

GOVT. OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER, BONGAIGAON

Leg. No. 03664-230889; email: dc-bongaigaon@nic.in, P.O. Bongaigaon, Pin- 783380
(Nazarat Branch)

QUOTATION NOTICE

Sealed quotations are hereby invited from eligible and registered firms/suppliers for the supply of **stationery items** to the Office of the District Commissioner, Bongaigaon for the financial year 2026-27, and for finalization of approved rates.


The quotation shall be submitted affixing a non-judicial stamp of appropriate value as per prevailing Government norms. The rates quoted against each item must be clearly written in **figures as well as in words**, inclusive of all applicable taxes including GST.

The sealed quotations shall be dropped in the tender box placed in the office of the undersigned during office hours on all working days and will be received up to **3:00 PM on 10/06/2026**. The quotations will be opened at **4:00 PM on the same day** in the presence of the bidders or their authorized representatives, if present.

Detailed list of items along with terms and conditions may be obtained from the **Nazarat Branch, O/o the District Commissioner, Bongaigaon** on all working days up to **2:00 PM on 10/05/2026**.

Terms and Conditions

1. The bidder shall submit self-attested copies of valid **Firm Registration Certificate, Trade License, PAN Card, GST Registration Certificate**, along with up-to-date **Income Tax and GST Clearance Certificates**.
2. The rates must be quoted legibly either in ink or typed. Any correction/overwriting must be duly authenticated with the full signature of the bidder.
3. The rates quoted shall be **inclusive of all taxes, duties, carriage, and other incidental charges**.
4. The approved rates shall remain valid up to **31/03/2027**. No request for enhancement of rates during the validity period shall be entertained under any circumstances.
5. The rates once quoted and accepted shall be **final and binding**, and no alteration or modification shall be permitted thereafter.
6. The undersigned reserves the right to **accept or reject any or all quotations** without assigning any reason thereof. The decision of the undersigned shall be final and binding.
7. The successful bidder must be in a position to **supply and deliver the items on a priority basis** as and when supply orders are issued by this office.
8. It shall not be binding on the undersigned to accept the **lowest quoted rate**.
9. In case any item supplied is found to be **defective or not conforming to the approved specification/brand**, the same shall not be accepted. The supplier shall be liable to replace such items at their own cost within the stipulated time.
10. Only **standard and reputed brands** of stationery items shall be supplied, strictly conforming to the specifications (where applicable).
11. The authority reserves the right to **place supply orders in full or in part** depending upon requirement.
12. Payment will be made **only after satisfactory supply and verification** of the items and subject to availability of budget provisions.
13. The sealed envelope containing the quotation shall be superscribed in bold capital letters as: **"QUOTATION FOR SUPPLY OF STATIONERY ITEMS FOR THE YEAR 2026-27"**
14. Quotation papers may be obtained from the **Nazarat Branch, O/o the District Commissioner, Bongaigaon** from **19/05/2026 to 10/06/2026** during office hours up to 2:00 PM.


District Commissioner
Bongaigaon
District Commissioner
Bongaigaon