File No. AASC-19**AASO-120012-A¢e00BtA-Assumts-Adsminis Addinive**is**StaffveoSteofe (Oberge**uter No. 398669 1/322099/2023

1/322099/2023

# 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, Website: www.aasc.assam.gov.in Email: director@aasc.gov.in

No. 398669/

Dated, Guwahati, the 31st of October, 2023

#### **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: 01/11/2023

b) Last Date of Submission of Tenders: 23/11/2023 till 12 Noon

c) Date, Time & Venue of Opening of Tender (Technical bid): 23/11/2023 at 1:00 PM at Assam

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 **5:00 pm** on **22<sup>nd</sup> November, 2023** on **payment of Rs. 500/-(Rupees Five Hundred) only, in cash to our cashier only** and collect the receipt from casher. The payment of Rs.500/- is non-refundable. The tender documents may also be downloaded from the website, <a href="www.aasc.assam.gov.in">www.aasc.assam.gov.in</a>. or SPPP portal. However, the payment of Rs 500/- in cash to our cashier only will have to be made in any case and bidder has to collect the cash receipt from the casher.

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.

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

Memo No. No. 398669/ Dated, Guwahati, the 31st of October, 2023

Copy to:

- File No. AASC-19**AASCI-12022-Accounts-Administrative**is Staffveo Staffe (6begreuter No. 398669
  - The Director of Information & Public Relation, Guwahati for publishing the same in 2 (two) leading Assamese and English dailies respectively.
    - 2. The Assistant Director of Training (Computer), AASC for uploading the same in AASC's website
    - 3. Copy to Shri. Rohan Das, Junior Administrative Assistant to be upload in SPPP portal.
    - 4. Notice Board.

(e-signed)
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 3 (three) years, g) Copy of authorised dealership certificate (where ever applicable) and h) Copy Supply order from Govt. Organisation or PSU as proof of experience .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 tenderer or its representative must carry the samples of each items and show them when asked for during the evolution of the financial bid. Failing to produce the sample during the financial bid evaluation may lead to rejection of the tender by the bidder.
- 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). Bidders should quote price of **only original toners and printer consumable**. No compatible/duplicate toner and printer consumable will be accepted later on.
- 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)". They should also submit a copy of dealership certificate with a validity upto 30<sup>th</sup> November, 2024.
- 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.

 $\frac{1/322099/2023}{18)}$  . The firm will have to provide only the best quality product and in no circumstances this Office will  $\frac{1}{322099/202}$  compromise on quality.

- 19). **Price of all items should remain valid till 30<sup>th</sup> November, 2024.** Bidders should quote price keeping in mind the validity date. i.e 30<sup>th</sup> November, 2024. No request to increase of rate of items will be entertain after acceptance of the tender rates.
- 20). All the disputes shall be subject to the jurisdiction of Guwahati.

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# **Stationery Items List**

Sl.No.	Item	Sl.No.	Items
01	Note Sheet paper (FS size) 80 GSM	40	Pen drive (64 GB)
	(good & printable quality)		
02	Alpin (100 pin) packet	41	Pen Drive (120 GB)
03	Photostat Paper FS size, 75 GSM(White)	42	CD Blank (700 MB)
04	Photostat Paper A4 size, 75 GSM (White)	43	DVD Blank
05	Photostat Paper A-4, 100 GSM (White)	44	Binders' Clip 41 mm
06	A4 size paper Yellow 75 GSM	45	Ball Pen (Blue/Black/Red/Green)
07	A4 size Colour Paper 75 GSM	46	Gel Pen (Blue/Black/Red/Green)
08	Service Envelope (28x12 cm) Plain	47	Pilot Pen (Blue/Black/Red/Green)
09	Envelope (28 x l2 cm) Plain	48	Wooden Pencil HB black
10	A4 size envelope (Laminated)	49	Eraser (rubber)
11	Punching Machine, (Two hole)	50	Wooden Pencil Sharpener
12	Punching Machine (Single hole)	51	White correcting fluid (Tube)
13	Notebook with Spiral Binding	52	Laminated file Cover & File Board
10	(Size A5, 70 GSM paper, 100 pages)	32	(14' x 9 inch) combine set
14	Notebook with Spiral Binding (Size A5, 70 GSM paper, 300 pages)	53	Nylon tag (long) 10 inch, good quality
15	Pakka Binding Register Best Quality No.20	54	Flag 3 colour
	(450 pages)		(Removable Page marker) (3/3 inch)
16	Pakka Binding Register Best Quality No.8, (200 pages)	55	Flag Single colour (Removable Page marker) (3/3 inch)
17	Library Accession Register	56	Gum Liquid 700 ml bottle
18	Periodical Register	57	Gems clip (plastic)
19	Library Gate Register	58	Paper weight Glass (Decorated)
20	Library Membership Register (200 pages)	59	Highlighter Pen
21	Plastic Scale 12 inch	60	Ring File FS size
22	Wooden scale 12 inch	61	Glue stick 15grams
23	Staple Machine No.10	62	White Board Marker (Red/Blue/Black/ Green)
24	Staple Machine Pin No.10	63	OHP Pen (Red/Blue/Black/ Green)
25	Staple Machine 24/6	64	Desi Knife (Paper cutter) Best quality
26	Staple Machine Pin 24/6	65	White Board Duster
27	Staple Machine Jumbo size 24/6	66	Brown tape (1")
28	Chart Paper (White)	67	Brown tape (2")
29	Chart Paper (black)	68	Tape Transparent (1")
30	Chart Paper (colour)	69	Tape Transparent (2 ")
31	Flip Chart (white)	70	Black Tape (1")
32	Sealing wax	71	Black Tape (1")
33	Wax Candle (100 x 6)	72	Index File big (Laminated)
34	Match Box single Packet	72	Board Pin (Brass & Plastic cap)
	Scissor (10" x 3/ <sub>1/2</sub> ")		Plastic file Tray (Standard)
35		74	
36	Binders' Clip 32 mm	75	Cash Book
37	Damper	76	Voucher File
38	Clip Board (FS size)	77	Calculator 12 digit
39	Pen drive (16 GB)	78	Liquid Gum for fixing plastic, wood etc 20 ml

