

GOVERNMENT OF ASSAM  
DIRECTORATE OF TRAINING  
ASSAM ADMINISTRATIVE STAFF COLLEGE  
[ *An Institute certified under the standards of ISO 9001:2015* ]  
KHANAPARA, GUWAHATI-781022  
TEL: 0361-2363325, 2362442, FAX: 0361-2362361  
Website: [www.aasc.assam.gov.in](http://www.aasc.assam.gov.in)  
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No. AASC(S) 106/2016/Pt/13

Dated, Guwahati, the 27<sup>th</sup> June, 2022

**NOTICE INVITING TENDER**

Sealed Tenders affixing court fee stamp of Rs.8.25/- (Eight rupees and twenty five paise) only are invited in two (2) bid system: a) Technical Bid & b) Financial Bid by the undersigned from intending registered firms/suppliers/sole proprietors for supply of stationery & miscellaneous articles (list of articles available with the tender documents) for use in Director of Training, Assam Administrative Staff College, Guwahati-22 for the year 2022-23.

**Time Schedule**

- |   |   |
|---|---|
| a) Date of issue of Tender Documents:                       | 29/06/2022  |
| b) Last Date of Submission of Tenders:                      | 21/07/2022 till 2:00 pm   |
| c) Date, Time & Venue of Opening of Tender (Technical bid): | 22/07/2022 at 12 Noon at Assam<br>Administrative staff College, Guwahati-22 |
| d) Date, Time & Venue of Opening of Tender (Financial bid): | To be intimated in due course of time.                                      |

The interested firms/suppliers/sole proprietors may collect the tender documents from Assam Administrative Staff College, Guwahati-22 during the office hours up to **12 noon** on 21<sup>st</sup> July, 2022 on payment of Rs. 500/- (Rupees Five Hundred) only in cash which would be non-refundable. The tender documents may also be downloaded from the website, [www.aasc.assam.gov.in](http://www.aasc.assam.gov.in). However, the payment of Rs 500/- in cash will have to be made in any case.

If the schedule date and time of opening the tender is to be postponed due to any unforeseen event, same will be opened on the next working day or on any day fixed by the Director of Training, Assam Administration Staff College, Guwahati-22

The Director of Training, Assam Administrative Staff College reserves the right to accept or reject any or all tender papers without assigning any reasons thereof.

*sdt*  
Director of Training  
Assam Administrative Staff College  
Khanapara, Guwahati – 781 022

Memo No.AASC(S) 106/2016/Pt/13-A

Dated, Guwahati, the 27<sup>th</sup> June, 2022

Copy to:


1. The Director of Information & Public Relation, Guwahati for publishing the same in 2 (two) leading Assamese and English dailies respectively.
2. The Deputy Director of Training (Computer), AASC for uploading the same in AASC's website
3. Notice Board.

*sd*  
Director of Training  
Assam Administrative Staff College  
Khanapara, Guwahati – 781 022



### Details Terms and Conditions

- 1.) The tenderer should be based in Guwahati city having shop/showroom etc within the Guwahati Municipal Corporation (GMC) area.
- 2.) Tenderer should put the documents for technical & Financial bid in two sealed envelopes separately clearly mentioning in writing "Documents for Technical bid (Tenderer's name) "& " Document for Financial Bid (Tenderer's name)". The tenderer should put these two sealed envelopes (containing technical & financial bids) inside a main envelope and sealed it. The tender should write in Capital letter "**Tender for Stationary and Miscellaneous items**" in the main sealed envelope.
- 3.) The tenderers should fulfil the following requirements, copy of which should be attached with the tender, failing which the tender will be rejected (Technical Bid):
  - a) Firm Registration Certificate or Registration certificate under shop & Establishment Act or Registration Certificate as supplier
  - b) Valid Trade License,
  - c) GST Registration Certificate,
  - d) PAN Card,
  - e) Earnest Money Deposit DD,
  - f) IT Return of last 2 (two) years,
  - g) Copy of authorised dealership certificate (where ever applicable).Tender should sign in each documents with seal and fill up the form in Annexure-I
- 4.) The rate of each items should be quoted in the manner as indicated below: (Financial Bid):
  - a) Rate including cost of delivery and all taxes including GST etc,
  - b) Tenderer should sign in each documents with seal. The tenderer should fill up the form in Annexure-II & Annexure III.
- 5.) The tenderers who are qualified in the technical bid will only be evaluated in the financial bid.
- 6.) The rate to be quoted should be written both in figures and in Words Legibly. Eraser/overwriting may be avoided.
- 7.) Earnest money of **Rs.10,000/- (Rupees ten thousand only)** in the form of DD in favour of the Director of Training, Assam Administrative Staff College, Guwahati-22 may be furnished along with tender.
- 8.) Earnest money of Rs.10,000/- of the selected bidder will be converted as security deposit and will be retain by Directorate of Training, Assam administrative Staff College, Guwahati till the end of the tender period.
- 9.) Each tender must carry the samples of each items in a separate packet of each duly indicating the same on the day of Financial bid.
- 10.) The rates once accepted will remain valid up to **1 (one) years** from the date of acceptance. The term may be extended if the authority desires.
- 11.) The Director of Training does not bind itself to accept the lowest rate of any tenderer/suppliers or to assign any reason for accepting or rejecting any tender/quotation thereof. Director of Training also reserves the right to cancel the contract before expiry of the terms of contract for any reason thereof.
- 12.) In case of non-compliance of the work order after being selected as successful bidder, the EMD will be forfeited and the party will be blacklisted for 3 (three) years.
- 13.) In case of toner and other consumable (Computer printer and Photocopy machine) preference will be given to the authorised dealer(s) of the company and tender committee may separately select a supplier if it deems fit and no objections from any tenderer will be accepted.
- 14.) Authorised dealers of printer toner and photocopy machine toner may submit bid to the mentioned consumable of that particular brand only for which it has the authorised dealership, if they wish. It should mention clearly in the main sealed envelope "Tender for Photocopy/Printer consumable (brand name)".
- 15.) All payments will be made through ECS/RTGS. **No cash payment and advance payment will be made to the supplier.**
- 16.) The items will be ordered as per the estimated requirement and items which are not used will be returned to the supplier. The supplier has to collect the unused items from Office of the Directorate of Training, Assam Administrative Staff College, Guwahati-22 without any additional charge. Final bills will be as per actual purchase deducting the price of returned items. In case of actual requirement exceeds the initial estimated requirement sent to the supplier additional supply orders will be issued to the supplier accordingly.
- 17.) Selected supplier after receiving the supply order should able to supply the items immediately.
- 18.) The firm will have to provide only the best quality product and in no circumstances this Office will compromise on quality.
- 19.) All the disputes shall be subject to the jurisdiction of Guwahati.

