

- 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 30th 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.

- 19). **Price of all items should remain valid till 30th November, 2024.** Bidders should quote price keeping in mind the validity date. i.e 30th 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.

Stationery Items List

Sl.No.	Item	Sl.No.	Items
01	Note Sheet paper (FS size) 80 GSM (good & printable quality)	40	Pen drive (64 GB)
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 12 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 (Size A5, 70 GSM paper, 100 pages)	52	Laminated file Cover & File Board (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 (450 pages)	54	Flag 3 colour (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 (2")
33	Wax Candle (100 x 6)	72	Index File big (Laminated)
34	Match Box single Packet	73	Board Pin (Brass & Plastic cap)
35	Scissor (10" x 3/1/2")	74	Plastic file Tray (Standard)
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

(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) Mobile phone No with whats app :
ii). E-Mail :
 4. Name/residential address/mobilee 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 :
2022-23 :
12. Experience in years (if, any) :
(with Govt. organisation/PSU)
(Supply orders copy to be attach as proof)
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 _____

Please attach separate sheet/s, if required

Annexure-II

SAMPLE FORMAT

- 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

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.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: