

No. BB/11128/2017/ 4
Government of India
Ministry of Water Resources
River Development and Ganga Rejuvenation
Brahmaputra Board

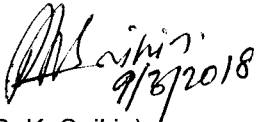
Basistha, Guwahati-29
Dated. 9.3.2018

NOTICE INVITING QUOTATION

Sealed quotation in prescribed format in 2 (two) envelop system on behalf of Chairman, Brahmaputra Board is hereby invited by Executive Engineer (Assets), Brahmaputra Board from eligible reputed firms / Suppliers / Contractors of Government Departments / Printing Press having municipal trade license based at Guwahati for supply of printing materials to Brahmaputra Board Headquarters office. The quotation should be accompanied with a call deposit/ demand draft for Rs.6500.00 (Rupees six thousand five hundred) only -from any Nationalized Bank drawn in favour of the "**FINANCIAL ADVISER, BRAHMAPUTRA BOARD, BASISTHA, GUWAHATI-29**". Details of specification of items, terms and conditions etc. may be obtained from the Nazarat Branch of Brahmaputra Board Headquarters on payment of 250.00 (Rupees two hundred fifty) only in the form of IPO duly pledged to the Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29 during office hour from 11.00 AM to 3.00 PM on all working days except Saturday, Sunday and other holidays from **12-03-2018 to 22-03-2018**.

1. Eligibility criteria for firms, company, manufacturer etc. will be ascertained after verification of GST Registration, Registration Certificate, Trade License and PAN Card etc.
2. The tenders of the intending bidders who do not deposit earnest money in the prescribed manner are liable to be rejected.
3. Details of the quotation can be seen both at Brahmaputra Board web site www.brahmaputraboard.gov.in and office Notice Board.
4. Detailed tender paper will also be available in the website of Brahmaputra Board. Bidders may down load the tender documents from the web site, but the firms should have to prove its eligibility and submit necessary documents and deposit value of tender document in the form of IPO of Rs.500.00 (Rupees five hundred) only at the time of submission of quotation with the eligibility bid of quotation document. Otherwise, his tender will not be considered for preparation of comparative statement.

The Quotations complete in all respect will be received by the undersigned upto 15.00 hours on **22-03-2018** and will be opened on the same day in presence of the intending bidders at 15.30 hours. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.


9/3/2018

(R. K. Saikia)

Executive Engineer (Assets)

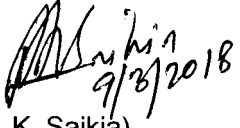
Copy for information to:-

1. The PS to the Chairman, Brahmaputra Board, Basistha, Guwahati-29
2. The PS to the Vice-Chairman, Brahmaputra Board, Basistha, Guwahati-29
3. The Superintending Engineer(P), Brahmaputra Board, Basistha, Guwahati-29
4. The Superintending Engineer(W), Brahmaputra Board, Basistha, Guwahati-29
5. The Dy. Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29
6. The PRO, Brahmaputra Board, Basistha, Guwahati-29 for necessary action.
7. The NOTICE BOARD

TERMS AND CONDITIONS

1. Sealed quotation complete in all respect should be submitted along with earnest money of Rs.6,500.00 (Rupees six thousand five hundred) only in the form of call deposit / demand draft from any nationalized Bank in favour of the Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29. The earnest money of the successful bidders will be released in the due course on successful completion/ satisfactory result. The earnest money for unsuccessful bidders will be refunded after the finalization of quotation and when claimed for. Quotation received without earnest money will be rejected.
2. The rates should be quoted neatly both in figures and words. The rates quoted should be inclusive of all taxes as applicable and are F.O.R. Board's complex at Basistha, Guwahati-29.
3. The rates quoted will be valid for 1(One) year from the date of receipt of the Quotation.
4. Any correction made by the bidder should be initialed with date. No overwriting is allowed.
5. The Successful; bidder(s) will have to supply the printing materials as per the approved rate accepted by the Board, failing which the security deposit will be forfeited.
6. The Eligibility document consisting duly attested copies of Contractor Registration document / Municipal trade license for Stationery dealers, PAN card issued by Income Tax Department, GST Registration Document with required bid security as per term and condition stipulated in quotation document should be placed in a sealed envelope subscribing "Eligibility Bid" and Name of Work, NIQ No, Name of Bidder with address etc. without which quotation will not be treated as valid.
7. The Envelop-1 containing Eligibility Criteria and Envelop-2 containing financial bid shall be submitted together in another sealed envelope with the Name of work, NIQ No and name of contractor etc. The tender will be received by the Executive Engineer (Assets), Brahmaputra Board, Guwahati, Assam Pin-781029 up to 15:00 hours on **22-03-2018** at his office Chamber and will be opened by him or his authorized representative on same day at 15:30 hours.
8. Registration certificate from Directorate, Govt. of Assam may also be submitted along with application for Quotations, without which Quotation paper will not be issued.
9. The supply order may not be allowed to a single party.
10. Specification of printing materials may be seen at Annexure -1.
11. The bidder should quote rates against all items. Quotation will not be considered to be valid if rates are not quoted against all items. Adequate attention should be given while quoting rates against any item. In case of submission of quotation by any bidder by quoting absurd rate, abnormally high rate and abnormally low rate against any items or rates quoted very casually without any market survey, his complete quotation document is liable to be rejected.
12. The Quotationers are to quote their rates in the supplied tender paper. Each and every page of the tender documents have to be signed by the Quotationer along with seal failing which tender will not be taken in to consideration.
13. The competent authority on behalf of the Chairman, Brahmaputra Board does not bind himself to accept the quoted rates even though it is lowest or any other quotation and reserves to himself the authority to reject any or all the tenders received without the assigning of any reason. Quotation, in which any of the prescribed condition are not fulfilled or incomplete in any respect are liable to be rejected. Quotations submitted not as per terms and conditions or containing too much error / corrections and / or absurd rates are also liable for rejection without assigning any reason. Canvassing in connection with quotation is strictly prohibited and the quotation submitted by the bidders who resort to canvassing will be liable for rejection.

14. Payment will be made to the contractor through Bank accounts transfer only for which the supplier has to furnish the details of his Bank accounts like Name of Bank, Branch code, Account Number etc in due course of time. However, the payment of bill will be made subject to the availability of fund.
15. The /Farm/Supplier/contractor shall not be permitted to participate in the Quotation process of which his near relative is posted as Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any Gazetted Officer in the Brahmaputra Board or in the Ministry of Water Resources. Any breach of this condition by the contractor would render him liable to be rejected.
16. The accepting authority will finalize rates of all individual items on examination of all the quotations submitted by qualified bidders as per terms and conditions of quotation.
17. The bidder will be selected for awarding the work order only those, whose offered rates stands as lowest for at least against 25% of the individual items of the quotation.
18. The selected bidder has to sign an undertaking and should give his consent within 2 days from the date of issue of letter of acceptance, for schedule works as per rates approved by the competent authority even though his all the offered rates are not accepted by the competent authority.


(R. K. Saikia)
Executive Engineer (Assets)

List of Printing Materials for NIQ for the year 2017-2018

Sl.No.	Particulars	Unit	Rare in figure	Rate in word
1	Asstt. Log Book (size 4"X 13") 50 pages	Each		
2	Attendance Register 24 pages (7.5"X 12")	Each		
3	Acquittance Roll Register (8" X 12") 200 Pages	Each		
4	Despatch Register(8" X 12") 400 Pages	Each		
5	Envelop (11"X5") size	Hundred		
6	Envelop (12"X5") size size	Hundred		
7	Envelop (12"X6") size size	Hundred		
8	File cover and Board with cloth pasting of corner of the board (sample will be provided at the time of printing)	Hundred		
9	File index Register 200 pages (Both size)	Each		
10	LTC Advance bill form (A-3 size) 4 pages	Hundred		
11	LTC Final bill form (A-3 size) 4 pages	Hundred		
12	Ledger Book (Big) 300 Pages	Each		
13	Ledger Book (Small) 200 pages	Each		
14	Medical Bill form (out door) 6 pages	Hundred		
15	Medical Bill form (Hospitalization) 6 pages	Hundred		
16	Measurement Book (M.B.)	Hundred		
17	Note Sheet 1st page-single page	Hundred		
18	Note Sheet 2nd page-double page	Hundred		
19	Receipt Register (8" X 12") 400 Pages	Each		
20	Slip pad (50 pages) (4" X 7")	Hundred		
21	T.A. Bill form (FC size) 4 pages for Central Govt.	Hundred		
22	T.A. Advance Bill form (FC size) 1 page	Hundred		
23	Advance T.A. bill form on transfer (FC size) 1 page	Hundred		
24	Transfer final T.A. bill form (FC size) 4 pages	Hundred		
25	Pay bill Register (200 pages) (16" X 12")	Each		
26	Cash Book (200 pages) (16" X 11")	Each		
27	Peon Book (100 pages) (6.5" X 8")	Each		
28	Casual leave Register (100 pages) (7.5"X 12")e	Each		
29	Vehicle Log Book (100 pages)(8.5 X 10.5")	Each		
30	Store Indent Book (6.5" X 8")	Each		
31	Service Book (100 pages) (8.5" X 10.5")	Each		
32	Payment Voucher (100 pages) (8.5" X 10.5")	Each		
33	White colour pal Board file cover and Board with cloth pasting of corner of the Board only for legal cell	Hundred		
34	Writing Pad (Big size) (A4 size)	Each		

All forms, registers, Log books etc. should be used in Central Govt. Organisation/Offices

Signature of bidder