  
Director of Training  
Assam Administrative Staff College  
Khanapara, Guwahati-22

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**LIST OF STATIONERY ARTICLES**

Sl. No.	Name of Items	Sl.No	Name of Items
1	Note Sheet paper (FS size) 80 GSM (good & printable quality)	22	Sketch Pen (all colour packets) (12 Nos.) in each packets
2	Photostat Paper A-4, 100 GSM (White)	23	Gel Pen (good quality) (Blue/Black/Red/Green)
3	A4 size paper Yellow 75 GSM	24	Gel Pen (Premium quality) (Blue/Black/Red)
4	A4 size Colour Paper 75 GSM	25	Ball Pen/DoT Pen Premium quality (Blue/Black/Red)
5	Cover file (Triplex) (14' x 9 ') Best quality	26	OHP Marker Pen (Blue/Black/Red/Green)
5	File Board (14' x 9 inch) Best quality	27	White Board Marker (Blue, Black, Red/Green)
6	Notebook with Spiral Binding (Size A5, 70 GSM paper, 300 pages)	28	White Board Duster
7	Notebook with Spiral Binding (Size A5, 70 GSM paper, 100 pages)	29	Engagement Pad
8	Notebook Hard bond (Size A5, 70 GSM paper, 300 pages)	30	Ring File FS size
9	Notebook Hard bond (Size A5, 70 GSM paper, 100 pages)	31	Flie cover Laminated
10	Notebook with Spiral Binding (Size B5, 70 GSM paper, 300 pages)	32	Staple Machine Jumbo size 24/6
11	Notebook with Spiral Binding (Size B5, 70 GSM paper, 100 pages)	33	Wooden Scale 12"
12	Notebook Hard bond (Size B5, 70 GSM paper, 300 pages)	34	White Tape (2 ")
13	Notebook Hard bond Size B5, 70 GSM paper, 100 pages)	35	Brown tape (1")
14	Pakka Binding Register Best Quality No.20 (450 pages)	36	Brown tape (2")
15	Chart Paper (White)	37	Tape Transparent (1")
16	Chart Paper (black)	38	Tape Transparent (2 ")
17	Chart Paper (colour)	39	Black Tape (1" )
18	Flip Chart	40	Black Tape (2")
19	Eraser (Rubber)	41	Pakka Binding Register Best Quality No.20 (450 pages)
20	Pencil Sharpener	42	Tag nylon 10 inch
21	Removable Page Marker 3/3 inch	43	Scissor (10" x 3/1/2")



