



GOVERNMENT OF ASSAM  
FOREST DEPARTMENT  
OFFICE OF THE CHIEF EXECUTIVE OFFICER :: STATE CAMPA :: ASSAM  
LANKESHWAR :: JALUKBARI :: GUWAHATI : 781014

Phone No.  
FG.27/CAMPA/Stationery items

E-mail [statecampaassam@gmail.com](mailto:statecampaassam@gmail.com)  
Dated: Guwahati, the 08.08/2022

**RE-INVITATION**

**SHORT NOTICE INVITING QUOTATION (SNIQ)**  
*For supply of stationery items to the office of Chief Executive Officer  
State CAMPA, Assam*

In continuation of the Short Notice Inviting Quotation published in daily newspapers vide no.FG.27/CAMPA/Stationery items, dated-16.07.2022, the Addl. Principal Chief Conservator of Forests & Chief Executive Officer, State CAMPA, Assam re-invites sealed quotations from certified and reputed authorized dealers/parties/suppliers for supply of stationery items to the office of CEO, State CAMPA, Assam.

The last date for submission of quotations is 16.08.2022 till 1.00 PM. The complete details for submission of quotations alongwith the list of stationery items can be collected from the O/o the CEO, State CAMPA, Assam, Lankeshwar, Jalukbari, Guwahati-14 on any working day or can be downloaded from PCCF & HoFF, Assam website <http://www.forest.assam.gov.in>.

Yours faithfully

(Suman Mohapatra, IFS)  
Addl. Principal Chief Conservator of Forests &  
Chief Executive Officer, State CAMPA, Assam  
Lankeshwar, Jalukbari, Guwahati - 14



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Phone No.  
FG.27/CAMPA/Stationery items

E-mail [statecampaassam@gmail.com](mailto:statecampaassam@gmail.com)  
Dated: Guwahati, the 08<sup>th</sup> Aug/2022

**SHORT NOTICE INVITING QUOTATION (SNIQ)**

*For supply of stationery items to the office of Chief Executive Officer  
State CAMPA, Assam*

Sealed quotations are urgently invited from certified and reputed authorized dealers or parties or suppliers for supply of stationery items **as per the list given in Annex-I** on need basis or monthly/quarterly/yearly basis to the O/o CEO, State CAMPA, Assam, Lankeshwar, Jalubari, Guwahati-14. Quotation for the items is to be submitted to the undersigned on or before 16.08.2022 **by 13:00 Hrs** and will be opened on the same day at 15:00 Hrs. Interested parties may present themselves during opening of tender. Specifications as well as terms and conditions are provided below-

**Terms and Conditions:**

1. The quotation should be submitted in two bid system i.e. Technical Bid and Financial Bid. Both bids should be kept in separate sealed envelopes and should be prescribed as (1) Technical Bid and (2) Financial Bid along with NIQ No. and should be inserted in a common sealed envelope addressed to be CEO, State CAMPA, Assam super scribing the NIQ No. on it.

**Technical Bid:**

- i. All necessary documents namely evidence of Guwahati based address along with at least two contact numbers, copy of dealer certificate/papers related to registration of firms, GST registration certificate, PAN No., tax clearance, 3 years of government supply working experience should be attached with the Technical Bid.
- ii. Court fee stamp Rs.8.25 (Min) shall be affixed on the bid. Earnest Money deposit of Rs.10,000/- (Rupees ten thousand) only drawn in favour State CAMPA, Assam shall be submitted.
- iii. The bidder must be a stationery supplier.
- iv. The bidder must have supplied on average atleast Rs.1.00 lakh in a single order in the last 3 years.
- v. The bidder's turnover should be not less than Rs.5.00 lakh per annum for the last 3 years.
- vi. All the tender documents have to be signed.

**Financial Bid:**

- i. Financial Bid should contain only the unit price for each item as per the list of stationery items inclusive of all applicable taxes, transportation cost etc.
- ii. The rate of listed stationery items shall be valid for a period of 12 months from the date of work order issued. The rates shall not be subjected to adjustment/change/modification on any account.
- iii. The price should be quoted in Indian currency only.



2. Payments are subjected to deduction of GST, if the bill value exceeds Rs.2.5 lakhs.
3. The successful bidder will be required to supply the office stationery items as and when ordered. The items ordered will have to be supplied at O/o the Assam State CAMPA, Lankeshwar, Jalukbari, Guwahati-14 within 5 days.
4. The right of final acceptance of the NIQ is entirely vested with the Addl. PCCF & CEO, State CAMPA, Assam who reserves the right to accept or reject any or all of the quotations without assigning any reason whatsoever.
5. There is no obligation on the part of the Panel or the Addl. PCCF & CEO, State CAMPA, Assam to communicate with the rejected bidders.
6. Completed sealed quotations shall be addressed to the Chief Executive Officer, State CAMPA, Assam, Lankeshwar, Jalukbari, Guwahati-14.

**Bid Evaluation Procedure:**

1. Least Cost Method (LCM) will be adopted for the award of the contract from the eligible bidders subject to fulfilling the technical criteria as stipulated.
2. Financial bid will be opened for technically qualified bidders only.
3. In case of two or more equal financial bids, the bidder having higher government supply working experience will be considered for award of the contract.



