

GOVERNOR'S SECRETARIAT, ASSAM
RAJ BHAVAN : GUWAHATI-781001.

No.GSA.35/2021/23

June 5, 2021

Tender Notice

Sealed tender affixing court fee stamp of Rs.8.25/- (Eight rupees twenty five paise) only are invited by the undersigned from intending firms/suppliers/authorized dealer for supply of **Office Equipments , stationery items and miscellaneous items** (list of articles available with the tender documents) for use in the Governor's Secretariat, Assam for the year 2021-22 . The tender should be submitted in two bid system (a) Technical Bid & (b) Financial Bid.

Time Schedule

- a)- Date of issue of Tender documents 7/6/ 2021 till
b)-Last date of submission of completed tender 21/6/ 2021 till 10.30AM
c)-Date , time & venue of opening of tender 21/6/2021 till 10.30AM in the O/O Governor's Secretariat, Raj Bhavan Assam. M.G. Road, Uzanbazar, Guwahati-1
d)-The list of items and terms & condition can be downloaded from the website www.rajbhavanassam.gov.in and www.assam.gov.in .

If the schedule date and time of opening the tender is to be postponed due to any unforeseen event, the same will be opened on the next working day or on any day fixed by the Commissioner & Secretary to the Governor of Assam at the same place and time.

The Commissioner & Secretary to the Governor of Assam reserve the right to accept or reject any or all the tenders without assigning any reason thereof.

Additional Secretary to the Governor of Assam,
Raj Bhavan, Guwahati-1

Memo No. GSA.35/2021/23-A

June 5, 2021

Copy forwarded for information & necessary action

1-PA to Commissioner & Secretary to the Governor of Assam for kind information.

2-The Director of Information and Public Relations, Dispur, Ghy-6 for wide publicity. He is requested to publish the Tender Notice in the leading dailies both English and Assamese immediately.


✓ 3- SIO, NIC, Assam State Centre, Dispur, Guwahati-6 with a request to kindly upload the Notice with Terms & Condition and list of items at A & B in the website of the Govt. of Assam immediately.

4- DIO, NIC, Kamrup (M), D.C. Office, Panbazar, Guwahati-1 with a request to kindly upload the Notice with Terms & Condition and list of items at A & B in the website of Raj Bhavan immediately.

5-Concerned officers & staff of Governor's Secretariat Assam

6-Office notice Board,

7-Concerned file.


Additional Secretary to the Governor of Assam,
Raj Bhavan, Guwahati-1

GOVERNOR`S SECRETARAIT, ASSAM
RAJ BHAVAN: GUWAHATI
Details Terms and Conditions

1-The intending tender should have his own registered Firms and be financially sound .In this regard financially sound certificate to be submitted from nationalized bank

2- Sealed tender should be submitted in 2(two) bid (Technical Bid & Financial Bid) system separately by the intending registered firms/supplier/authorized dealer only. All required as per terms & conditions including EMD should be submitted with the documents Technical Bid only

3-The tender should fulfill the following requirement, photo copy with self attested of which should be attached with the tender, failing which the tender will be rejected.

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

c)-Earnest Money Deposit

d)-IT Return of last 3(three) years

e)-Bank details

4-The rate of each items as per price llist should be quoted in the manner as indicated below

a)- Original rate

b)- The cost of delivery of the destination within the fixed date and including any other incidental charge

c)-Rate and amount of GST as prescribe under Rules

5-The rate to be quoted should be written both figure and words legibly. Any correction /alternation/eraser etc should be authenticated by the tender himself before submission of tender

6-Intending bidder should submit their tender for the articles/materials as mentioned at Clause-7 separately accompanying all particulars/documents whatever. All documents should be signed with the full signature by the intending bidder.

7-Earnest money in the form of NSC/DD/Term deposit/Fixed deposit to be duly pledged in favour of the **Governor`s Secretariat Assam**, may be furnished along with tender as per amount given against each of articles.

A)-Office Equipment	Rs.20,000/-
B) -Stationery items/Miscellaneous items	Rs.20,000/-

8-For Stationary Articles each tender must carry the samples in a separate packet of each items/Brand and specification duly indicating the same and having the signature of tender/suppliers without which tender/quotations will be rejected

9-The rates once accepted will remain valid up to 1(one) years w.e.f. the date of acceptance. It will not be changed under any circumstances during the period as specified. However, in case of unavoidable circumstances, the term will be extended till the next rate are finalized on the same rates and conditions

10-The tender / supplier must submit copy of the manufacture price list for the items of Tender/quotations

11-Rate should be quoted in respect of the items as shown in the list enclosed indicating the brand, model, quality, size etc, as the case may be.

12-Tender/supplier should be note that their tender/quotations will be rejected if any of the requirement are found to be not completed with

13-The successful tender/supplier will have to supply the articles as and when intended for within the period as will be specified therein without fail. No extension of time without any valid reason whatsoever will be granted.

14-The authority does not bind itself to accept the lowest rate of any tender/supplier or to assign any reason for accepting or rejecting any tender/quotations thereof. He also reserved the right to cancel the contract before expiry of the terms of contract for any area viz use of inferior quality of goods, Poor workmanships of failer to supply in time including for failing of the earnest money.

15- The Commissioner & Secretary, Governor`s Secretariat Assam, reserve the right to accept or reject any or all the offers in full or apart or to waive off any formality, minor deviation and omission without assigning any reason(S) or to cancel the tender in whole. The Governor`s Secretariat Assam, also reserve the right to relax any conditions of tender at its discretion.

