



GOVT. OF ASSAM  
 OFFICE OF THE PRINCIPAL::ASSAM ENGINEERING INSTITUTE  
 CHANDMARI, GUWAHATI: ASSAM: PIN-781003  
 EMAIL-principal.aei@gmail.com

### TENDER NOTICE

Sealed quotations affixing non-refundable court fee stamp of Rs 8.25 only are invited by the undersigned for Supply of **Stationery Items** at Assam Engineering Institute, Guwahati 03. The interested Authorized dealers/ Agents may collect tender paper from the office of the undersigned w.e.f. 19/6/2024. The last date of submission of quotation is fixed on 03/07/2024 up to 2 PM and will be opened at 3 P.M. on the same day in the office Chamber of the undersigned in presence of the Tenderers or their authorized representatives, if any and the rate will be valid up to 31<sup>st</sup> March/2025.

The terms & conditions of this notice are as follows.

#### TERMS & CONDITIONS

1. For quoting the items one must have an established firm. The undersigned may verify the establishment before placing the order.
2. The materials covered under this invitation are to be delivered at consignee's address within 7 days from the date of placing the order.
3. Tenderers submitting tenders shall quote their lowest possible prices (including delivery & installation at site). Taxes if any are to be shown separately in the quotation.
4. All the Tenders shall be either type written or written neatly in indelible ink. Detail specification for each item quoted must be furnished.
5. All prices and other information like discount etc. bearing on the price shall be written both in figures and words, without any overwriting.
6. Guarantee/warranty period if any should be mentioned.
7. Payment will be made on presentation of bill in triplicate after full delivery with full satisfaction. No advance payment shall be made.
8. The undersigned however reserves the right to accept or reject any or all tenders without assigning any reason thereof.
9. The items and the number of items mentioned in the list of items are tentative. Depending upon the fund. The purchaser may or may not purchase an item and vary the quantity.

The Detailed item list is annexed herewith.

Sd/-

Principal

Assam Engineering Institute

Guwahati-3

dt. 19-06-24

Memo No. AEI/ PURCHASE/2024/ 1585

Copy to:

1. Notice Board/ Website
2. Office Copy.

Principal

Assam Engineering Institute

Guwahati-3



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List of Equipment:

Sl. No.	Name of the item	Reqd. Qty.
1	Calculator	Each
2	Staple Machine (Big & Small)	-do-
3	Gum Tube	-do-
4	Xerox Paper A4	-do-
5	Xerox Paper FS	-do-
6	Xerox Paper A3	-do-
7	Lock & Key Big & Small (Godrej)	-do-
8	Envelop A4 size	-do-
9	Envelop FS size	-do-
10	Dot Pen(Red & Blue)	-do-
11	File Cover & Board	-do-
12	Gems Clip (Plastic)	-do-
13	Alpine	-do-
14	Correction Pen	-do-
15	Chalk Pencil Kores	-do-
16	Duster	-do-
17	Sketch Pen Black	-do-
18	Cover File	-do-
19	10x4 laminated envelop	-do-
20	10x4 brown envelop	-do-
21	Boll Pen Blue,Red and black (Maxritter)	-do-
22	Gum bottle 700 ml	-do-
23	Staple pin 24/6	-do-
24	Staple pin no.10	-do-
25	Permanent Marker	-do-
26	Highlight Pen	-do-
27	Wooden Pencil Good quality	-do-
28	Pencil cutter	-do-
29	Glue Stick Big & small	-do-
30	Tea Tray	-do-
31	Cup Plate set (Bone China)	-do-
32	Cello Tap	-do-
33	Stamp Pad Best quality	-do-
34	Cutter Big (Knife)	-do-
35	Binding Register No. 2,4,6,8,10	-do-
36	Stamp Pad ink	-do-
37	High -tech Pen (Black)	-do-
38	Calling Bell	-do-
39	Harpic	-do-
40	Phynle Bengle ( Black & White) 500 gm	-do-
41	Phull Jharu	-do-
42	Narikal Jharu	-do-
43	Neptholine Ball	-do-
44	Bleaching Powder	-do-
45	Handwash (Dettol, Lifebuoy)	-do-
46	Floor Cleaner Mop good quality	-do-
47	Eraser	-do-
48	Stick Note Pad (76x76mm, 3x3 inch)	-do-
49	Xerox Paper A4 Yellow (Best Quality)	-do-

50	Scissor Small/Medium/Big	-do-
51	Cushion good quality	-do-
52	Towel good quality	-do-
53	Floor Cleaner	-do-
54	Room Freshener	-do-
55	Pressure weight	-do-
56	Punch Machine (Single )	-do-
57	Index File	-do-
58	Plastic clear bag A4 Size	-do-
59	Pen Stand	-do-
60	Mouse Pad	-do-
61	Rubber Band	-do-
62	Plastic Tray	-do-



Principal

Assam Engineering Institute

Guwahati-03