

No- BB/JC/ T-68/12/2017/148-158
Government of India
(Ministry of Water Resources)
River Development and Ganga Rejuvenation
Office of the Superintending Engineer
Brahmaputra Board, Jorhat Circle

T.R. Phukan Road, Jorhat
Dated 27th April/ 2017

NOTICE INVITING QUOTATION

Sealed quotations in prescribed forms are hereby invited from interested Suppliers/Firms/ Dealers/ Enterprisers/ Contractors etc. for supply of Stationery materials to the office of the Superintending Engineer, Jorhat Circle, Brahmaputra Board, Jorhat for the year 2017-18. Quotation will be received in this office up to 3.00 pm of 16/05/2017 and will be opened at 3.30 PM on the same day at the same place in presence of intending quotationers or their authorized representatives.

Schedule of items in prescribed forms along with terms & conditions may be obtained from this office during office hours on all working days up to 3-00 P.M. of 16/05/2017 on written application with valid I.P.O. worth Rs. 100.00 (Rupees one hundred) only (non-refundable) payable in favour of the Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29.

(T. Bora)
Superintending Engineer
Telefax (0376) 2304498

Copy for information and wide circulation to:-

- 1) The Secretary, Brahmaputra Board, Basistha, Guwahati-29.
- 2) The Chief Engineer-II, Brahmaputra Board, Basistha, Guwahati-29.
- 3) The Superintending Engineer (works), Brahmaputra Board, Basistha, Guwahati-29
- 4) The Dy Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29.
- 5) The Executive Engineer, Lakhimpur Division, Brahmaputra Board, North Lakhimpur.
- 6) The Executive Engineer, Majuli Division, Brahmaputra Board, Kamalabari, Majuli.
- 7) The Executive Engineer, Roing Division, Midland Compound, (Opposite ITI) Roing, Arunachal Pradesh
- 8) The i/c IT Cell, Brahmaputra Board, Ghy.-29 with a request to publish the complete Tender paper of Brahmaputra Board' web site (Soft copy enclosed).
- 9) Relevant file.
- 10) Notice Board.

TERMS AND CONDITIONS: -

1. The rate should be quoted legibly both in figures and words without overwriting Corrections if any should be initialed with date.
2. The rates should be inclusive of all taxes, charges etc., if any and delivery at the office of the Superintending Engineer, Jorhat Circle, Brahmaputra Board, Jorhat.
3. Earnest money of Rs.1000.00 (Rupees one thousand) only in the form of Deposit at Call Receipt/ Banker's Cheque of a Scheduled Bank guaranteed by Reserve Bank of India/State Bank of India pledged in favour of the Superintending Engineer, Jorhat Circle, Brahmaputra Board, Jorhat must be enclosed with the quotation. Quotation of the quotationer who does not submit EM will be summarily rejected.
4. Details of the quotation can be seen both at Brahmaputra Board web site www.brahmaputraboard.gov.in and office notice board.
5. Bidders may download the quotation documents from the web site but will have to deposit the value of tender document in the form of IPO of Rs 100.00 (Rupees one hundred) only with the quotation at the time of submission of quotation. Otherwise, his quotation will be rejected outright.
6. Each page of the quotation should be duly signed by the quotationers.
7. Valid registration certificate, up to date sale tax clearance certificate, PAN, VAT should be enclosed with the quotation.
8. Validity of rate should be at least for one year after acceptance of quotations. However, the accepted rate may be extended beyond one year on mutual agreement.
9. After completion of the supply of the materials, bills should be submitted in duplicate.
10. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.
11. All rates should be quoted on the prescribed form issued from the office.
- 12 Taxes including VAT etc. will be deducted from the supply bill as applicable.

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SCHEDULE OF ITEMS

Sl.No	Items	Unit	Rate	
			Figure	Words
1.	2	3	4	5
1.	Staple machine No-10 heavy duty Kangaroo/Kores/Diamond	No		
2.	Staple machine Pin No-10 1M	Pkt		
3.	Paper Tag Flaps (Containing 100 Nos) Assorted Colours Flaps Best Quality	Pkt.		
4.	Register(Cheque issue) Big size No-8	No.		
5.	Attendance Register(Best Quality)	No.		
6.	Phool Jaru (Best Quality)	No.		
7.	Vim Bar (Big size)	No		
8.	Register-10(Best Quality)	No.		
9.	Lux Soup (Big)	No.		
10.	Pencil Sharpner (Plastic) camel	No.		
11.	Toner Cartridge Xerox Model WC 5019	No		
12.	Plastic Mug (Best Quality)	No		
13.	Goodnight Repeller Machine	No		
14.	Plastic Folder (Best Quality)	No		
15.	Plastic Bodkin Top Quality	No		
16.	Table cleaning Brush	No		
17.	Bamboo Jaroo (Best Quality)	No		
18.	Long plastic Jaroo(Best Quality)	No		
19.	Harpic (Best Quality)	No		
20.	Steel roll (Best Quality)	No		
21.	Room Freshener(Best Quality) Pour Home	No		
22.	Steel Spoon Small (Best Quality)	No		
23.	Dettol (Best Quality)	No		
24.	Liquid cleaner for utensil (Best Quality)	No		
25.	Towel (small) (Best Quality)1'x 2' in size	No		
26.	Chitranala floor oil for cleaning	No		
27.	Mosquito(Mortain) Coil	Coil		
28.	Table Glass	/Sq.Mtr		
29.	High lighter(faber Castell) pen	No		
30.	Naphthalene Pkt. contains 12 nos	No		
31.	Surf 200 gm	Pkt		

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