



Sr. Scientist & Head

Office of the Senior Scientist & Head  
**Krishi Vigyan Kendra**

Assam Agricultural University

Khumtai, Golaghat

kvk\_golaghat@aau.ac.in



Memo No. AAU/KVK/Golaghat/ 26 /2025-26/ 48

Date: 04/04/2025

### **NOTICE INVITING QUOTATION**

Sealed quotations in plain papers are invited from interested parties with relevant documents viz. GST Registration Certificate, Pan Card, Adhaar Card, Bank details etc. for supplying of **Stationery items** to Krishi Vigyan Kendra, Golaghat for the year **2025-26** as mention in **Annexure-I**

The rates are to be quoted as minimum rate basis. The quotation should reach the office of the undersigned on or before **03.00 p.m. of 11.04.2025** from the date of issue of the order.

The undersigned reserved the right to accept or reject any quotation without assigning any reason.

*Madhusmita Katak*

(Madhusmita Katak)

Senior Scientist and Head

Krishi Vigyan Kendra, Golaghat

**Senior Scientist & Head**

**KVK, Golaghat**

Date:—

Memo no. AAU/KVK/ / /2025-26/

#### **Copy for information to:**

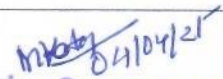
1. The Director of Extension Education, AAU, Jorhat
2. The Comptroller, AAU, Jorhat
3. Member Secy., Members, SPC, KVK, Golaghat
4. Notice Board, KVK, Golaghat
5. Office file.

(Madhusmita Katak)

Senior Scientist and Head

Krishi Vigyan Kendra, Golaghat

| Sl. No. | Particulars                                    | Rate(Rs) |
|---------|------------------------------------------------|----------|
| 1.      | Add Gel pens/ Pilot Pen                        |          |
| 2.      | Adhesive pad                                   |          |
| 3.      | Alpin                                          |          |
| 4.      | Audit pencil                                   |          |
| 5.      | Bleaching powder                               |          |
| 6.      | Ball pen with refill                           |          |
| 7.      | Bamboo jharoo                                  |          |
| 8.      | Baygon spray oil                               |          |
| 9.      | Baygon sprayer                                 |          |
| 10.     | Binder Clip 19 m                               |          |
| 11.     | Binder Clip 25 m                               |          |
| 12.     | Binder Clip 32 m                               |          |
| 13.     | Ammonia Paper                                  |          |
| 14.     | Bond Paper                                     |          |
| 15.     | Book binding reel                              |          |
| 16.     | Box file Ordinary                              |          |
| 17.     | Box File plastic                               |          |
| 18.     | Brown Paper sheet                              |          |
| 19.     | Brown Tape medium 1 x 65 meters, 1 1/2, 2 inch |          |
| 20.     | Calculator 12 digit                            |          |
| 21.     | Calling bell                                   |          |
| 22.     | Candle 600 gm                                  |          |
| 23.     | Car Freshener (Spray)                          |          |
| 24.     | Carbon Paper F- Cap (Blue)                     |          |
| 25.     | Carbolic soap                                  |          |
| 26.     | Cash Book                                      |          |
| 27.     | CD RW                                          |          |
| 28.     | Cell (Pencil Battery)                          |          |

  
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|     |                                                 |  |
|-----|-------------------------------------------------|--|
| 29. | Cell Big Size                                   |  |
| 30. | Cello tape white medium ½" x 24" meters         |  |
| 31. | Cello Tape white medium 1" X 65" meters         |  |
| 32. | Chair cushion                                   |  |
| 33. | Chalk pencil                                    |  |
| 34. | Clip file                                       |  |
| 35. | Clip board                                      |  |
| 36. | Cloth Envelope with Printing 11" x 5", 10" x 4" |  |
| 37. | Cloth Envelope with Printing 16" x 12"          |  |
| 38. | Coconut Jharoo                                  |  |
| 39. | Colin Spary                                     |  |
| 40. | Computer Hardisc (HP)                           |  |
| 41. | Conquest paper                                  |  |
| 42. | Correcting Fluid                                |  |
| 43. | Correction (10 ml)                              |  |
| 44. | Cotton ribbon file                              |  |
| 45. | Cover paper                                     |  |
| 46. | Cups and Plate Set ( Best quality )             |  |
| 47. | Cup                                             |  |
| 48. | Plate                                           |  |
| 49. | Dak Pad                                         |  |
| 50. | Demy paper                                      |  |
| 51. | Desk calendar                                   |  |
| 52. | D.F.C paper                                     |  |
| 53. | Diary book                                      |  |
| 54. | Double demy paper                               |  |
| 55. | Door mate (Plastic)                             |  |
| 56. | Drawing pencil                                  |  |
| 57. | Drawing pin                                     |  |
| 58. | Drawing pen                                     |  |
| 59. | Drinking glass                                  |  |

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|     |                                       |  |
|-----|---------------------------------------|--|
| 60. | Duplicating paper                     |  |
| 61. | Duplicating ink                       |  |
| 62. | Dustbin (covered)                     |  |
| 63. | DVD                                   |  |
| 64. | DVD RW                                |  |
| 65. | Dish/Thali (Unbreakable)              |  |
| 66. | Electric bulb                         |  |
| 67. | Electric Cattle                       |  |
| 68. | Enggagement pad                       |  |
| 69. | Envelop Air Mat                       |  |
| 70. | Envelop (Brown) 9x4                   |  |
| 71. | Envelop 10x4 ½                        |  |
| 72. | Envelop (Polly Coated A4)             |  |
| 73. | Envelop 8 A (with cloth), 10x14       |  |
| 74. | Envelop Brown (12"x16") with printing |  |
| 75. | Envelop (9"x4") with printing (White) |  |
| 76. | Envelop Brown with printing           |  |
| 77. | Extension Board (Computer)            |  |
| 78. | Fax roll                              |  |
| 79. | Fevi Stuick ( 15 gm)                  |  |
| 80. | Flexible wire, 0.5, 2.5               |  |
| 81. | File Board with cotton flap           |  |
| 82. | File cover (ordinary)                 |  |
| 83. | File cover with printing              |  |
| 84. | File Tags                             |  |
| 85. | Filter candle                         |  |
| 86. | Fluit gun                             |  |
| 87. | Filter with 2/3 candles               |  |
| 88. | Gem Clip ( Steel)                     |  |
| 89. | Gem Clip (Plastic)                    |  |
| 90. | Glass ( Tumbler best quality)         |  |

*M. K. B.*  
*84/04/21*  
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|      |                                    |  |
|------|------------------------------------|--|
| 91.  | Glaze                              |  |
| 92.  | Glue Stick                         |  |
| 93.  | Graf paper                         |  |
| 94.  | Gum Bottle (300ml)                 |  |
| 95.  | Gum liquid (600ml)                 |  |
| 96.  | Gum tube 30ml                      |  |
| 97.  | Hand Towel                         |  |
| 98.  | Harpic                             |  |
| 99.  | Heavy Duty Stapier                 |  |
| 100. | Heavy Duty Stapier Pin             |  |
| 101. | Highlighter pen                    |  |
| 102. | HP 4096A ( ink cartridge)          |  |
| 103. | Ink Cartridge duplicate            |  |
| 104. | Jotter Ball pens                   |  |
| 105. | Kettle                             |  |
| 106. | Key purse                          |  |
| 107. | Key Board (Computer)               |  |
| 108. | Khurpi                             |  |
| 109. | Knife (paper cutter)               |  |
| 110. | LED Bulb                           |  |
| 111. | Lock & key (medium)                |  |
| 112. | Lock & key (table)                 |  |
| 113. | Look & key (Door)                  |  |
| 114. | Log Book                           |  |
| 115. | Loin cloth                         |  |
| 116. | Marole paper                       |  |
| 117. | Marker Pen for white Board         |  |
| 118. | Marker Pen permanent               |  |
| 119. | Markin cloth                       |  |
| 120. | Master mop                         |  |
| 121. | Master Roll for Duplicator Machine |  |

*M. K. Das*  
*04/04/21*  
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|------|-----------------------------------------|--|
| 122. | Master Roll for copy printer            |  |
| 123. | Match Box                               |  |
| 124. | Melamine Tray (For Tea) ( best quality) |  |
| 125. | Mouse (Computer)                        |  |
| 126. | Mopper                                  |  |
| 127. | Naphthalene ball                        |  |
| 128. | Note Sheet (Green)                      |  |
| 129. | Odonil ( 50 gm)                         |  |
| 130. | Oil cloth                               |  |
| 131. | Paper Weight                            |  |
| 132. | Pin box                                 |  |
| 133. | Pilot Pen                               |  |
| 134. | Pen Drive 8GB, 16 GB, 32                |  |
| 135. | Pen Stand 2 Socket                      |  |
| 136. | Pen stand 4 socket                      |  |
| 137. | Pencil Eraser                           |  |
| 138. | Pencil H.B                              |  |
| 139. | Pencil Sharpener                        |  |
| 140. | Pencil Sharpener                        |  |
| 141. | Pencil (Shorthand)                      |  |
| 142. | Peon Book (4nos.)                       |  |
| 143. | Phenyl                                  |  |
| 144. | Phool Jharoo                            |  |
| 145. | Pin cushion                             |  |
| 146. | Plastic buckets 10Lt/15Lt               |  |
| 147. | Plastic mug                             |  |
| 148. | Plastic Sutli                           |  |
| 149. | Poker-good quality                      |  |
| 150. | Punch (Kangaroo) (double hole- dp 480)  |  |
| 151. | Punch (Kangaroo) (single hole 4.5 mm)   |  |
| 152. | Punch-Heavy duty (Kangaroo) DP – 800    |  |

*M. K. S.*  
*04/04/21*  
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|      |                              |  |
|------|------------------------------|--|
| 153. | Punch spancer                |  |
| 154. | Quarter Plate (best quality) |  |
| 155. | Raxin binding cloth          |  |
| 156. | Raxin cloth                  |  |
| 157. | Refill (Varicus colours)     |  |
| 158. | Register Commander           |  |
| 159. | Register Lb                  |  |
| 160. | Register 1 Per No.           |  |
| 161. | RICHO Toner 1230 D           |  |
| 162. | Room Freshener (spray)       |  |
| 163. | Scale Plastic                |  |
| 164. | Scissor (Medium size)        |  |
| 165. | Scribe pen with nib          |  |
| 166. | Sealing wax                  |  |
| 167. | Self sticking yellow slip    |  |
| 168. | Shorthand books              |  |
| 169. | Shorthand pencil             |  |
| 170. | Sickle                       |  |
| 171. | Sketch pens                  |  |
| 172. | Sketch pen                   |  |
| 173. | Soap ( 20 gm)                |  |
| 174. | Sponze                       |  |
| 175. | Stamp pad                    |  |
| 176. | Stamp pad Ink                |  |
| 177. | Stapler HD -10D              |  |
| 178. | Stapler Hd -45               |  |
| 179. | Stapler Pin No. 24/6         |  |
| 180. | Stapler Pin. 10              |  |
| 181. | Siencil paper                |  |
| 182. | Stock Register (Per NO.)     |  |
| 183. | Sunny fresh                  |  |

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 Senior Scientist & Head  
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|      |                                              |  |
|------|----------------------------------------------|--|
| 184. | Single Puncher                               |  |
| 185. | Table brush with handle                      |  |
| 186. | Table glass                                  |  |
| 187. | Tea spoons (best quality)                    |  |
| 188. | Tea tray                                     |  |
| 189. | Thermos Flask (minimum 10 cups)              |  |
| 190. | Thead Ball                                   |  |
| 191. | Toilet brush                                 |  |
| 192. | Toner HP Laser Jet 1007 (88A)                |  |
| 193. | Toner HP Laser Jet 1022 (12A)                |  |
| 194. | Toner HP Laser Jet Pro M104<br>(18A), (19A)  |  |
| 195. | Toner Task Alfa 2200 (Xerox Machine)         |  |
| 196. | Toner Kyocera Km 2035-TK-410                 |  |
| 197. | Toner HP Laser Jet 1020 plus (12A)           |  |
| 198. | Tonner HP Laser Jet Pro<br>M104A (18A),(19A) |  |
| 199. | Toner Kycera Km 2035-TK<br>4109 (2200)       |  |
| 200. | Toner HP Laser Jet Pro M104a<br>(18A CF218A) |  |
| 201. | Towel Medium                                 |  |
| 202. | Transparency sheet                           |  |
| 203. | Twine ball                                   |  |
| 204. | Vim powder                                   |  |
| 205. | Waste Paper Basket (Dustbin)                 |  |
| 206. | Window Envelop with printing                 |  |
| 207. | White Phenyl                                 |  |
| 208. | Xerox Paper A-4                              |  |
| 209. | Xerox Paper A-FC                             |  |
| 210. | Xerox Paper, A-3                             |  |
| 211. | Pencil Battery                               |  |
| 212. | Remote Battery                               |  |
| 213. | Dettol                                       |  |
| 214. | Handwash                                     |  |

*M. K. Sanyal*  
04-04-21  
Senior Scientist & Head  
KVK, Golaghat