



Government of Assam  
**DIRECTORATE OF FORENSIC SCIENCE :: ASSAM**  
Kahilipara :: Guwahati – 781 019

No. DFS. 521/Vol-VI/95-2022/171/

Date : 04/06/2022

**REQUEST FOR QUOTATIONS (RFQ) FOR SUPPLY OF STATIONERY ITEMS**

Sealed bids affixing Court fee stamp of Rs. 8.25 (Rupees Eight and Twenty Five Paisa) are hereby invited from authorized local Dealers/ Suppliers/ Distributors with it's Head Office in Guwahati for Supply of Stationery Items for Directorate of Forensic Science, Assam, Kahilipara, Guwahati- 781019.

The detailed Bid Document is available and is to be downloaded from website <https://forensic.assam.gov.in>. **Bid submission last date: 14<sup>th</sup> June'2022 at 2 pm.**

*Tilanga*  
Director (In-Charge)

Directorate of Forensic Science, Assam  
Kahilipara, Guwahati- 781019.

*d*  
*04/6/22*

*o/c*



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**DIRECTORATE OF FORENSIC SCIENCE :: ASSAM**  
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1. You are requested to submit your most competitive unit rate bid for the following items:-

Sl. No.	Name of items	Unit
1	Alpin (50 gm box)	Pkt
2	Absorbent Cotton (100 gm roll)	Nos
3	Room Freshener (120 ml bottle)	Nos
4 a	Bound Register No-8	Nos
b	Bound Register No-20	Nos
c	Bound Register No-30	Nos
5	Ball Pen (Blue ink)	Nos
6	Ball Pen (Red ink)	Nos
7	Gel Pen (Blue ink)	Nos
8	Gel Pen (Red ink)	Nos
9	Bleaching Powder (500 gm packet)	Pkt
10	Brush (Table cleaner)	Nos
11	Cotton Tag	Bundle
12	Computer Paper (20x12x4p)	Reams
13	File Cover	Nos
14	Candle Stick (600 x 6 ) (6 pieces packet)	Pkt
15	Cup-Plate	Pairs
16	Chair cushion (18"x18"x3")	Nos
17	Cello Tape 12 mm	Dozen
18	Cello Tape 48 mm	Dozen
19	Correction Pen (7ml)	Dozen

20	Binder Clip (15x150x200 millimeters)	Dozen
21	Citronella (100 ml)	Nos
22	Drinking Glass	Nos
23 a	Door Mate (51 cm x 28 cm)	Nos
b	Door Mate (68 cm x 41 cm)	Nos
c	Door Mate (100 cm x 68 cm)	Nos
24 a	Envelope (Brown) (11"x5")	Nos
b	Envelope (Brown) (12" x5" )	Nos
c	Envelope (Brown) (12" x10" )	Nos
25 a	Envelope (Cloth Pasted) (12"x6")	Nos
b	Envelope (Cloth Pasted) (12"x10")	Nos
c	Envelope (Cloth Pasted) (16"x12")	Nos
26 a	Exercise Book (Rule 240 Page)	Nos
b	Exercise Book (Plan 240 Page)	Nos
27	Electric Heater 2000 wt	Nos
28 a	Electric Kettle 1000Watt	Nos
b	Electric Kettle 2000 Watt	Nos
29	Electric Air Refreshner	Nos
30	File Board (General)	Nos
31	File Cover (General)	Nos
32	Floor Cleaner Liquid 500ml	Nos
33	Gum Adhesive 700ml	Nos
34 a	Gems clip (General) 50gm	Pkt
b	Gems clip (Plastic) 50mg	Pkt
35	Gloves (Free size)	Pkt
36	Filter candle (General)	Nos
37	Hand wash soap 78 gm	Nos
38	Hand wash Liquid 100 ml	Nos
39 a	Lock & Key (70 mm, 7 Lever)	Nos
b	(50 mm, 6 Lever)	Nos
40	Markin cloth (105 cm)	Mtrs
41	Toilet Cleaner Liquid 500 ml	Nos
42	Match Box packet, (1 Packet should contain 10 match boxes)	Box
43	Mosquito Repellent (Liquid)	Nos
44	Mosquito Repellent (Liquid) with Machine	Nos