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# **Miscellaneous item List**

Sl.No.	Item	Sl.No.	Items
01	PVC name plate 10	34	Drinking Glass Coaster
02	Hand Sanitizer 500 MI	35	Stainless steel Electric Kettle (1500 watts)
03	Surgical Mask	36	Remote Control calling bell with remote and batteries
04	Surgical Gloves	37	Room Heater with Double element (rode) 1500 watts
05	Spine Label sticker 32 mm	38	Riso Ink CZ type S-4877
06	Rubber band Packet (500 gram)	39	Riso Master CZ type S-4876
07	Stamp Pad	40	NPG 51 Toner cartridge for Canon IR 2530
08	Stamp Pad ink	41	NPG 56 Toner Cartridge for Canon IR 4245
09	Rubber Stamp (Polymar) per line	42	NPG 59 Toner Cartridge for Canon IR 4245
10	Rubber Stamp (Polymar) Single Line	43	Ricoh Photocopy machine Toner for Model MP 2014AD
11	Self Inking Rubber Stamp	44	Ricoh Photocopy machine Developer for Model MP 2014 AD
12	Round Seal (Rubber stamp)	45	Ricoh Photocopy machine Drum for Model MP 2014 AD
13	Pencil Battery 23AE 12V	46	Ricoh Photocopy machine Toner for model No. MP 2501 SP
14	Jute bag (capable of carrying laptop) (Back pack style bags not needed)	47	Ricoh Photocopy machine Drum for model No. MP 2501 SP
15	Duracell Ultra battery (AA size)	48	Ricoh Photocopy machine Developer for model No. MP 2501 SP
16	Duracell Ultra battery (AAA size)	49	Ricoh SP 310D N Printer toner (SP310)
17	Wrapping paper	50	HP Laserjet Pro M104a toner-19 A
18	Cello tape dispenser/Puncher Big size	51	HP Laserjet M208w toner 137A
19	Paint brush 8 No/10 No.	52	HP LaserjetM1136MFP CC388AC
20	Pen stand (CPI good quality)	53	HP LaserJet Pro MA03dn-28A
21	Rubber band packet 100 gm	54	HP colour LaserJet MFP 178nw 119A (CMYK)
22	Marking Cloth (per meter)	55	HP Colour Laserjet Pro MFP M479dw-416-A (CMKY)
23	Transparent sheet for spiral binding (A4 size) + Spiral for spiral binding A4 size + Colour sheet A 4 size for spiral binding (set )	56	HP toner 12-A
24	Transparent sheet for spiral binding (Legal size) + Spiral for spiral binding legal size + Colour sheet legal size for spiral binding	57	HP Toner 18-A
25	Steel lock 55 mm 7 liver with three key set	58	HP Toner 19-A
26	Steel lock 50 mm 6 liver with three key set	59	HP Toner 28-A
27	Bath Towel white	60	HP Toner 36-A
28	Hand Towel white	61	HP Toner 85-A
29	Towel Small (16" x 24") (best quality) white	62	HP Toner 88-A
30	Drinking Glass Seat (6 Pc)	63	HP Toner 137-A
31	Cup & Saucer (bone china) 6 PC set	64	Toner Epson 005
32	Coir rope per 250 grams	65	Toner Epson 008
33	Waste Paper bucket (Dustbin)	66	USB HuB 4/5/6 in 1

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Annexure-I

# (Technical Bid)

### Particulars/Profile of the firm

1.	Name of the firm	1	:	
2.	Office address in (Address proof c	Guwahati opy to be enclosed)	:	
3.	i) Mobile phone	No with whats app		:
	ii). E-Mail		:	:
4. con		address/mobilee No. of working days and weekends	:	
5.	(Please enclosed	a is sole proprietary/partnership a copy of partnership deed/ y, wherever applicable)		:
6.	PAN No.(Copy 6	enclosed)		:
7.	GST Registration	n No. (Copy enclosed)		:
8.	Firm Registration (Please enclosed			;
9.	IFCS code, Bran	c holder name, A/c No. ch) supporting documents copy to be e	enclosed)	:
10.	Date of establish	ment of the firm		:
11.	Business turnove i.e. during-	er of the firm during last 3 years 2020-21		:
		2021-22		
		2022-23		
12.	Experience in ye (with Govt. organ (Supply orders co			:
13.	Printer toner & 1	ership certificate available for Com Photocopy machine toner and e mentioned in the tender documen		(Yes/No) Tick ✓ whichever is applicable
•	All the above infe	ormation should be supported by p	roper docı	uments, copy of which has to be enclosed.
	Signature		7	

Please attach separate sheet/s, if required	99/2023	Name & Address of the firms/suppliers/sole proprietors with seal
	99/2023	
Please attach separate sheet/s, if required		
Please attach separate sheet/s, if required		
Please attach separate sheet/s, if required		
Please attach separate sheet/s, if required		
	Please attach senarate sheet/s. if required	
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### **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.78 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 SI.No.66 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:	