

**ASSAM ADMINISTRATIVE STAFF COLLEGE  
KHANAPARA, GUWAHATI-781022**

**BIDDOCUMENT**

**Short Notice Inviting Quotation for refill of fire extinguishers installed  
at  
Assam Administrative Staff College.**

(Visit us at [www.aasc.assam.gov.in](http://www.aasc.assam.gov.in))

Name of the quotationer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cost of Quotation Document– Rs. 200.00**

<b>SCHEDULE</b>		
<b>Sl. No.</b>	<b>Activity Description</b>	<b>Schedule</b>
1.	Quotation No	AASC (PL)/FE/ 141/2016/141
2.	Time and last date of depositing Quotation	2.00 p.m. of February 07, 2020
3.	Time and Date of Opening of Bids	3.00 p.m. of February 07, 2020
4.	Minimum Validity of quotation offer	<b>One year</b> from the date of acceptance of quotation.
5.	Services to be offered	Refill and <b>warranty</b> .
6.	Amount of EM to be Deposited	Rs. 2000.00 (Rupees Two Thousand) only
7.	Cost of Quotation Document	Rs. 200.00 in cash. (Rupees Two Hundred) only

Sd/-

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

**Terms and conditions:**

The following documents should be submitted along with the quotation:

1. Parties should have authorized service centers at Guwahati. Details of after sales service facilities available at Guwahati should be mentioned along with address, name(s) of contact person(s), etc.
2. The quotations should be accompanied by a demand draft of Rs.2000.00 (Rupees Two Thousand) only in favour of “Director, Assam Administrative Staff College Society”, which is refundable.
3. Copy of the registration and dealership certificate should be submitted along with the quotation.
4. Copies of the PAN and GST registration numbers should be submitted along with the quotation.
5. The quotationer should submit their proof of experience (at least 2 years) which should include both government and private institutions.
6. Rates should be quoted both in figure and words inclusive of all admissible taxes & GST and should be **valid for a period of 1 (one) year from the date of acceptance of quotation.**
7. Successful bidder will be solely responsible for after sales service and maintenance (comprehensive) of the items within 24 hours of intimation, failing which the security deposit will be forfeited.
8. **The warranty should be comprehensive and should be valid for 1 (one) year.**
9. The Director of Training, Assam Administrative Staff College, Jawaharnagar, Guwahati-22 reserves the right to accept or reject any one or all quotations without assigning any reason thereof.

Sd/-

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

**TECHNICAL BID**

Name of the Quotationer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pin Code No.: \_\_\_\_\_

Tel. No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Email. : \_\_\_\_\_

Status of the Company:        **Proprietor/ Partnership/ Company**

(Pls. Tick mark as applicable):

Name of the Proprietor/Partners/: \_\_\_\_\_

Directors of the company/firm: \_\_\_\_\_

**TECHNICAL BID**

<b>Sl. No.</b>	<b>Description of the company/firm</b>	<b>Proof requires Yes/No</b>	<b>Page No.</b>
1	Name of the firm along with registration details		
2	Valid Trade License		
3	PAN Card No.		
4	GST No		
5	Authorized Dealership Certificate		
6	Annual Turnover of last 2 years (Rs. 5 Lakh & above)		
7	Details of after sales service facilities available at Guwahati should be mentioned along with address and contact number		
8	List of clients		
9	Proof of work experience of minimum 3 years in the sale and maintenance of items called for quotation.(Attach documentary proof in support of claim)		
10	Whether Court Fee and EMD submitted or not		
11	Money receipt for the cost of quotation document		

**TECHNICAL BID****EARNEST MONEY DEPOSIT PAYMENT PARTICULARS**

Sl. No.	D.D. No.	Date	Name of the Bank/Branch and Place	Amount
1				

I/We,..... hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this quotation and also liable for any penal action that may arise due to the above, besides being blacklisted.

Signature :

Name :

Designation :

Name of the Agency :

Address of the Quotationer :

Phone No. & Mobile No. :

Email Address :

Website address (if any) :

Date :

**FINANCIAL BID**

<b>Sl. No.</b>	<b>Items</b>	<b>No of Unit</b>	<b>Refill rate per unit in INR (inclusive of all taxes &amp; GST)</b>	<b>Total Amount in INR</b>
1	ABC Dry Chemical Powder (Multipurpose Dry Powder Extinguisher) <b>Capacity: 4 kg.</b>	22 units		
2	Carbon Dioxide Fire Extinguisher <b>Capacity: 4.5 kg.</b>	11 units		
3	Accessories rate			
			<b>GRAND TOTAL:</b>	
<b>Rupees In Words:</b>				

(The prices quoted are inclusive of all admissible taxes & GST and **one year of comprehensive warranty**)

**Signature of the Authorized Signatory:**

**Name and Designation:**

**Address:**