45	Musk (Free size)	Nos
46	Metallic Seal Making	Nos
47	Note sheet FS	Reams
48	Naphthalene Ball ( 1 kg packet)	Kg
49	Phenyl 500 ml bottle	Nos
50	Pencil Battery 1.5 Volt	Dozen
51 a	Plastic Bucket 14 Litre	Nos
b	Plastic Bucket 20 Litre	Nos
c	Plastic Bucket 50 Litre	Nos
52	Plastic File Tray	Nos
53	Plastic Mug 1 Litre	Nos
54	Plastic Jug 1.5 Litre	Nos
55	Punch Machine (Single hole ) Punching capacity minimum 10 sheets bundle	Nos
56	Punch Machine (Double hole) Punching capacity minimum 20 sheets bundle	Nos
57	Permanent Marker Pen	Nos
58	Plastic floor cleaner	Nos
59	Pen Stand (5 pens container)	Nos
60	Phul Jharu	Nos
61	Sealing Jharu	Nos
62	Floor Cleaning Mop	Nos
63	Floor Wiper	Nos
64	Rubber stamp make (General)	Lines
65	Rubber stamp make (Self Inking)	Nos
66	Sealing Wax (200 gm)	Pkt
67 a	Staple Machine No-10	Nos
b	Staple Machine No-24	Nos
68 a	Staple Pin No-10	Dozen
b	Staple Pin No-24	Dozen
69	Stamp Pad (110 mm x 69 mm)	Nos
70 a	Scissor 10"	Nos
b	Scissor 8"	Nos
71	Sticky Note Pad	Pkt
72	White thread ball 100 GMS	Nos
73 a	Towel 30" x 18"	Nos
b	Towel 72" x 36"	Nos
c	Towel 84" x 36"	Nos
74 a	White Paper DFC 7Kg	Reams

b	White Paper DFC 8 Kg	Reams
c	White Paper DFC 10 Kg	Reams
75 a	Paper A4 size (75 GMS)	Pkt
b	Paper F/S size (75 GMS)	Pkt
76 a	Zip poly bag 8 cm x 12 cm	Pkt
b	Zip poly bag 10 cmx18 cm	Pkt
77 a	Calculator 10 Digits	Nos
b	Calculator 12 Digits	Nos
78	Roof Cleaning Brush	Nos
79	Sign Board (Glow Sign)	sqrft
80	Sign Board (General)	sqrft
81	Bamboo Broom	Nos
82	Coconut Broom	Nos
83	Glass marking pencil	Pkt
84	Spade	Nos
85	Sickle	Nos
86	Grass Cutter	Nos
87	Tagery	Nos
88 a	One Sided Open ended Range 8"	Nos
b	One Sided Open ended Range 10"	Nos
89	Screw Driver	Nos
90	Hacksaw Frame	Nos
91	Hacksaw blade	Nos
92 a	Rati 8"	Nos
B	Rati 10"	Nos
93	Office Register for Printing & Binding 250,350 Pages	Nos
94	Brown Paper 7 kg	Reams
95	Office File Cover Printing	Pcs
96	Stamp Pad Ink	Dozen
97	Mosquito Repellent Coil	Pkt
98	Office Register Printing & Binding 100 Pages	Nos
99	Plastic Dust Bin (General)	Nos
100	Plastic Dust Bin with cover/Pad	Nos
101	Car Shampoo (240 ml)	Nos
102	Car Polish (300 ml)	Nos
103	Car Perfume 50 gm	Nos
104	Car Towel	Nos
105	Water Filter Candle	Nos
106	Bed Sheet Set (Single)	Nos

107	Bed Sheet Set (Double)	Nos
108	Tea Spoon (VIP)	Dozen
109	Hot-Plate (Induction)	Nos
110	Boiling Pan (1-Litre)	Nos
111	Pen Holder	Nos

