



ASSAM STATE BIODIVERSITY BOARD
ARANYA BHAWAN, 2nd FLOOR
PANJABARI, GUWAHATI-781037

364

No: ABB/Stationery/2013 /350

Date: 08/01/2020

NOTICE INVITING QUOTATION

Name of the work: Supply of Stationery items at the Board office i.e. Aranya Bhawan, 2nd Floor, Panjabari, Guwahati.

INVITATION FOR QUOTATION:

1. The Assam State Biodiversity Board (ASBB) requires supply of stationery items on need basis or monthly/quarterly/yearly basis.
2. The Sealed Quotation shall be received up to 2 PM on 22/01/2020.
3. A list of stationery items is given at the **Annexure I**.
4. The vendor or supplier should have valid GST registration number and have to submit a photocopy of the registration certificates along with the Quotation.
5. The vendor or supplier should indicate specially the Basic unit price, taxes (if any), and other charges (if any), quantitatively against each item. No additional information will be entertained after due date of submission.
6. 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.
7. The prices should be quoted in Indian Currency only.
8. Payments are subjected to deduction of GST, if bill value exceeds Rs. 2.5 lakh.
9. 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 Biodiversity Board, Aranya Bhawan, 2nd Floor, Panjabari, Guwahati.
10. The Board reserves the right to itself to accept or reject any or all the quotations received without assigning any reasons whatsoever.
11. Completed Sealed Quotations shall be addressed to the Member Secretary, Assam State Biodiversity Board, Aranya Bhawan, 2nd Floor, Panjabari, Guwahati.
12. The same will be opened on 22/01/2020 4 pm.

(Handwritten signature)
8/1/2020

(A.K. Johari)
Member Secretary
Assam State Biodiversity Board

Copy to:

1. The Range officer (HQ) for information and distribution.
2. Notice Board, ASBB

(Handwritten signature)
8/1/2020

(A.K. Johari)
Member Secretary
Assam State Biodiversity Board



ASSAM STATE BIODIVERSITY BOARD
ARANYA BHAWAN, 2nd FLOOR
PANJABARI, GUWAHATI-781037
www.asbb.gov.in

Annexure-I: List of Stationery Items

Name of the work: Supply of Stationery items at the Board office i.e. Aranya Bhawan, 2nd Floor, Panjabari, Guwahati

Sl No.	Particular of Items	Rate	Remarks
1	Paper- A4 size (70 GSM 500 sheet)	Per pkt.	Preferably J.K. Paper
2	Paper- A4 size (80 GSM 500 sheet)	Per pkt.	Preferably J.K. Paper
3	Paper -Legal size (70 GSM)	Per pkt.	Preferably J.K. Paper
4	Paper -Legal size (80 GSM)	Per pkt.	Preferably J.K. Paper
5	Paper – Note sheet (80 GSM)	Per pkt.	Preferably J.K. Paper
6	Paper – Note sheet (70 GSM)	Per pkt.	Preferably J.K. Paper
7	File Cover (Brown) No. 41	Per pkt.	Best quality
8	File Cover No. 9	Per pkt.	Best quality
9	File Board without corner	Per pkt.	Best quality
10	File Board colt corner	Per pkt.	Best quality
11	Index File	Per no.	Best quality
12	Plastic L Folders (F/S)	Per no.	Best quality
13	Plastic L Folder (A4)	Per no.	Best quality
14	Plastic Stick File (F/S)	Per no.	Best quality
15	Plastic Stick File (A4)	Per no.	Best quality
16	Registers 120 pages	Per no.	Best quality
17	Registers 240 pages	Per no.	Best quality
18	Registers 500 pages	Per no.	Best quality
19	Attendance Register	Per no.	Best quality
20	Jems/ U Clip (Steel/Plastic)	Per pkt.	Best quality
21	Permanent Marker Pen	Per pkt.	Best quality
22	Pen stand	Per pkt.	Best quality
23	White Board Pen	Per pkt.	Best quality
24	Paper Cutter- small	Per pkt.	Best quality
25	Paper cutter- medium	Per pkt.	Best quality
26	Paper cutter- large	Per pkt.	Best quality
27	Plastic scale	Per no.	Best quality
28	White Envelopes- 11x 5	Per pkt.	Best quality
29	Brown Envelope 9 x4	Per pkt.	Best quality
30	Brown Envelope 10 x 4.5	Per pkt.	Best quality
31	Brown Envelope 11 x 5	Per pkt.	Best quality
32	Yellow Laminated Envelopes- A4	Per pkt.	Best quality
33	Yellow Laminated Envelopes - 12x16	Per pkt.	Best quality
34	Yellow Laminated Envelopes -11x5	Per pkt.	Best quality
35	Yellow Laminated Envelopes -9x 4	Per pkt.	Best quality
36	Antivirus (3 user)	Per no.	Best quality
37	Antivirus (5 user)	Per no.	Best quality
38	Antivirus (single user)	Per no.	Best quality
39	Glue Stick (8g)	Per pkt.	Best quality
40	Glue Stick (15 g)	Per pkt.	Best quality

Sl No.	Particular of Items	Rate	Remarks
41	Gum Paste (700ml)	Per pkt.	Best quality
42	Brown Cello Tape (1'')	Per no.	Best quality
43	Brown Cello Tape (2'')	Per no.	Best quality
44	Brown Cello Tape (1/2 Big)	Per no.	Best quality
45	Transparent Cello Tape (1'')	Per no.	Best quality
46	Transparent Cello Tape (2'')	Per no.	Best quality
47	Transparent Cello Tape (1/2 Big)	Per no.	Best quality
48	Binder Clips (25 mm)	Per pkt.	Best quality
49	Binder Clip (32 mm)	Per pkt.	Best quality
50	Binder Clip (19 mm)	Per pkt.	Best quality
51	Binder Clip (15 mm)	Per pkt.	Best quality
52	Clear bag (Plastic)	Per no.	Best quality
53	Stapler large	Per no.	Preferably Kangaro
54	Stapler Medium	Per no.	Preferably Kangaro
55	Stapler small	Per no.	Preferably Kangaro
56	Stapler Pin Large	Per no.	Preferably Kangaro
57	Stapler Pin Medium	Per no.	Preferably Kangaro
58	Stapler Pin Small	Per no.	Preferably Kangaro
59	Pen drives (8 GB)	Per no.	Preferably San Disc/HP/ Toshiba
60	Pen drives (16 GB)	Per no.	Preferably San Disc/HP/ Toshiba
61	External Hard Disk (1TB)	Per no.	Preferably Seagate/HP
62	CD ROM (700 MB)	Per no.	Preferably Moser bear
63	DVD ROM (4.7 GB)	Per no.	Preferably Moser bear
64	Ball Pen (Blue/Black/Red/Green)	Per no.	Preferably Glycer/Cello/link
65	Pencil (HB)	Per no.	Best quality
66	Colour Pencil	Per no.	Best quality
67	Pencil Sharpener	Per no.	Best quality
68	Eraser	Per no.	Best quality
69	Puncher big	Per no.	Best quality
70	Puncher medium	Per no.	Best quality
71	Puncher small	Per no.	Best quality
72	Correction Pen	Per no.	Best quality
73	Highlighter Pen	Per no.	Best quality
74	File Tags	Per pkt.	Best quality
75	Page Markers (20mm X 50mm)	Per no.	Best quality
76	Page Markers (25 mm x 75 mm)	Per no.	Best quality
77	Self- Stick removal notes (76 mm X 76 mm)	Per no.	Best quality
78	Double Column Cash Book (8 No)	Per no.	Best quality
79	Ledger Book (8 No)	Per no.	Best quality
80	Advance Register (4 No)	Per no.	Best quality
81	Engagement Diary	Per no.	Best quality
82	"T" pin Plastic box	Per pkt.	Best quality
83	Scissor (Small)	Per no.	Best quality
84	Scissor (medium)	Per no.	Best quality
85	Scissor (Big)	Per no.	Best quality
86	Calculator	Per no.	Preferably Casio
87	Odonil (50 g)	Per no.	---
88	Chitranaala (100ml)	Per no.	---
89	Room Freshener	Per no.	Best quality
90	Colin Spray	Per no.	---

Sl No.	Particular of Items	Rate	Remarks
91	Naphthalene Balls	Per pkt.	Best quality
92	Floor Cleaner/ Phenyl	Per no.	Best quality
93	Harpic	Per no.	-----
Cartridges for following printers and xerox machine			
94	HP inkjet printer 3700 series, Cartridge no. 680 black	Per no.	Best quality
95	HP inkjet printer 3700 series, Cartridge no. 680 colour	Per no.	Best quality
96	HP laser P1108	Per no.	Best quality
97	Canon 2420L (xerox machine)	Per no.	Best quality
98	Canon MF-3010, cartridge no. Laser cartridge PLH-88 Univ	Per no.	Best quality
99	Samsung Express, M2880 FW, cartridge no.MLT-D115L	Per no.	Best quality
100	Cannon ImageCLASS MF244dw, Cartridge no. 337	Per no.	Best quality
101	HP colour LaserJet Pro MFP M176n, Cartridge no 130A black	Per no.	Best quality
102	HP colour LaserJet Pro MFP M176n, Cartridge no 130A Yellow	Per no.	Best quality
103	HP colour LaserJet Pro MFP M176n, Cartridge no 130A Cyan	Per no.	Best quality
104	HP colour LaserJet Pro MFP M176n, Cartridge no 130A Magenta	Per no.	Best quality

Note: Prices per piece to be quoted.