



Cost of Form: Rs. 500/-



सत्यमेव जयते

## TENDER FOR

*Supply of*

## STATIONERY ITEMS

At

**F.A.A. Medical College & Hospital, Barpeta**

NIT NO. : FAAMCH/ST/1351/2018/1819  
NIT Issue Date : 21<sup>st</sup> December/2018  
Last Date of Submission : 7<sup>th</sup> January/2019 upto 11:00 A.M.  
Date of Opening : 7<sup>th</sup> January/2019 at 12:30 P.M.

**Fakhruddin Ali Ahmed Medical College Hospital**  
**Jotigaon, Barpeta, Assam – 781301**

Phone : (03665) 252140 ::: e-mail : [faamc.barpeta2010@gmail.com](mailto:faamc.barpeta2010@gmail.com)  
[www.faamcassam.co.in](http://www.faamcassam.co.in)

Government of Assam  
Office of the Superintendent  
Fakhruddin Ali Ahmed Medical College Hospital  
Barpeta, Assam - 781301

(Under Society for Medical Education, Barpeta)

Phone : (03665) 252140 ::: e-mail : faamc.barpeta2010@gmail.com

No. FAAMCH/ST/1351/2018/1819


Date - 21/12/2018

**NOTICE INVITING TENDER**

Sealed tender affixing non-refundable Court fee stamp of Rs.8.25 (Rupees eight and twenty five paisa) only are invited from reputed Govt. Registered Firms for the supply of **STATIONERY ITEMS** at Fakhruddin Ali Ahmed Medical College & Hospital, Barpeta for the financial year 2019-21.

The Tender documents containing detailed information/terms and conditions for the purpose can either be obtained from the Office of the Superintendent, from 24/12/2018 to 05/01/2019 between 11 a.m. to 3 p.m. with non-refundable payment of Rs. 500/- or may be downloaded from website <http://faamcassam.co.in>. The tender documents are not transferable.

The last date and time of submission of tender is 7<sup>th</sup> January, 2019 up to 11.00 a.m. and the tender will be opened on the same day at 12.30 p.m. in presence of the intending suppliers or their authorized representatives. The tenders are to be submitted to the office of the Superintendent, F.A. A. Medical College Hospital, Barpeta on all the working days during office hours.

  
Superintendent  
F.A.A. Medical College Hospital  
Barpeta, Assam

Date- 21/12/2018

Memo No. FAAMCH/ST/1351/2018/1819-A

Copy forwarded for information to :

1. The Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati – 22.
2. The Chairman, Society for Medical Education, Barpeta.
3. The Principal-cum-Chief Superintendent, FAAMC&H, Barpeta.
4. The Director of Information & Public Relation Officer, Dispur, Guwahati – 6. He is requested kindly to publish the tender notice in daily news papers. One in Assamese, one in English daily.
5. The In-charge, CMS, FAAMCH, Barpeta.
6. Dr. Uddip Talukdar, for immediate uploading the NIT in the FAAMCH website.
7. Notice Board, FAAMCH, Barpeta.
8. Notice Board of the Deputy Commissioner office, Barpeta.
9. The DI&PRO, Barpeta for wide publication of the tender.
10. Office file.

Sd/-

Superintendent  
F.A.A. Medical College Hospital  
Barpeta, Assam.

**Documents to be submitted:**

1. Court Fee of Rs. 8.25/-
2. Govt. Firm Registration Certificate (photocopy).
3. GST Registration Certificate (photocopy).
4. Last GST Return (photocopy), if any.
5. Up-to-date Trade License (photocopy) from competent authority.
6. PAN Card (photocopy)
7. Experience Certificate in similar field or nature of work.



**Superintendent**  
F.A.A. Medical College Hospital,  
Barpeta, Assam



Terms and Conditions:

1. Tenders to be submitted in duplicate in separate envelope which are to be enclosed in a single sealed packet.
2. The rates against each items of the enclosed list should be quoted in figures and words and that shall be inclusive of all taxes.
3. The cover containing the tender should be super scribed as the "TENDER FOR SUPPLY OF STATIONERY ITEMS AT FAAMCH, BARPETA (FOR THE FINANCIAL YEAR 2019-21)" in block letters.
4. Incomplete and defective tender shall not be accepted.
5. EMD of Rs. 5,000/- (five thousand) only in the form of NSC, KVP, Bank Guarantee, FDR, Demand Draft of schedule Bank valid for one year pledged to "the Superintendent, F.A.A. M.C.H, Barpeta" to be submitted. **Bids received without Earnest Money Deposit (EMD) shall stand rejected.**
6. Selected bidders have to furnish a security deposit of Rs. 5,000/- (five thousand) only at the time of execution of the tender in the form of NSC, KVP, Bank Guarantee, FDR, Demand Draft in stipulated time and the EMD deposited by successful bidder will be adjusted towards security deposit.
7. The work/supply/work charge order will be placed as and when requirement arises and payment will made subject to the availability of fund after observing all the formalities. Any claim for advance payment will not be entertained.
8. In the event of failure to supply/install/turnkey the required materials as ordered in stipulated period, the order shall stand automatically cancelled and will invite forfeiture of the security deposit.
9. The rates shall be valid till 31<sup>st</sup> March/2021 from the date of acceptance of the tender and the period of validity may likely to be extended.
10. Items have to be supplied & installed within 15 (fifteen) days from the receipt of supply order.
11. Bidder should be single party, consortium will not be accepted.
12. The Bidder is required to quote for the complete list of items. Partial quote are liable to be rejected.
13. Samples to be submitted as and when required.
14. Items supplied should be as per specifications and samples submitted.
15. In case of holiday next working date and time will be the last submission time of tender.
16. The undersigned reserves the right to accept or reject any or all tender or part thereof without assigning any reason thereof and under no any circumstances, the undersigned is bound to accept the lowest rate of the tender.
17. The tender should be written neatly without cutting/overwriting.
18. Price escalation will not be allowed in any case.

19. Canvassing in any form will make the tender liable to rejection.

20. Payment will be made subject to availability of fund.

21. **Tenderer or their authorized signatories must put signature in all the pages of the tender papers.**

22. All legal disputes shall be subject to jurisdiction of Barpeta Court.



**Superintendent**

F.A.A. Medical College Hospital,

Barpeta, Assam

*We have read the above terms & conditions of the contract and undertake to agree and abide by all the above terms & conditions in case of award for supply of Stationery items to me.*

Signature \_\_\_\_\_

Name in full \_\_\_\_\_

Address \_\_\_\_\_

Mobile/Tel. No. \_\_\_\_\_

Tenderer / Authorized Signatory of \_\_\_\_\_

**LIST OF STATIONERY ITEMS**

Sl. No.	Name of Items	Specification	Name of Manufacturer	Unit	Rate	
					in figure	in words (inclusive of all taxes)
1	A3 Paper (75 GSM)	Copy Power or equivalent		Per 500 sheets		
2	A4 Paper (100 GSM)	Copy Power or equivalent		Per 100 sheets		
3	A4 Paper (70 GSM)	Image or equivalent		Per 500 sheets		
4	A4 Paper (75 GSM)	Hind Copy Paper (HPC) or equivalent		Per 500 sheets		
5	Allpin (Sharp Point) (Packet of 100 Grams Gross weight and 70 Grams net weight)	Best quality		Per Pkt.		
6	Anti Virus	Quick Heal (Total Security) or equivalent		3 (three) user		
7	Anti Virus	Quick Heal (Total Security) or equivalent		1 (one) user		
8	Attendance Register Book (Student)	Best quality		Each		
9	Ball Pen with refill (Red/Blue/Black ink)	Reynolds 0.5/Cellor Gripper or equivalent		Each		
10	Bamboo Jharu	Best quality		Each		
11	Bar Soap (Aprx. 95 gm)	Surf Excel or equivalent		Each		
12	Battery (1.5v)	Eveready or equivalent		Each		
13	Battery (9v)	Eveready or equivalent		Each		
14	Battery (AA)	Eveready or equivalent		Each		
15	Battery (AAA)	Eveready or equivalent		Each		
16	Binder Clip 19 mm size	Best quality		Each		
17	Binder Clip 25 mm size	Best quality		Each		
18	Binder Clip 30 mm size	Best quality		Each		
19	Binder Clip 41 mm size	Best quality		Each		
20	Binder Clip 51 mm size	Best quality		Each		
21	Blade	Gillette or equivalent		Per Pc.		
22	Borther's Printer toner (Model No.- TN1020)	Brother		Each		
23	Borther's Printer toner (Universal)	UV or equivalent		Each		

