

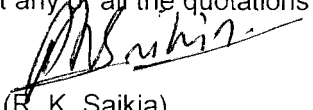
Basistha, Guwahati-29
Dated. 08/09/17

NOTICE INVITING QUOTATION

Sealed item rate quotation in prescribed format in 2 (two) envelopes system on behalf of Chairman, Brahmaputra Board is hereby invited by Executive Engineer (Assets), Brahmaputra Board from eligible Farms /Suppliers / Contractors of Government Departments / Stationery dealers having municipal trade license based at Guwahati for supply of Office stationary materials to Brahmaputra Board Headquarters office. The quotation should be accompanied with a call deposit/ demand draft for Rs.17,100.00 (Rupees seventeen thousand one 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 500.00 (Rupees five hundred) 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 **11-09-2017 to 19-09-2017**.

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 **22-09-2017** 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.


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

Not for publication:


Copy for information to:-

1. The PS to the Vice-Chairman, Brahmaputra Board, Basistha, Guwahati-29
2. The Chief Engineer-II, 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.17,100.00 (Rupees seventeen thousand one 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 stationary 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 **19-09/2017** at his office Chamber and will be opened by him or his authorized representative on **22/09/2017** 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 stationary materials may be seen at **Annexure-I**
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 Stationary materials for NIQ for the year 2017-2018

Sl.No	Items	Unit	Rate in Figure	Rate in Word
1	Alpin (T-pin) Best quality	Box		
2	Ball pen (Papersoft)	No		
3	Ball pen (Add.gel) Best quality	No		
4	Ball Pen (Pilot)	No		
5	Both side pen (Best quality)	No		
6	Bond Paper	Ream		
7	Black Hit Spray (Kill mosquitoes) 320ml.	Bottle		
8	Counting fome (clear damper)	No		
9	Correcting fluid (Kores)	No		
10	Correcting fluid (pen type)	No		
11	Cello Tap 1" (Kores)	No		
12	Cello Tap 2" (Bround)	No		
13	Cello Tap 2" (White)	No		
14	CD-Writable (Mosebeer)Pkt of 10 P.C.	Box		
15	CD-Re-Writable (Mosebeer)Pkt of 10 P.C.	Box		
16	Cup-plate (Bone China) Best quality	Set		
17	Chair Cushion (16"X16") size	No		
18	Cottin Tag 8" long white(pkt of 12 bndl)	Bndl		
19	Conference file (Best quality)	No		
20	Cartridge paper (Green)	Ream		
21	Calculatio (Scientific) 12 digit FX-82	No		
22	Calculatio (Desk top) 12 digit Casio	No		
23	Coaster set (6 nos in a pkt)	Set		
24	Candles	Pkt		
25	C.D. Box	No		
26	Drinking Glass (Borosil) 6 Nos in a pkt	Pkt		
27	Drinking Glass Ordinary (Yero)	No		
28	Door mate Plastic (14"X24" size)	No		
29	Door mate (Jute) 16"x28" size	No		
30	Dak pad (Gravity)	No		
31	Duster cloth for table cleaning	P.C.		
32	Erazer for pencil (Kores)	P.C.		
33	Electric kettle (BPL/Bajaj)with cord(1 Ltr)	No		
34	Electric Heater (single) 1000 W	No		
35	Electric Heater (Double) 2000 W	No		
36	Electric Heater (Blower) 2000 W	No		
37	File Tray (Plastic)	No		
38	Flask (Half Ltr.) Milton	No		
39	Flask 1 Ltr.(Milton)	No		
40	File Envelop (Big) Cloth pasting pkt. Of 100	Hundred		
41	File Envelop (medium) Cloth pasting pkt. Of 100	Hundred		