16-In case of non-compliance of the works order after being selected as successful bidder, the EMD will be forfeited in the party will be blacklisted for 3(three) years.

17-In case of inferior/substandard supply or supply not according the specification approved, the Governor`s Secretariat will have the right to reject the complete materials and cancel the supply order.

18-In case of delay in supply, the Governor`s Secretariat Assam will have the right to impose penalty @ 1.5% of the total cost of order items.

19-The Governor`s Secretariat Assam , is not any bound to accept the lowest rate or any quotations and reserve the right to accept any quotations in whole or any part of the quotation or portion of the quantity offered and reserve the right.

If required to negotiate with any or all the tenders without assigning any reason (s), what so over.

20-The Governor`s Secretariat Assam, is not bound to order the approved items (s) to the approved party and may purchases from any other parties.

21- No advance payment shall be made to the successful bidder

22- The authority / departmental purchase committee is not bound to accept the lowest rates and reserve the right to accept L2 or L3 or so on rates at the discretion and decisions of the Departmental Purchase Committee.

23- All the disputes shall be subject to the jurisdiction of Gauhati High Court, Assam.

24-The Firm will have to provide only the best quality product and in no circumstances the Governor`s Secretariat will compromise with quality.

25--The Firm / Bidder must not have been blacklisted by the Government/ Ministry / Department/PSU, nor should they have been debarred from dealing with any public Department.

26--The word "Quotation for supply" of Stationery items/Miscellaneous items/ Office Equipment written on the top of the envelop.



Additional Secretary to the Governor of Assam,
Raj Bhavan, Guwahati-1

*Addl. Secretary to the Governor,
Assam, Raj Bhavan, Guwahati-1*

GOVERNOR'S SECRETARIAT, ASSAM
RAJ BHAVAN : GUWAHATI-781001.

A-List of Office equipment

- 1-Computer Set (Desktop /Laptop)
- 2- Printer and Scanner
- 3-Photostat Machine
- 4-Fax Machine



*Addl. Secretary to the Governor,
Assam, Raj Bhavan, Guwahati-1*

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B-List of Stationery & Miscellaneous Items

Sl No	Name of Stationery items	Sl No	Name of Miscellaneous items
1	Photostat Papers Legal size	42	Calculator (12 Digit)
2	Photostat Papers FS -75 GSM KJ	43	CD/DVD-Rewritable for Computer
3	Photostat Papers A-4, 75 GSM JK	44	Pen Drive(16- GB)
4	Carbon Paper	45	Glass-Drinking Glass (VIP)
5	Packing paper	46	Brasso-100ml
6	Note sheet paper	47	Mosquito repellent spray (Hit/ Mortin)
7	Punching Flat File (medium)/ Ring binder file cover	48	Pencil Battery (AA,AAA)
8	Auto Clip File (best quality)	49	Waste Paper bucket (big)
9	One side transparent plastic folder	50	Plastic Bucket (15 Ltr)
10	File Size Envelope	51	Plastic Mug
11	Lamination Envelope Letter size/medium & Big size	52	Markin Cloth (per mtr)
12	Executive Cover Folder	53	Cup & Saucer (Best quality) Bone China
13	Office Clip Board 14" X 10"	54	Towel Big (30"/60") Best quality
14	Plastic File Bag	55	Towel- Hand Towel
15	PIN Cushion (Magnetic)	56	Computer Cartridge Canon LBP6030B
16	Punching Machine One & two whole	57	Canon MX426
17	Hand sanitizer (200ml & 500ml)	58	Canon G2010
18	Staple Machine & Pin No.24/6,	59	Canon MF4350d
19	Staple Machine No-10	60	Canon Fax L160
20	Staple Machine Extra Large H D -1217	61	Canon LBP6018B
21	Correcting Fluid Whitener / Eraser	62	Canon MF244DW
22	Officer dot pen (Blue/Red/Green) Best Quality)	63	Canon MF232W
23	Ball Point Pen	64	Canon LBP3500
24	Highlighter Pen	65	Canon LBP2900B
25	Maxtron Pen (Robotic ink system)	66	Canon MF3010
26	Marker Pen	67	HP LaserJet P1007
27	Ink pen best quality / Parker	66	HP LaserJet Pro MFP M128fn
28	Pen Stand (4 pen) (CPI) Best Quality	69	HP DeskJet 1112
29	Stamp pad best quality	70	HP Laser 108a
30	Signature Pad (20 pages)	71	HP LaserJet 1020
31	Note Pad No-22 & 33	72	HP Ink Tank 316
32	Removable sticky Pad 2x3,3x3,3x4 & 4 x5	73	HP Deskjet Ink Advantage 2677
33	Tag Cotton 10"/Nylon Best Quality	74	HP LaserJet P1108
34	Scissor Best quality (big & small)	75	HP Deskjet 1050
35	Gems Clip (Plastic/ metal)	76	Samsung Xpress M 2876ND
36	Cello Tape white & brown (small & Big)	77	Photostat Tonner Canon ImageRUNNER 2520, (F190800)
37	Glue Stick (15 g, 30 g)	78	Canon ImageRUNNER 2420L, (F191200)
38	Plastic scale/ruler	79	Samsung MultiXprss, K2200ND
39	Steno Book	80	HP LaserJet MFP M436nda
40	Steno Pencil and Normal Pencil ,	81	Wall Clock
41	Eraser and Sharpener		

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Addl. Secretary to the Governor,
Assam, Raj Bhavan, Guwahati-7