NIT)**

**Sealed Quatations are invited affixing court fee Rs- 8.25 from interested dealer/firm/enterprise etc on or before 1<sup>st</sup> September 2022 for supply of Stationery Items/ Contingency for District Health Society, NHM, Goalpara.**

**For more details please visit [www.goalpara.nic.in](http://www.goalpara.nic.in) or contact O/O the Joint Director of Health Services, Goalpara, Nayapara, Ward No- 05, Pin- 783101, Goalpara.**

**Sd/**

**JT. DHS Goalpara**

## ANNEXURE B

## LIST OF ITEMS FOR STATIONERY ITEMS/CONTINGENCY

Sl No	Particulars	Quantity	MRP Rate	Tender	Remarks
1	Paper A4 Size (JK)	Per Pkt			
2	Paper Legal Size pkt (JK)	Per Pkt			
3	Paper A3 Size pkt (JK)	Per Pkt			
4	Full Scape Paper per Ream (High)	per ream			
5	Full Scape Paper per Ream (Medium)	per ream			
6	Full Scape Paper per Ream (low)	per ream			
7	Note Sheet Paper	Per Pkt			
8	Alpin (Small)	Per Pkt			
9	Alpin (Big)	Per Pkt			
10	Paper Clip (Small)	Per Pkt			
11	Paper Clip (Big)	Per Pkt			
12	Paper Clip (Large)	Per Pkt			
13	Stapler Machine Small Size (1)	per No			
14	Stapler Machine Small Size (2)	per No			
15	Stapler Machine Small Size (3)	per No			
16	Stapler Machine Big Size (1)	per No			
17	Stapler Machine Big Size (2)	per No			
18	Stapler pin small size	per box			
19	Stapler pin Big size	per box			
20	Pen Stand with pen for officer	per Set			
21	Towel for officer	per pic			
22	Lock & key Big Size	per pic			
23	Lock & key Small Size	per pic			
24	Waste Paper Basket (Big)	per pic			
25	Waste Paper Basket (Small)	per pic			
26	Chair cushion	per pic			
27	Carbon Paper	per pkt			
28	Wooden Pencil (Low)	per Dzn			
29	Wooden Pencil (Medium)	per Dzn			
30	wooden pencil (High)	per Dzn			
31	Paper cutting Knief (Small)	Per Pic			
32	Paper cutting Knief (Big)	Per Pic			
33	Pencil Battery for clock (1)	Per Pic			
34	Pencil Battery for clock (2)	Per Pic			
35	File Cover (1)	Per File			
36	File Cover (2)	Per File			
37	File Cover (3)	Per File			
38	File Board	Per File			
39	Guard file/Index File	Per File			
40	Executive File	Per File			
41	Plastic File Cover	Per Cover			
42	Stick File A4 Size	Per File			
43	Stick File Legal Size	Per File			
44	Calculator Machine (Cashio) Big	Per Pic			
45	Calculator Machine (Cashio) Small	Per Pic			
46	Stamp Pad (Small)	Per Pic			
47	Stamp Pad Ink	Per Pic			
48	Register (Oxford)	per No			
49	Register(Knob Neet) (Special Quantity)	Per Pic			
50	Cover File (Special Quantity)	Per Pic			
51	Office Almirah 3 Inter Lock	Per Pic			
52	Office 4 self Rack	per No			
53	Executive Revolving Chair	per No			
54	Visiting Chairs	per No			
55	Plastic Chairs	per No			
56	Water Filter 16 Ltr	per No			
57	Prodot Cartridge 278A	per No			
58	Prodot Cartridge 88A	per No			
59	Lipi Cartridge 88 A	per No			

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 Joint Director of Health Services  
 Cum Member Secretary DHS  
 Goalpara

HiFi Cartridge 12A

Per No

61	Cartridge G3010	Per No			
62	Duplicating Ink	Each			
63	Anti Virus (NP)	per No			
64	Trunk (Large Size)	per No			
65	Trunk (Medium Size)	per No			
66	Trunk (Small Size)	per No			
67	Dot Pen (Best Quality)	per No			
68	Dot Pen (Medium Quality)	per No			
69	Dot Pen (General Quality)	per No			
70	Eraser	per No			
71	BUCKET & MUG	Each			
72	BAMBO JARU	Each			
73	PHOOL JARU	Each			
74	CASH BOOK	Per No			
75	Rgister Book	Per No			
76	Issue Rgister	Per No			
77	Stock Register	per No			
78	Fixed Asset Register	Per No			
79	Calling Bell	Each			
80	Waste Paper Bucket	Each			
81	Water Jug Plastic	Each			
82	Wall Clock	Each			
83	Room Spray	Each			
84	Torch	Each			
85	Torch Cell	Each			
86	Punching Machine	Each			
87	Paper Hole (Iron)	Each			
88	Hammer	Each			
89	Gamosa (Low)	Each			
90	Gamosa (Medium)	Each			
91	Gamosa(High)	Each			
92	Note Pad Page 20	Each			
93	Note Pad Page 50	Each			
94	Note Pad Page 100	Each			
95	Hillighter Pen	Each			
96	Tag Cotton	Per Bundle			
97	File Flag	Per PKT			
98	Door Screen	Each			
99	Window Screen	Each			
100	Door Spring	Per Set			
101	Drinking Glass (Glass material)	Per Set			
102	Cup Plate Set	Per Set			
103	Envelop (9'X3')	Each			
104	Envelop (6'X3')	Each			
105	Scale	Each			
106	Pen Drive 8GB	Each			
107	Pen Drive 16 GB	Each			
108	Electric Bulb CFL 9 W	Each			
109	Electric Bulb CFL 12 W	Each			
110	Electric Bulb CFL 18 W	Each			
111	Flexible ware (Copper)	Per Meter			
112	Gum Bottle Fevicol	Each			
113	Toilet Cleaner	Each			
114	Liquid Shop	Each			
115	Odonel	Each			
116	Paper Clip	Each			
117	Paper Weight Glass	Each			
118	Paper Try(Plastic)	Each			
119	Sanitary Brush	Each			
120	Santary Fresh	Each			
121	Table Glass(24 X48)	Each			
122	wooden Roller 18"	Each			
123	Whitener	Each			
Total					

*Sanku*  
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 Cum Member Secretary DHS  
 Goalpara