



GOVT. OF ASSAM
OFFICE OF THE CO-DISTRICT COMMISSIONER::DHOLAI CO-DISTRICT
(DHOLAI::CACHAR)


No. CDC/DHO/79/VENDOR/2026-27/1

Dated Dholai the 21st May, 2026

Tender Notice

1. Sealed tender affixing court fee stamp worth Rs. 8.25 (Rupees Eight and Paisa Twenty Five) only are hereby invited from the registered Stationery Dealers/Suppliers for supply of the Stationery Articles annexed as Annexure-A to the office of the Co-District Commissioner, Dholai Co-District for the year 2026-2027 (i.e. upto 31st March, 2027. The tenders will be received in the Tender Drop Box to be kept in the Co-District Commissioner's Office, Dholai Co-District upto 3.00 PM on 05/06/2026 and the same will be opened on the same date at 5.00 PM in the office chamber of the undersigned.
2. The interested firms/suppliers may submit tender documents complete in all aspects quoting rates against each item shown in Annexure-A. The rates should be inclusive of all taxes.
3. Conditional bids shall not be considered and will be outright rejected in the very first step.
4. Sample of each article may be produced at the time of submitting the tender if specifically asked for verification, which shall contain labels of the supplies with signature/seal of the firm and item numbers (according to the list).
5. The cost of the tender is nil. The tender documents are not transferable.
6. The tenderers shall submit the following documents along with the bid:
 - a) Copy of PAN Card b) GST Registration Certificate c) Bank Account Number with IFSC Code, Bank Name & Branch, d) Trade License, e) TAN number in case of Partnership firm, etc.
7. The undersigned reserves the right to accept or reject part or whole of the tender without assigning any reason whatsoever.
8. In case of any dispute, the decision of the Co-District Commissioner shall be final and binding.
9. The tender paper should be submitted in sealed cover and clearly superscribed as:
 - b) "SUPPLY OF STATIONERY ARTICLES TO THE OFFICE OF THE CO-DISTRICT COMMISSIONER, DHOLAI CO-DISTRICT"
10. The undersigned reserves the right of accepting tenders from more than one supplier on rates which are found reasonable depending on suitability.
11. The selected suppliers shall have to execute an agreement in this regard as considered necessary by the undersigned. The approved samples shall be retained in the office for verification. All other samples will be returned.

Enclo: Annexure-A



Co-District Commissioner,
Dholai Co-District,
Dholai, Cachar

Memo No. CDC/DHO/79/VENDOR/2026-27/1-A

Dated Dholai the 21st May, 2026

Copy to:

1. The District Information & Public Relations Officer (DIPRO), Barak Valley Zone, Silchar with a request to make publicity of the above quotation through local print/electronic media, as News item.
2. 3. The DIO, NIC, Silchar for uploading in district/co-district website.
4. All local registered stationery suppliers/dealers for information.
5. Office Notice Board.
6. PA to DC, Cachar for kind appraisal of the District Commissioner, Cachar, Silchar.


Co-District Commissioner,
Dholai Co-District,
Dholai, Cachar


Annexure-A
List of Tender Stationery Articles for the year 2026-2027

Sl. No.	Name of item	Unit	Price
1	D.F.C. Paper Standard size with weight 7.1 Kgs	Per Ream	
2	Conquest paper (D.F.C. Single)	Per Ream	
3	Conquest paper (Good quality/Standard size)	Per Packet (500Pics)	
4	Tracing Paper Standard Size	Per Roll	
5	A4 Size printing Paper (JK Copier)	Per Packet	
6	Legal Size printing paper (JK Copier)	Per Packet	
7	Carbon Small (Good Quality/Standard Size)	Per Box	
8	Carbon Big Size (Good Quality)	Per Box	
9	Pin Box (Zebra Brand) T headed	Per Box	
10	File Board (with clothier stand, Size/Good Quality)	Per Hundred	
11	File Cover (to be inscribed with the name of the Office of DC, Cachar, Silchar)	Per Hundred	
12	Stamp Pad (Standard size kores Brand)	Per Each	
13	Stamp Pad (Big size kores Brand)	Per Each	
14	Wooden Pencil (Best Quality)	Per Packet	
15	Pad Ink -100 ml (Best Quality)	Per Each	
16	Gum Bottle-700 ml (Good Quality)	Per Bottle	
17	Tag -9 inch long (Good Quality)	Per Bundle	
18	Paper Weight (Oversize)	Per Dozen	
19	Punching Machine (Standard Size)	Per Each	
20	Clip Board (Plastic Standard Size)	Per Each	
21	Stapler Machine (24/6 Size)	Per Each	
22	Stapler Machine No.10 Size	Per Each	
23	Gatni (Good Quality)	Per Dozen	
24	Office Knife (Good Quality)	Per Dozen	
25	Eraser (Standard Size)	Per Dozen	
26	Stapler Pin (24/6 size)	Per Packet	
27	Stapler Pin No.10 Size	Per Packet	
28	Gel Pen (Black, Blue, Red)	Per Pies.	
29	Dot Pen with Jotter Refill	Per Dozen	
30	Sketch Pen (Luxor Brand Containing 12 Colours)	Per Box	
31	High Tech. Point (Sign Pen)	Per Each	
32	Red & Blue Dot Pen (with pointed Refill)	Per Dozen	
33	Rubber Band (Good Quality)	Per Kg.	
34	Guard File (Best Quality)	Per Each	
35	Correction fluid (White)	Per Each	
36	Sponze (Standard Size) Best Quality	Per Dozen	
37	Dot Pen with ordinary Refill	Per Pies.	
38	Bound Register (White/Roll Per No.)	Per No.	

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**Co-District Commissioner,
Dhuli, Cachar.**

39	Bound Register (Roll with conquest paper)	Per No.	
40	Scale 12 Inch (Plastic Good Quality)	Per Each	
41	Scissors (Medium)	Per Each	
42	File Basket (Plastic)	Per Each	
43	Lock and Key (Different Sizes Good Quality)	Per Each	
44	Envelope (9x4 size)	Per Thousand	
45	Envelope (10x4 ½ Size)	Per Thousand	
46	Envelope (11x5 Size)	Per Thousand	
47	Envelope (18x12 Size)	Per Thousand	
48	Envelope (For DO Letter)	Per Thousand	
49	Jems Clip (Kores)	Per Packet	
50	Phenyl (Bengal Chemicals)	Per Litre	
51	Sutli (Jute)	Per Kg	
52	Stick Note Flag	Per Packet	
53	A3 Size Printing Paper	Per Packet	
54	Printer Cartridge (12A/28A/88A/388 all area HP Brand)	Per No.	
55	Cello Tape (medium size)	Per No.	
56	Cello Tape (small size)	Per No.	
57	Brown Cello Tape	Per No.	
58	A4 Yellow Paper	Per Packet	
59	Four Folder File Cover	Per Dozen	


 Co-District Commissioner,
 Dholai Co-District,
 Dholai, Cachar
