



**GOVERNMENT OF ASSAM
DIRECTORATE OF TRAINING
ASSAM ADMINISTRATIVE STAFF COLLEGE
AN INSTITUTE CERTIFIED UNDER THE STANDARDS OF ISO 9001:2015
JAWAHARNAGAR, KHANAPARA; GUWAHATI-22
PHONE NO.2363325, FAX NO.0361-2362361**

SHORT NOTICE INVITING RE-QUOTATION

No.AASC(MI) 63/2021/19

Dated Guwahati the 19th of January, 2021

Sealed quotations in two-bid system affixed with non-refundable court fee stamp of Rs.8.25 (Rupees Eight and twenty five paisa only) only are invited from the reputed registered firms for supply of notebooks to this Directorate by **January 27, 2021 (12.00 noon)**. The technical bids of the quotations would be opened on the same day i.e. **January 27, 2021 at 2.00pm** and the financial bids of the responsive bids will be opened on **January, 27, 2021 at 03.30pm**. The Quotationers or their authorized representative may be present at the time of the opening of the quotation.

The interested firms may collect the quotation documents from Assam Administrative Staff College and submit the same on or before **January 27, 2021 (12 noon)** on payment of Rs. 500.00(Rupees Five Hundred) only in cash which would be non-refundable.

The quotation documents may also be downloaded from the website, www.aasc.assam.gov.in. However, the payment of Rs 500.00 only in cash will have to be made in any case.

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

Sd/-
Director of Training
Assam Administrative Staff College
Guwahati – 781 022

RE-QUOTATION DOCUMENT

FOR SUPPLY OF NOTEBOOKS

AT

ASSAM ADMINISTRATIVE STAFF
COLLEGE
JAWAHARNAGAR, KHANAPARA
GUWAHATI, ASSAM
781022

Web Site: www.aasc.assam.gov.in

TERMS AND CONDITIONS

1. Both the technical and financial bids have to be submitted in separate sealed envelopes, which should be super scribed “Technical Bid” and “Financial Bid” as the case may be and these have to be submitted together in one sealed envelope.
2. Quotationer should submit copy of valid Registration Certificate/Trade License.
3. Quotationer should have PAN and registration under GST. A copy of PAN and registration under GST should be enclosed.
4. It is desirable that the quotationer should have done similar jobs during last 3 (three) years in Govt./Semi Govt. institutions/Govt. of India undertakings/autonomous body.
5. Item-wise rates should be quoted in words as well as figures. Quoted rates should be inclusive of all charges, including all taxes. The rate, if approved, will be valid for a period of one year from the date of issue of supply order.
6. The firm should have an annual turnover of Rs. 10.00 lakh or more during the last 2 financial years and should be duly certified by a Chartered Accountant.
7. The quotation should be accompanied by earnest money of Rs.5,000.00 (Rupees Five thousand) only in the form of DD/ bankers cheque in favour of “Director, Assam Administrative Staff College”. Quotations without earnest money shall be rejected. Firms eligible for exemption from the EMD such as MSME’s have to submit copy of documents in support of this exemption
8. Good quality samples should be submitted for the items quoted and the items should be manufactured in India.
9. Mere becoming the lowest bidder, will not give any right to the Lowest bidder to claim that he is successful in the bidding process. The successful bidder shall be decided only after considering both the quality and price quoted.
10. There is no bar on any firms quoting for any item(s) they feel like or for all items stipulated in the notice.
11. Orders will be given to the supplier course-wise/bulk and the items in bulk will have to be supplied within short notice (one day of the date of receipt of the order).

The Director has the right to accept / reject any one or all quotation without assigning any reason thereof.

Sd/-
Director of Training
Assam Administrative Staff College
Jawaharnagar, Khanapara, Guwahati – 781 022

Particulars/Profile of the firm

1. Name of the firm :

2. Office address in Guwahati :

3. i) Telephone No. :
- ii) Mobile phone No. :
- iii) E-Mail :
- iv) Fax No. :

4. Name/residential address/Phone No. Of :
Contact person during working days and weekends

5. Whether the firm is proprietary/partnership :

6. PAN no. :

7. GST Registration :

8. Name & Address of partners :

(Please enclose a copy of partnership deed/power of attorney)

9. Date of establishment of the firm :

10. Business turnover of the firm during last 2 years
i.e. during :

2018-19 :

2019-20 :

Signature _____

Name & Address _____

of the firm _____

with seal _____

Please attach separate sheet/s, if required and

FINANCIAL BID

Sl. No.	Particulars	Qty	Rate per unit in Rs. (exclusive of taxes)	GST (Rs)	Rate per unit in Rs. (inclusive of taxes)
1)	Notebook with Spiral Binding (Size A5, 70 gsm paper, 300 pages)	1			
2)	Notebook with Spiral Binding (Size A5, 70 gsm paper, 100 pages)	1			
3)	Notebook Hardbond (Size A5, 70 gsm paper, 300 pages)	1			
4)	Notebook Hardbond (Size A5, 70 gsm paper, 100 pages)	1			
5)	Notebook with Spiral Binding (Size B5, 70 gsm paper, 300 pages)	1			
6)	Notebook with Spiral Binding (Size B5, 70 gsm paper, 100 pages)	1			
7)	Notebook Hardbond (Size B5, 70 gsm paper, 300 pages)	1			
8)	Notebook Hardbond (Size B5, 70 gsm paper, 100 pages)	1			