



GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER :: SIVASAGAR
(NAZARAT BRANCH)

No. SVNZ/TENDER/09/2018/11

Dated Sivasagar the 24th April, 2018.

NOTICE INVITING TENDER

Sealed quotation affixing non-refundable court fee stamp of Rs. 8.25 (Rupees Eight & twenty five paisa only) are hereby invited from all intending Local firms/Suppliers and Govt. Registered Suppliers or Contractors for supply of "office stationery articles, house-hold items, computers accessories, electrical items, etc." of standard quality enclosed as 'Annexure-A' at the office of the Deputy Commissioner, Sivasagar during the financial year 2018-19 as per terms & conditions given below. The same will be received by Addl. Deputy Commissioner (Nazarat), Sivasagar upto 3:00 PM on 30th April, 2018 and same will be opened at the same place and date in the presence of bidders or their representatives and members of the committee constituted for the purpose. The intending bidders may obtain detail particulars and list of items from Nazarat Branch of D.C.'s Office, Sivasagar during office hours upto 30/04/2018.

Terms & Conditions:-

1. The Deputy Commissioner reserves the right to reject/accept the quotation without assigning any reason thereof.
2. Copy of Trade License, GST Registration Certificate, Pan Card to be submitted alongwith the bid documents.
3. Bank statement for the last 6 Months need to be submitted with the bid document.
4. An earnest money worth Rs.6000/- (Six thousand) only is to be payable in favour of Deputy Commissioner, Sivasagar from any Nationalized bank. The earnest money of successful bidder will be retained by the D.C. Office, Sivasagar as security deposit & will be returned without any interest after expiry of the agreement, if any bidder withdraws the tender or fails to execute the supply order within the given time, the earnest money will be forfeited & the firm/ Suppliers / Govt. Registered Suppliers may be blacklisted from future tender process in the Office of the Deputy Commissioner, Sivasagar.
5. Bidder should quote item wise rate by mentioning the brand / Company and shall have to submit samples of such items where applicable alongwith MRP list.
6. Payment for the said supply will be made only after receipt of FOC from the Govt. time to time.
7. Bidder should submit the bid documents in Two Bids (Technical Bid & Price Bid) system.
8. Legal jurisdiction of any disputes will be within Sivasagar district only.
9. The rate quoted by the bidder should not be more than the MRP of said goods/article.
10. The bidder have to submit the Maximum Retail Price List of the Company alongwith the Bid Document and said quoted rate shall remain valid till 31st March 2019.
11. The selected Bidder shall have to deliver ordered quantity of Goods within 24 Hours from the date of receiving the written order, failing which the undersigned reserves the right to cancel the said order without citing any reason thereof.
12. The accepted Bidder shall be entered into an agreement with the undersigned for the said supply.

/
Deputy Commissioner
Sivasagar

Memo No. SVNZ/TENDER/09/2018/11

(A)

Dated Sivasagar the 24th April, 2018.

Copy to:

- 1) The Addl. Deputy Commissioner (Nazarat) for favour of kind information & necessary action.
- 2) The DIPRO, Sivasagar. She is requested to arrange publication of tender notice at least in three leading dailies, one in English and other two in Assamese.
- 3) The DIO, NIC, Sivasagar District. He is requested to upload the Tender Notice in the Sivasagar District Administration website for wide publicity.
- 4) Notice Board of DC's Office, Sivasagar.

Paras (p) 1/10