(Suman Mohapatra, IFS)

Addl. Principal Chief Conservator of Forests &  
Chief Executive Officer, State CAMPA, Assam  
Lankeshwar, Jalukbari, Guwahati – 14

**Copy to:**

1. Notice Board, O/o the PCCF & HoFF, Assam, Aranya Bhawan, Panjabari, Guwahati-37.
2. Notice Board, O/o the CEO, State CAMPA, Assam, Lankeshwar, Jalukbari, Guwahati-14.
3. DCF, IT, O/o the PCCF & HoFF, for publishing the NIQ in official website i.e.  
<http://forest.assam.gov.in>.



Addl. Principal Chief Conservator of Forests &  
Chief Executive Officer, State CAMPA, Assam  
Lankeshwar, Jalukbari, Guwahati – 14



## List of Stationery items

Sl. no.	List of Items	Rate	Remarks
1	Paper A4 size	Per Pkt	J.K Paper
2	Paper Legal size	Per Pkt	J.K Paper
3	Note Sheet	Per Pkt	J.K Paper
4	HP Cartridge 88A	Per no.	
5	HP Color Cartridge Laser MFP 119 A original (CMYK)	Per no.	
6	HP Laser Jet P1020 Plus cartridge	Per no.	
7	HP Laser Jet P1108 cartridge	Per no.	
8	Samsung Cartridge No.PLS-115L	Per no.	
9	Canon xerox machine IR2004N, S/No wOT009928 (NPG-59) Toner	Per no.	
10	UPS	Per no.	Dell
11	File Board without corner	Per no.	Best Quality
12	File Board Colt corner	Per no.	Best Quality
13	File cover No.800	Per no.	Best Quality
14	Index File	Per no.	Best Quality
15	Plastic L Folder (F/S), (A4)	Per no.	Best Quality
16	Plastic Stick File (F/S), A4	Per no.	Best Quality
17	Register 120 pages, 600 and 240 pages	Per no.	Best Quality
18	Jems/ U Clip (Steel/Plastic)	Per Pkt	Best Quality
19	Permanent Marker pen	Per no.	Best Quality
20	Highlighter	Per no.	Best Quality
21	Pen stand	Per no.	Best Quality
22	White board Pen	Per no.	Best Quality
23	Paper Cutter medium	Per no.	Best Quality
24	Plastic scale	Per no.	Best Quality
25	White envelopes (11*5)	Per Pkt	Best Quality
26	Brown envelopes (9*4)	Per Pkt	Best Quality
27	Brown envelopes (10*4.5)	Per Pkt	Best Quality
28	Brown Envelope (11*5)	Per Pkt	Best Quality
29	Yellow laminated envelope (12*16)	Per Pkt	Best Quality
30	Yellow laminated envelope A4	Per Pkt	Best Quality
31	Yellow laminated envelope (9*4)	Per Pkt	Best Quality
32	Yellow laminated envelope (11*5)	Per Pkt	Best Quality
33	Antivirus 5 user	Per no.	Best Quality
34	Brown Cello Tape (Big)	Per no.	Best Quality
35	Transparent cello tape (Big)	Per no.	Best Quality
36	Note pad A5	Per no.	Best Quality
37	Note pad A4	Per no.	Best Quality
38	Note Pad (Regular size)	Per no.	Best Quality
39	Glue Stick (15g)	per pkt	Best Quality
40	Calculator	Per No.	Casio
41	Ball Pen (Red/Blue/black)	Per no.	Best Quality
42	Gel Pen	Per no.	Best Quality
43	Pencil	Per Pkt	Best Quality
44	Eraser	Per Pkt	Best Quality
45	Sharpner	Per Pkt	Best Quality
46	Puncher Big	Per no.	Best Quality
47	Puncher small	Per no.	Best Quality
48	Puncher medium	Per no.	Best Quality
49	Harpic 500 ml	Per no.	
50	Cross white phenyl 5 ltr.	Per no.	
51	Black hit	Per no.	
52	Vim bar liquid	Per no.	
53	Room Freshners	Per no.	Best quality
54	Colin	Per no.	
55	Odonil	Per no.	
56	Dettol Hand wash 180 ml	Per no.	
57	Pen drive 16 GB	Per no.	San Disc/HP/Toshiba
58	Duracell AA	Per no.	
59	Duracell AAA	Per no.	
60	Page marker (25 mmX75mm)	per pkt	Best quality
61	Page marker (20 mmX50mm)	per pkt	Best quality
62	Self stick removal notes	per pkt	Best quality
63	Double column cash book	Per no.	Best quality
64	Ledger book	Per no.	Best quality
65	Binder clip (32 mm)	Per Pkt	Best quality
66	Binder clip (15 mm)	Per Pkt	Best quality

67	Stapler Small	Per no.	Kangaroo
68	Stapler Medium	Per no.	Kangaroo
69	Stapler Big	Per no.	Kangaroo
70	Stapler pin Small (10)	per pkt	Kangaroo
71	Stapler pin Medium	per pkt	Kangaroo
72	Stapler pin Big (24/6)	per pkt	Kangaroo
73	File tag	per pkt	Best quality
74	Cleaner bag (plastic)	per pkt	Best quality
75	Whitener	Per no.	Best quality
76	External Hard Disk	Per no.	HP
77	CD ROM (700 MB)	Per no.	Moser bear
78	DVD ROM (4.7 GB)	Per no.	Moser bear
79	Scissor (Big)	Per no.	Best quality
80	Scissor (Small)	Per no.	Best quality
81	T pin plastic box	per pkt	Best quality
82	Remote calling bell	per no.	Best Quality
83	Electric cattle 2 ltr.	per no.	Best Quality
84	Stamp pad ink	per no.	Best Quality