



GOVT. OF ASSAM
OFFICE OF THE SUPERINTENDENT-II, DISTRICT HOSPITAL HATSINGIMARI, SOUTH
SALMARA MANKCHAR DISTRICT

No:-DH/HSM/ 586/2026

Dated: Hatsingimari the 07th January/2026

Tender Notice

Sealed tenders affixing Court fee stamp Rs. 8.25 (Rupees Eight and Twenty-Five Paise) only are hereby invited from interested Firms / Traders of open market for supplying of Stationery items specified as per enclosed list and as per terms and conditions laid down below, which will be received in the office of the **Superintendent-II, District Hospital, Hatsingimari, South Salmara Mankachar** up to 3.00 PM of **28/01/2026**. The tenders will be opened on the same day at 4.00 PM. If tenders could not be opened on the day of closing the tender box due to unavoidable circumstances, the tenderers will be communicated telephonically about the next date for opening of the tenders.

SI No.	Name of Articles	Size	Rate be quoted
1	A4 Size Paper	210 X 297 mm	Per Pkt
2	Legal size paper	21.5 X34.5 cm	Per Pkt
3	Note sheet paper	Legal	Per Pkt
4	Pencil Carboon	Legal	Per Pkt
5	File Board	General	Per Unit
6	File Cover	General	Per Unit
7	Cover File	4 Folder	Per Unit
8	Plastic coded File	General	Per Unit
9	Alpin	Big	Per Pkt
10	Stamp Pad	Big	Per Unit
11	Stamp Pad	Small	Per Unit
12	Cotton Tag	Long	Per Bundle
13	Envelops	5" X12"	Per Unit
14	Envelops	5" X 9"	Per Unit
15	Clip Board	General	Per Unit
16	Auto Clip File	General	Per Unit
17	Art Paper	General	Per Pce
18	Art Pencil	General	Per Unit
19	Dot Pen	General	Per Unit
20	Pen Stand	General	Per Unit
21	Binding Register	General	Per No.
22	Scissor	Medium	Per Unit
23	Scissor	Big	Per Unit
24	Marker Pen	Thine Refiel	Per Unit
25	Marker Pen	Thick Refiel	Per Unit
26	Sharpner	General	Per Unit
27	Calculator	12 Digit	Per Unit
28	Stapler Machine	No.24/6	Per Unit

29	Stapler Machine	No.10	Per Unit
30	Pin for stapler machine	No.24/6	Per Pkt
31	Pin for stapler machine	No.10	Per Pkt
32	Sketch pen	12 in a set	Per Pkt
33	Bond Paper	General	Per Pkt
34	Whitner Pen	General	Per Unit
35	Register	10 No.	Per Pce
36	Register	8 No.	Per Pce
37	Register	6 No.	Per Pce
38	Register	4 No.	Per Pce
39	Fulam Gamocha	General	Per Pce
40	Sorai	General	Per Pce
41	Zapi	General	Per Pce

Terms and Conditions

1. The tenders should be registered firm and their Registration No. should be quoted in their tenders.
2. The quoted rates shall be inclusive of all applicable taxes, duties and charges, including loading and unloading. No additional charges shall be entertained at the time of bill submission.
3. The successful bidder shall supply samples of all items, free of cost, for audit and verification purposes, as and when required.
4. A copy of Trade License issued by competent Authority must be enclosed.
5. A self-attested photocopy of the Income Tax Return (ITR) for the last three (03) financial years must be submitted along with the tender.
6. A self-attested photocopy of the GST Registration Certificate must be enclosed with the tender.
7. A self-attested photocopy of the PAN Card must be attached with the tender.
8. The bidder shall furnish details of the Bank Account in the name of the firm/trader, including Account Number, IFSC Code, and Bank Branch. A self-attested copy of the first page of the bank passbook, cancelled cheque, or bank statement indicating the IFSC code must be enclosed.
9. The tenderer shall deposit an Earnest Money Deposit (EMD) of ₹7,999.00 (Rupees Seven Thousand Nine Hundred Ninety-Nine only) in favour of the Superintendent-II, District Hospital, Hatsingimari, South Salmara Mankachar. The EMD shall be valid for one year or until the next tender, whichever is earlier.
10. Preference shall be given to bidders having prior experience in supplying similar materials to any State/Central Government Department, or PSU, or Government. Documentary evidence of such experience must be enclosed. A copy of the previous work order must be enclosed as proof.

11. All documents submitted shall be duly signed by the bidder. The Technical Bid and Financial Bid must be sealed in separate covers and thereafter placed together in one sealed outer envelope.
12. The successful bidder shall be required to execute a formal agreement within seven (07) days from the date of receipt of the Letter of Award.
13. The agreement shall remain valid for a period of one (01) year from the date of execution.
14. Overwriting, erasures, or corrections in the quotation shall not be permitted. Any such instance shall render the bid liable to rejection.
15. Bidders must quote rates for all items specified in the Tender Notice. Non-quotation for any item shall lead to rejection of the tender.
16. Rates shall be quoted both in figures and words in the Financial Bid and shall be inclusive of all applicable taxes and charges. but not more than the maximum retail price/market price which over is lowest
17. The Procurement Committee may inspect samples as and when deemed necessary.
18. The bidder must be capable of supplying the ordered items within 24 (twenty-four) hours from the receipt of the supply order at the approved rates. In case of failure, the authority reserves the right to place the order with another approved bidder, and the decision of the authority shall be final and binding.
19. All items supplied shall be of good quality and conform to the prescribed specifications. Supply of substandard or inferior quality materials shall be rejected, with forfeiture of security deposit and initiation of legal action as deemed fit.
20. The rates quoted shall remain firm and fixed for the entire contract period. However, the authority reserves the right to consider revision if prevailing market rates are found to be lower.
21. The bidder shall submit a notarized affidavit on non-judicial stamp paper stating that, in the event of failure to supply items at the quoted rates, the security deposit shall be liable to forfeiture.
22. The bidder/firm shall also submit a notarized affidavit declaring that it has not been blacklisted by the Government of India, Government of Assam, any other State Government, Union Territory, or any Government institution, and that no criminal case is pending against it.
23. The undersigned reserves the right to accept or reject any or all bids, or to annul the bidding process at any stage prior to award of contract, without assigning any reason and without incurring any liability whatsoever. Documents submitted by bidders shall not be returned.
24. Payment shall be made subject to availability and receipt of funds from the Government.

Sd/-

Superintendent-II
District Hospital, Hatsingimari
South Salmara Mankachar District

Memo No:DH/HSM/2025-26/586(A)

Dated:Hatsingimari the 07th January/2026

Copy to:

1. The Director, Information and Public Relation to the Govt. of Assam, Last Gate, Guwahati. You are requested to kindly publish the said Quotation in two local dailies newspaper (both English and Assamese language) for wide publicity and intimate with a publish copy of newspaper to the undersigned.
2. The District Commissioner (Health), South Salmara Mankachar Dist. For favor of your kind information
3. The Addl. District Commissioner (Health), South Salmara Mankachar Dist. For favor of your kind information.
4. The Joint Director of Health Services, South Salmara Mankachar Dist. For favor of your kind information.
5. The DIO, NIC, South Salmra Mankachar for information and necessary action. He is requested to upload the tender in District website and in social media.
6. The Finance and Accounting Outsourcing, South Salmara Mankachar Dist. For favor of your kind information.
7. The DIPRO, South Salmara Mankachar Dist. For favor of your kind information.
8. Office Copy



Superintendent-II
District Hospital, Hatsingimari
South Salmara Mankachar District