**LIST OF STATIONERY ITEMS**

Sl. No.	Name of Items	Specification	Name of Manufacturer	Unit	Rate (inclusive of all taxes)	
					in figure	in words
24	Bucket [Plastic] Size - 18 Ltrs.	Milton or equivalent		Each		
25	Bucket [Plastic] Size - 20 Ltrs.	Milton or equivalent		Each		
26	Bucket [Plastic] Size - 22 Ltrs.	Milton or equivalent		Each		
27	Calculator (12 digit)	Orpat or equivalent		Each		
28	Calling bell (Spring)	Best quality		Each		
29	Carbon Paper Double (Blue/Black)	Kores or equivalent		Per Pkt.		
30	Carbon Paper Single (Blue/Black)	Kores or equivalent		Per Pkt.		
31	Cartridge Paper (Green sheet)	Best quality		Per 100 pcs.		
32	Cash Book (Cloth Bounded)	Best quality [Aprx. 400 pages]		Each		
33	Cash Book (Hard Bounded)	Best quality [Aprx. 200 pages]		Each		
34	Ceilling Brush (Plastic)	Best quality		Each		
35	Cello tape (Big)	White transparent Cello tape 2"		Each		
36	Cello tape (Medium)	White transparent Cello tape 1.5"		Each		
37	Cello tape (Small)	White transparent Cello tape 1"		Each		
38	Clip Board (standard size)	Best quality		Each		
39	Clip File	Best quality		Each		
40	Cloth Cleaning Brush (Plastic)	Best Quality		Each		
41	Cloth Clip	Best quality		Each		
42	Coconut Brush	Best quality		Each		
43	Compatible Laserjet Toner (88A)	PRODOT/BLUE STRIP or equivalent		Each		
44	Compatible Laserjet Toner (Universal)	PRODOT/BLUE STRIP or equivalent		Each		
45	Continuous Paper	10" x 12" (2 part) Best quality		Per Pkt.		
46	Correction Pen (White)	Kores or equivalent		Each		
47	Cover file	Best quality		Each		
48	Cup-Plate	General		Per Pair		

## Annexure - III

**LIST OF STATIONERY ITEMS**

Sl. No.	Name of Items	Specification	Name of Manufacturer	Unit	Rate (Inclusive of all taxes)	
					in figure	in words
49	Cup-Plate	Best quality		Per Pair		
50	Detergent Powder (Aprx. 180 gm)	Tide or equivalent		Per Pkt.		
51	Doormate (Size- 2ft x 1ft)	Best quality		Each		
52	Drinking Glass	Best quality		Each		
53	Dustbin (20 Ltrs) [Plastic]	Best quality		Each		
54	Electric Kettle (size- 1 ltr.)	Orpat or equivalent		Each		
55	Envelope [Size- 14" x 12"]	Best Quality		Per 100 pcs.		
56	Envelope [Size- 9" x 4"]	Best Quality		Per 100 pcs.		
57	Epson Aculaser Toner (M1200)	EPSON		Each		
58	Eraser	Best quality		Each		
59	F.C. Paper (Dista Paper)	10.4 kg. or above		Per Dista		
60	File Cover with Board (Thick)	Best quality		Each		
61	File Tray	Best quality		Each		
62	Filter 14 Ltrs (Steel)	Milton or equivalent		Each		
63	Flag (Page Marker) in three colours	Best quality		Per Pkt.		
64	Floor cleaning brush (MOP)	Best quality		Each		
65	Fuljharu (Broom)	Best Quality		Each		
66	Gems Clip	Best quality		Per Pkt. (100 Pcs)		
67	Glass Cleaner (Liquid (Aprx. 250ml))	Best quality		Bottle		
68	Glue Stick	FEVISTICK or equivalent		Each		
69	Gum bottle(100ml)	Best quality		Each		
70	Gum bottle(150ml)	Best quality		Each		
71	Gurder	Best quality		Per 500 gm.		
72	Hand Wash (Aprx. 215ml)	Dettol or equivalent		Each		
73	Hanger (Plastic)	Best quality		Each		



