

GOVERNMENT OF ASSAM  
INDUSTRIES ,COMMERCE AND PUBLIC ENTERPRISES DEPARTMENT  
ASSAM SECRETARIAT , DISPUR, GUWAHATI

Notice No. eCF/174767/3

Dated 15<sup>th</sup> Sept, 2021

Notice Inviting quotation

Subject: Supply/Procurement of Stationery items

Sealed Quotations affixing non refundable court fee stamp of Rs 8.25 ( Rupees eight and paise twenty five ) only are invited from Govt approved firm/ supplier/authorized dealer for supplying the items Industries, Commerce & Public Enterprises Department as per list at Annexure-A within 7 days from date of publication of this notice. Details may be obtained from the undersigned during office hours.

Terms and Conditions:

1. The prices should be quoted in figure and words.
2. The GST should be quoted separately.
3. The firm/supplier should be a reputed supplier having experience in supply of the stationery items to the Government Ministries / Departments, PSUs, Statutory/ Autonomous Bodies etc.
4. The firm should have valid documents of GST registration, PAN card.
5. Department may select more than one firm/suppliers depending on rates quoted.
6. The selected firm/supplier should be in a position to supply approved items within 24 hours from the time of placing order.
7. The approved items should be of standard quality as per specification and of the make specified.
8. The payment will be made on satisfactory delivery of the supplied items in the Department for which bill (in triplicate) will be required to be submitted to this Department. Defective item, if any, supplied by the contractor/firm/supplier will be replaced by the firm/supplier immediately at his cost.
9. The decision of the Department would be final and binding in all respect. It may be noted that this Department reserves the right to accept or reject any or all quotations in full or in part without assigning any reason whatsoever and also reserves the right to make the purchases on the basis of quotations for each items.
10. Last date of receipt of quotation is 24<sup>th</sup> Sept, 2021 before 1.00PM The same will be opened on the same day at 4.00 PM .

Deputy Secretary to the Govt of Assam  
Industries, Commerce & Public Enterprises Department

## Annexure-A

### List of Stationery Item proposed for procurement

Sl No.	Items	Qty.	Rate per unit A	GST (Rs) B	Total A+B
1	White Board small size (2 x3)	1 no			
2	White Board Big size( 3 x 4)	1 No			
3	Multicolor paper A-4 Size	10 ream .			
4	Plastic Folder	50			
5	Photostat paper J.K. F/S	75 ream			
6	Photostat paper J.K. A-4	100 ream			
7	Electric kettle ( 1 litre)	2nos			
8	Charge light	2 nos.			
9	Ball pen	200 nos			
10	Pencil Battery small and big	24 nos			
11	Duster	5 nos			
12	Marker pen	10 nos			
14	Extension Board	3 nos			
15	Spiral binding sheet Size A-4	6 pkt			
16	Slip pad	100 nos			
17	Cup-plate ( bone chine )	2set			
18	Drinking Glass (boroseal)	6 pkt			
19	Sanitizer 500 gm	25 nos			
20	Social Distancing Glass with fitting charge	1 no			
	Total in figure				

## Annexure-B

### Proforma to be submitted along with the quotation

S.L No	Particulars	Details of documents
1	Name of the Firm/Supplier	
2	Address with contact details	
3	Name of the proprietor/managing Partner/ Managing Director	
4	Registration No of the Firm/ Trade License	
5	GST No	
6	PAN Card No	
7	Experience Certificate/Copy of supply order /Delivery challan copy in support of experience. / Copy of certificate as authorized dealer.	
11	List of the documents submitted	

Signature of Authorised Signatory