**2. Bid Price**

- a) Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) GST in connection with the sale shall be shown separately
- d) The rates quoted by the bidder shall be valid for a period of one year.
- e) The Prices shall be quoted in Indian Rupees only.
- f) The format for Bid Price is enclosed as Annexure II.
- h) In case of bid re-submission, a forwarding letter with the new bid addressing the undersigned that the earlier bid stands cancelled and "Bid Re-Submission" should be written on top of the sealed envelope.
- i) Bids, where prices are quoted in any other way shall be treated as non-responsive and rejected.
- j) **Bidders are requested to quote for each and every items. Incomplete quotation will be rejected.**


**3. Documents to be submitted:**

- i. Authorized local Dealers/ Suppliers/ Distributors with it's Head Office in Guwahati certificate.
- ii. Valid Trade License.
- iii. Valid GST registration.
- iv. PAN card.
- v. Forwarding Letter (Annexure I).
- vi. Bid Price (Annexure II).

4. The detailed Bid Document is available and is to be downloaded from website <https://forensic.assam.gov.in>.
5. Each bidder shall submit only one bid. Bidder shall not contact other Bidders in matters relating to this RFQ.
6. **You are requested to submit your bid latest by 2.00 pm on 14th June, 2022.** Bids will be opened at 3.00 pm on 14<sup>th</sup> June,2022 .If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at

the same time. Any bid received by DFS, Assam after the deadline for submission of bids will be rejected and returned unopened to the bidder. Bids will be opened in the presence of Bidders or their representatives who choose to attend in Directorate of Forensic Science, Assam.

6. **Place of Delivery:** Directorate of Forensic Science, Assam, Kahilipara, Guwahati- 781019, Assam.
7. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the RFQ documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.
8. Supply order quantity may increase or decrease depending on the needs of DFS, Assam. Supply order will be placed on need basis only.
9. Quotations will be evaluated and the winner will be declared on the lowest over all evaluated price.
10. **Purchaser's right to accept any bid and to reject any or all bids:** The purchaser reserves the right to accept or reject any bid and to annul the bidding process and reject any or all bids at any time prior to award of Supply Order, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the purchaser's action. The undersigned reserves the right of rejecting any bid without assigning any reason thereof.
11. A Bidder requiring any clarification on the RFQ Document may visit the Directorate of Forensic Science, Assam, Kahilipara during office hours.
12. **Terms & Conditions:**
  - i. Delivery shall be made within 5 days or as decided by the authority.
  - ii. Payment will be made within 60 days from the submission of certified Invoice subject to availability of funds.

  
Director (In-Charge)  
Directorate of Forensic Science, Assam  
Kahilipara, Guwahati- 781019.  
d  
04/06/22

**(FORWARDING LETTER FOR BID SUBMISSION)**

**ANNEXURE-I**

To,

Date ...../06/2022

The Director (In-Charge)  
Directorate of Forensic Science, Assam  
Kahilipara, Guwahati- 781019.

Subject: Submission of bid in response your RFQ for "Supply of Stationery Items".

Ref: No. DFS. 521/Vol-VI/95-2022/170 Dated 04.06.2022

Sir,

Having examined the bidding documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver (description of items) in conformity with the said bidding documents for the sum of (total bid amount in words and figures).

We undertake, if our bid is accepted, to commence delivery within (.....) days and to complete delivery of all the items specified in the Supply order and to perform all the incidental services within (.....) days calculated from the date of your Supply order.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this.....day of ....

Signature

(in the capacity of)

Duly authorized to sign bid for and on behalf of .....