## Annexure - III

**LIST OF STATIONERY ITEMS**

Sl. No.	Name of Items	Specification	Name of Manufacturer	Unit	Rate	
					in figure	in words
74	Hawai Chappal	Best quality		Per Pair		
75	Highlighter Pen (all colours), standard size	CAMLIN		Each		
76	Jug (Steel)	Best quality		Each		
77	Key Ring	Best quality		Each		
78	Legal (FS) Paper (70 GSM)	Image or equivalent		Per 500 sheets		
79	Legal (FS) Paper (75 GSM)	Hind Copy Paper (HPC) or equivalent		Per 500 sheets		
80	Lock & Key 30mn	Naylex or equivalent		Each		
81	lock & Key 50mn	Naylex or equivalent		Each		
82	Lock & Key 80mn	Naylex or equivalent		Each		
83	Marker Pen (Big size) [Black or Blue] Permanent	Cello or equivalent		Each		
84	Marker Pen (Small size) [Black or Blue] Permanent	Cello or equivalent		Each		
85	Mosquito coil	Maxo/Goodknight or equivalent		Per Pkt.		
86	Mosquito Destroyer with refill	Allout or equivalent		Each		
87	Mug (Plastic)	Milton or equivalent		Each		
88	Mug (Steel)	Best quality		Each		
89	Nephtholine Balls	Best quality		Per Pkt.		
90	Note Pad (80-100 pages)	Best quality		Each		
91	Office Attendance Register Book	For 1 (one) year [Best Quality]		Each		
92	Paper Basket, standard size	Best quality		Each		
93	Paper weight	Best quality		Each		
94	Pencil Sharpner	Natraj or equivalent		Each		
95	Peon Book (180-200 pages)	Best quality		Each		
96	Plastic Box (Size- 10" x 6.5" x 2.5")	Best quality		Each		
97	Plastic Chair	Cello or equivalent		Each		
98	Plastic Container (Medium size)	Best quality		Each		

## Annexure - III

**LIST OF STATIONERY ITEMS**

Sl. No.	Name of Items	Specification	Name of Manufacturer	Unit	Rate (inclusive of all taxes)	
					in figure	in words
99	Plastic Drum (100 ltrs)	Best quality		Each		
100	Plastic Scale	Oxford or equivalent		Each		
101	Poly Coated File Cover	Best quality		Each		
102	Punching Machine (Double hole)	Kangaro or equivalent		Each		
103	Punching Machine (single hole)	Kangaro or equivalent		Each		
104	Push Pin	Best quality		Each		
105	Razor (Blade Changeable)	Best quality		Each		
106	Register Book (NO-10)	Three Star or equivalent		Each		
107	Register Book (NO-20)	Three Star or equivalent		Each		
108	Register Book (No-30)	Three Star or equivalent		Each		
109	Register Book No- 30 (without roll)	Best quality		Each		
110	Ribbon Cartridge (No. LX800)	PRODOT/BLUE STRIP or equivalent		Each		
111	Roap (Taita)	Best quality		Per Kg.		
112	Room Freshner	Odonil or equivalent		Per Pkt.		
113	Room Freshner (Aprx. 300ml)	Best quality		Each		
114	Room Heater (Halogen with 3 filament)	Bajaj or equivalent		Each		
115	Rubber Stamp/Seal	Best quality		Per line		
116	Scissor [Brass] 9"	Best quality		Each		
117	Scissor [Steel] 8"	Best quality		Each		
118	Sketch Pen	Cello or equivalent		Per Pkt.		
119	Soap (Aprx. 50 gms)	Dettol or equivalent		Each		
120	Soap case (standard size)	Best quality		Each		
121	Spring file	Best quality		Each		
122	Stamp Pad (Plastic Cover) (Red/Blue)	Best quality		Each		
123	Stamp Pad Ink (Red/Blue)	Camlin/Feber Castle or equivalent		Each		

## Annexure - III

**LIST OF STATIONERY ITEMS**

Sl. No.	Name of Items	Specification	Name of Manufacturer	Unit	Rate	
					(inclusive of all taxes) in figure	in words
124	Stapler Machine (No. 10)	Kangaro or equivalent		Each		
125	Stapler Machine (No. 24/6)	Kangaro or equivalent		Each		
126	Stapler Pin (No. 10)	Kangaro or equivalent		Per Pkt.		
127	Stapler Pin (No. 24/6)	Kangaro or equivalent		Per Pkt.		
128	Tag (Cotton) (Standard Size)	Best quality		Per bundle		
129	Toilet Brush (Plastic)	Best quality		Each		
130	Toilet Cleaner {Liquid (500ml)}	Harpic or equivalent		Each		
131	Toilet Paper (Napkin)	Best quality		Roll		
132	Torch light (Plastic Body)	Eveready or equivalent (3 cell)		Each		
133	Torch light (Steel Body)	Eveready or equivalent (3 cell)		Each		
134	Towel (Big size)	Best quality		Each		
135	Towel (Small size)	Best quality		Each		
136	Wall Clock	Orpat/Ajanta or equivalent		Each		
137	White Board Duster	Best quality		Each		
138	White Board Marker (all colours)	Camlin or equivalent		Each		
139	Wiper (Floor Cleaner)	Best quality		Each		
140	Wooden Pencil	Natraj or equivalent		Each		
141	Xerox Toner (MI230D)	RICOH		Each		
142	Xerox Toner (TN116)	Konica Minolta		Each		