List of Stationary materials for NIQ for the year 2017-2018

Sl.No	Items	Unit	Rate in Figure	Rate in Word
42	Foot Rest (wooden)	No		
43	Goodknight mosquito repellent	No		
44	Goodknight advance	No		
45	Guard file (Ambassador)	No		
46	Gum tube 30ml (Kores)	No		
47	Gum Bottle 700ml	Bottle		
48	Clear Glue stick (Transparent) 8 gm.	No		
49	Gems clip (plastic coated)	pkt.		
50	Hi-lighter pen	No		
51	Water Jug (Plastic) Best quality	No		
52	Plastic roll (for binding)	Roll		
53	Key purse (small)	No		
54	Key purse (big)	No		
55	Lock & key 40mm	No		
56	Lock & Key 60mm	No		
57	Markin Cloth for packing	Mtr.		
58	Mug (Plastic) Best quality	No		
59	Marker pen (various colour)	No		
60	Nepthaline balls (100 gm)	Pkt		
61	Needle (Pkt)	Pkt		
62	Odonil spray (Room freshaner)	Bottle		
63	Plastic Scale 12"	Diz		
64	Pen Drive (kingstone) -32GB	No		
65	Pen Drive (kingstone) -16GB	No		
66	Pen Drive (kingstone) -8GB	No		
67	Pen Drive (kingstone) -4GB	No		
68	Paper clip (Steel) 25mm binding clip	Box		
69	Paper clip (Steel) 37mm binding clip	Box		
70	Paper clip (Steel) 50mm binding clip	Box		
71	Pin Cushion (Best quality)	No		
72	Paper cutting knife (Big size)	No		
73	Pencil Sharpner	Pkt.		
74	Paper weight (decorated)	No		
75	Poker (Plastic handle)	No		
76	Punching maching 1 hole	No		
77	Punching maching 2 hole	No		
78	Photo paper A-4 (JK)	Ream		
79	Photo paper FS size (JK)	Ream		
80	Photo paper A3 (JK)	Ream		
81	Photo paper (Glossy) A4 size	Ream		
82	Paper flag (3 color prompts 25mmX75mm)	Pkt		
83	Pen stand (Executive type) 4 pen with paper roll	No		

List of Stationary materials for NIQ for the year 2017-2018

Sl.No	Items	Unit	Rate in Figure	Rate in Word
84	Pen stand (Executive type) 2 pen with paper roll	No		
85	Plastic bucket 14" size (15 Ltr.)	No		
86	Pencil battery (Eveready)	No		
87	Plotter paper-90 GSM ODDY-45 mtr			
88	a) 24" size	Roll		
89	b) 36" size	Roll		
90	c) 42" size	Roll		
91	Ruled Register (Azulaid paper) No-6	No		
92	Ruled Register (Azulaid paper) No-8	No		
93	Ruled Register (Azulaid paper) No-16	No		
94	Ruled Register (Azulaid paper) No-20	No		
95	Refil (Add. Gel) Achiever	No		
96	Refil (Papersoft)	No		
97	Refil pointed (Red & Blue)	Pkt.		
98	Shorthand note book (Capital)	No		
99	Stamp pad (medium)Kores	No		
100	Stamp pad (Big)Kores	No		
101	Scissor (Medium) Fishker	No		
102	Stapler machine No-10 Kores	No		
103	Stapler machine No-24/6 Kores	No		
104	Stapler machine heavy duty-1217 Kores	No		
105	Stapler machine pin No-10 Kores	Pkt		
106	Stapler machine pin No-24/6 Kores	Pkt		
107	Stapler machine pin heavy duty-1217	Pkt		
108	Signature pad (Gravity)	No		
109	Sketch pen(coloured) Luxor	Pkt		
110	Stock Book - No-30	No		
111	Stock Book No- 20	No		
112	Table Glass (5mm) 4'X3.5' size	Sq.ft.		
113	Twine thread ball (pkt. Of 4 ball)	Pkt		
114	Towel Big size (Bombay Dying)(30"X60")	No		
115	Towel medium size (Bombay Dying)(27"X54")	No		
116	Towel small size (Bombay Dying)(18"X27")	No		
117	Table brush (plastic)	No		
118	Tea set (Bone china) set of 15 p.c.	set		
119	Tea spoon (stainless still)	Doz.		
120	Tea Tray (Bigsize) Best quality	No		
121	Transparent sheet A4 size	Pkt		
122	Tea Tray (Medium) Best quality	No		
123	Wast paper busket (Big size)	No		
124	Wooden pencil (Apsara) 10 nos in a pkt	Pkt		
125	Wall Clock (Ajanta) Big size	No		

List of Stationary materials for NIQ for the year 2017-2018

Sl.No	Items	Unit	Rate in Figure	Rate in Word
126	Washing powder (Vim) 1000 gr.	Pkt		
127	Computer Mouse(Microsoft/Logitech)	No		
128	Computer Key board(Microsoft/Logitech)	No		
129	White Board marker pen	No		
130	Quarter Plate (Bone China) (6Nos in a Pkt.)	Pkt		
131	Sealing Wax	Pkt		
132	Soap Liquid	No		
133	Hand wash liquid	No		

Signature of Bidder