**FORMAT OF QUOTATION (Price Bid)**

Sl. No.	Description of Item	Unit	Unit Rate in INR excluding GST	GST as applicable	Total in INR (column 4 + 5)
1	2	3	4	5	6
1	Alpin (50 gm box)	Pkt			
2	Absorbent Cotton (100 gm roll)	Nos			
3	Room Freshener (120 ml bottle)	Nos			
4 a	Bound Register No-8	Nos			
b	Bound Register No-20	Nos			
c	Bound Register No-30	Nos			
5	Ball Pen (Blue ink)	Nos			
6	Ball Pen (Red ink)	Nos			
7	Gel Pen (Blue ink)	Nos			
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9	Bleaching Powder (500 gm packet)	Pkt			
10	Brush (Table cleaner)	Nos			
11	Cotton Tag	Bundle			
12	Computer Paper (20x12x4p)	Reams			
13	File Cover	Nos			
14	Candle Stick (600 x 6 ) (6 pieces packet)	Pkt			
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20	Binder Clip (15x150x200 millimeters)	Dozen			
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22	Drinking Glass	Nos			
23 a	Door Mate (51 cm x 28 cm)	Nos			
b	Door Mate (68 cm x 41 cm)	Nos			
c	Door Mate (100 cm x	Nos			

	68 cm)				
24 a	Envelope (Brown) (11"x5")	Nos			
b	Envelope (Brown) (12" x5" )	Nos			
c	Envelope (Brown) (12" x10" )	Nos			
25 a	Envelope (Cloth Pasted) (12"x6")	Nos			
b	Envelope (Cloth Pasted) (12"x10")	Nos			
c	Envelope (Cloth Pasted) (16"x12")	Nos			
26 a	Exercise Book (Rule 240 Page)	Nos			
b	Exercise Book (Plan 240 Page)	Nos			
27	Electric Heater 2000 watt	Nos			
28 a	Electric Kettle 1000Watt	Nos			
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29	Electric Air Refreshner	Nos			
30	File Board (General)	Nos			
31	File Cover (General)	Nos			
32	Floor Cleaner Liquid 500ml	Nos			
33	Gum Adhesive 700ml	Nos			
34 a	Gems clip (General) 50gm	Pkt			
b	Gems clip (Plastic) 50mg	Pkt			
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42	Match Box packet, (1 Packet should contain 10 match boxes)	Box			
43	Mosquito Repellent (Liquid)	Nos			

44	Mosquito Repellent (Liquid) with Machine	Nos			
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63	Floor Wiper	Nos			
64	Rubber stamp make (General)	Lines			
65	Rubber stamp make (Self Inking)	Nos			
66	Sealing Wax (200 gm)	Pkt			
67 a	Staple Machine No-10	Nos			
b	Staple Machine No-24	Nos			
68 a	Staple Pin No-10	Dozen			
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69	Stamp Pad (110	Nos			

	mm x 69 mm)				
70 a	Scissor 10"	Nos			
b	Scissor 8"	Nos			
71	Sticky Note Pad	Pkt			
72	White thread ball 100 GMS	Nos			
73 a	Towel 30" x 18"	Nos			
b	Towel 72" x 36"	Nos			
c	Towel 84" x 36"	Nos			
74 a	White Paper DFC 7Kg	Rea ms			
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75 a	Paper A4 size (75 GMS)	Pkt			
b	Paper F/S size (75 GMS)	Pkt			
76 a	Zip poly bag 8 cm x 12 cm	Pkt			
b	Zip poly bag 10 cmx18 cm	Pkt			
77 a	Calculator 10 Digits	Nos			
b	Calculator 12 Digits	Nos			
78	Roof Cleaning Brush	Nos			
79	Sign Board (Glow Sign)	sqft			
80	Sign Board (General)	sqft			
81	Bamboo Broom	Nos			
82	Coconut Broom	Nos			
83	Glass marking pencil	Pkt			
84	Spade	Nos			
85	Sickle	Nos			
86	Grass Cutter	Nos			
87	Tagery	Nos			
88 a	One Sided Open ended Range 8"	Nos			
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89	Screw Driver	Nos			
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107	Bed Sheet Set (Double)	Nos			
108	Tea Spoon (VIP)	Dozen			
109	Hot-Plate (Induction)	Nos			
110	Boiling Pan (1 Litre)	Nos			
111	Pen Holder	Nos			

Note (" - Inch

We agree to supply the above item if required in accordance with the technical specifications within the period specified in the Request for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

**Name of Supplier:**

**Signature of Supplier:**

**Office seal of Supplier:**