**LIST OF MISCELLANEOUS ARTICLES**

Sl. No.	Name of Items	Sl.No	Name of Items
1	PVC name plate 10	30	Riso Ink CZ type S-4877
2	White Board (3feet x 5 feet, 3. feet x 4 feet, 3 feet x 3 feet, 6feet x 4 feet Size)	31	Riso Master CZ type S-4876
3	Plastic file Tray (Standard)	32	NPG 51 Toner cartridge for Canon IR 2530
4	Board Pin (Brass & Plastic cap)	33	NPG 56 Toner Cartridge for Canon IR 4245
5	Damper	34	NPG 59 Toner Cartridge for Canon IR 2006N
6	Cash Book	35	Ricoh Photocopy machine Toner for Model MP 2014AD
7	Clip Board (FS size)	36	Ricoh Photocopy machine Developer for Model MP 2014 AD
8	Hand Sanitizer 200 MI	37	Ricoh Photocopy machine Drum for Model MP 2014 AD
9	Hand Sanitizer 500 MI	38	Ricoh Photocopy machine Toner for model No. MP 2501 SP
10	Hand Sanitizer 5 ltr	39	Ricoh Photocopy machine Drum for model No. MP 2501 SP
11	Surgical Mask	40	Ricoh Photocopy machine Developer for model No. MP 2501 SP
12	Surgical Gloves	41	Ricoh SP 310D N Printer toner (SP310)
13	Spine Label sticker 32 mm	42	HP Laserjet Pro M104a toner-19 A
14	Rubber band	43	HP Laserjet M208w toner 137A
15	Rubber Stamp (Polymar) per line	44	HP LaserjetM1136MFP CC388AC
16	Rubber Stamp (Polymar) Single Line	45	HP LaserJet Pro MA03dn-28A
17	Self Inking Rubber Stamp	46	HP colour LaserJet MFP 178nw 119A (CMYK)
18	Round Seal (Rubber stamp)	47	HP Colour Laserjet Pro MFP M479dw-416-A (CMKY)
19	Pencil Battery 23AE 12V	48	Cello tape dispenser/Puncher Big size
20	Pen drive (16 GB)	49	Transparent sheet for spiral binding (A4 size)
21	CD Blank (700 MB)	50	Transparent sheet for spiral binding (Legal size)
22	DVD Blank	51	Spiral for spiral binding legal size
23	Voucher File	52	Spiral for spiral binding A4 size
24	Index File	53	Colour sheet legal size for spiral binding
25	Umbrella (black) folding	54	Colour sheet A 4 size for spiral binding
26	Jute envelope	55	Hard Binding (book binding) Legal size upto 500 pages
27	Duracell Ultra battery (AA size)	56	Hard Binding (book binding) A4 size upto 500 pages
28	Duracell Ultra battery (AAA size)	57	Hard Cloth Binding (book binding) Half DFC size upto 500 pages
29	Wrapping paper	58	Paint brush 8 No/10 No.



**(Technical Bid)**

**Particulars/Profile of the firm**

1. Name of the firm :
  
  2. Office address in Guwahati  
(Address proof copy to be enclosed) :
  
  3. i) Telephone No. :  
ii) Mobile phone No. :  
iii) E-Mail :
  
  4. Name/residential address/Phone No. of  
contact person during working days and weekends :
  
  5. Whether the firm is sole proprietary/partnership :  
(Please enclosed a copy of partnership deed/  
power of attorney, wherever applicable)
  
  6. PAN No.(Copy enclosed) :
  
  7. GST Registration No. (Copy enclosed) :
  
  8. Firm Registration Certificate No :  
(Please enclosed a copy)
  
  9. Bank details :  
(Bank Name, A/c holder name, A/c No.  
IFCS code, Branch)  
(Pass book/other supporting documents copy to be enclosed)
  
  10. Date of establishment of the firm :
  
  11. Business turnover of the firm during last 3 years  
i.e. during- 2020-21 :  
2021-22 :
  
  12. Experience in years (if, any) :  
(with Govt. organisation/PSU)
  
  13. Authorised dealership certificate available for Computer &  
Printer toner & Photocopy machine toner and  
other consumable mentioned in the tender document : (Yes/No) Tick ✓ whichever is applicable
- All the above information should be supported by proper documents, copy of which has to be enclosed.

Signature \_\_\_\_\_

Name & Address of the firms/suppliers/sole proprietors with seal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach separate sheet/s, if required**

**Financial Bid**  
**SAMPLE FORMAT**

Stationery Articles				
Sl.No	Name of the items	Price in Rs. including delivery charge	Price in Rs.with all taxes including GST (in numbers)	Price in Rs.with all taxes including GST (in words)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

- This is a sample format and tenderer should completely fill-up the above table mentioning all the items in the list of stationery articles (Till Sl.No.63 of stationery article list).
- Price of the all items mentioned in the tender document must be submitted as per the serial number of the items in the above format.
- Sample of each items must be brought by the tenderer during the opening of financial bid
- Please attach separate sheet/s, if required

Name of the Terderer/Farm :

Signature:

Seal:



**Financial Bid****SAMPLE FORMAT**

Miscellaneous articles				
Sl.No	Name of the items	Price in Rs. including delivery charge	Price in Rs.with all taxes including GST (in numbers)	Price in Rs.with all taxes including GST (in words)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

- This is a sample format and tender should completely fill-up the this above table mentioning all the items in the list of Miscellaneous articles (Till Sl.No.58 of Miscellaneous articles list)
- Price of the all items mentioned in the tender document must be submitted as per the serial number of the items mention in the tender document .
- Sample of each items must be brought by the tenderer during the opening of financial bid
- Please attach separate sheet/s, if required

Name of the Terderer/Farm :

Signature:

Seal: