

NO.BB/11153/09/Pt-1/17
GOVT.OF INDIA
BRAHMAPUTRA BOARD
(MINISTRY OF WATER RESOURCES)
(website-www.brahmaputraboard.gov.in)
e-mail-bbrd-ghy@nic.in, bbrd_ghy@sify.com

Dated,15th June,2011

Basistha,

Guwahati-29

NOTICE INVITING QUOTATION

Sealed quotation in prescribed format is hereby invited from Company, manufacturer, reputed firms, contractors etc at Guwahati for supply of Drawing & Stationery materials to Brahmaputra Board, H.Q. The Quotation should be accompanied with a 2% call deposit for Rs.11,800.00 (Rupees Eleven thousand eight hundred) only from any Nationalized Bank drawn in favour of the Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29. Detail specification of items, terms and condition etc. may be obtained from the Nazarat Branch of Brahmaputra Board H.Q. on payment of Rs.250.00 (Rupees two hundred fifty) only in the form of IPO duly pledged to the Financial Adviser, Brahmaputra Board, during office hour from 11.00 A.M. to 3.00 P.M. on all working days except Saturday, Sunday and other holidays from 20-06-2011 to 30-06-2011

- 1 Eligibility criteria for firms, company manufacture etc. will be ascertained after verification of latest VAT/IT clearance, 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 Detail tender paper will also be available in the web site of Brahmaputra Board. Bidders may download the tender documents from the web site, but the firms should have to prove its eligibility and submit necessary documents and deposit the value of tender document in the form of I.P.O of Rs.250.00(Rupees Two hundred fifty)only before dropping. Otherwise, his tender will not be considered for preparation of Comparative Statement.

The quotation complete in all respect will be received by the undersigned upto 15.00 hours on 01-07-2011 and will be opened on the same day in presence of the bidders at 15-30 hours. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

Executive Engineer (HQ)
Brahmaputra Board

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TERMS & CONDITIONS

1. Sealed quotation complete in all respect should be submitted along with 2% earnest money of Rs.11,800,.00 (Rupees Eleven thousand eight hundred) only in the form of **call deposit** from any nationalized bank in favour of the Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29. The Earnest Money of the successful bidder 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 must be inclusive of all taxes and are F.O.R. Board's complex at Basistha.
3. Any correction made by the bidder should be initialed with date. No overwriting is allowed; other wise quotation will be rejected.
4. The Successful bidder(s) will have to supply the Stationery & Drawing materials as per the approved rate and accepted by the Board, failing which the security deposit will be forfeited.
5. The quotations should be submitted along with up-to-date **VAT clearance certificate / copy of Pan Card /registration certificate etc.** along with their quotation, without which no quotation will be treated as valid.
6. The supply order may not be allotted to a single party.
7. Specification of Drawing & AStationery materials may be seen at Annexure-1.
8. Quotationers have to quote their rates for all the items and sign. each and every page of quotation failing which quotations will be treated as cancelled.

Executive Engineer (HQ)
Brahmaputra Board
Basistha, Guwahati-29

List of Drawing & Stationery materials for office of the H.Q Secretariat/CE(P&D)/CE(I&W) and Accounts wings of Brahmaputra Board.

Sl.	Item	Unit	Rate in	Rate in
1	Alpin(kores)	Box		
2	Allout machine	No		
3	Auto clip file (Plastic)ICON brand A-4	No		
4	Allout liquid	No		
5	Ball pen(paper soft)	No		
6	Ball pen(Add.gel)Achiever	No		
7	Ball pen(Pilot)	No		
8	Ball pen(Parker)			
9	Both side pen(Royal chiled)	No		
10	Stand pen(One side)	No		
11	Bagon spray(1000 ml)	Ltr		
12	Bagon spray machine	No		
13	Correcting fluid(white)kores	No		
14	Correcting fluid pen type	No		
15	Calling bell(Spring type.)	No		
16	Cello tap-1"(kores0	No		
17	Cello tap-2"(brownd)	No		
18	Cello tap-2"(white)	No		
19	Cup plate(Bone china)Special Quality.	set		
20	Cup plate(B/C.)General	set		
21	Chair cushion (16"x16") size	No		
22	Car polish cloth	p.c.		
23	Coaster set(Pkt of 6 nos)	set		
24	Candle of wax	pkt		
25	Nylon tag 8" longwhite(Pkt of 20 bd.)	Bd		
26	Conference file(Pagoda)	No		
27	Cartridge paper(Greem)	Ream		
28	Chitranaala-100 ml	Bottle		
29	Coloured cover paper-A-4 size	pkt		
30	Calcullator(Scientific)12 digit FX-82	No		
31	Calcullator(Desk type)Casio-12 digit	No		
32	DFC paper(White)	ream		
33	DFC paper (Green)	ream		
34	Drinking glass(Borosil)pkt of 6 nos)	No		
35	Drinking glass ordinary(Yero)	No		
36	Door mate(plastic-14"x24" size	No		
37	Door mate(Jute)16"x28" size	No		

38	Desk calender refile	No		
39	Desk calender stand	No		
40	DFC roll register(25 nos)	per No.		
41	Dak pad(Gravity)	No		
42	Detol(100 ml)	No		
43	Duster cloth for table cleaning	p.c.		
44	Earzer for pencil(Kores)pkt of 20 nos	No		
45	Engagement pad	No		
46	Electric kettle(BPL/Bajaj)with cord.	No		
47	Emergency light(Phillips/BPL)	No		
48	F.c.paper(8 kg)weight	ream		
49	File tray(plastic)	No		
50	Flusk(Half Ltr)Milton	No		
51	Flusk(1 ltr capacity)Milton	No		
52	File Envelop(Big)cloth pasting pkt of 100	Hundred		
53	File Envelop(medium)cloth pasting-dc	Hundred		
54	Four clip plastic file(A-4 size)	No		
55	Foot rest(wooden)	No		
56	Flower vase(Brasso)B/Q. with pin	No		
57	File saporator	No		
58	Filter candle(Pure)	pkt		
59	Goodnight Advance liquid	No		
60	Goodnight Advance machine	No		
61	Guard file(Ambassador)	No		
62	Gum tube(30 ml)-kores	No		
63	Gum bottle-700 ml	bottle		
64	Glue stick(Dry)	No		
65	Gem clip(plastic coated)	No		
66	Harpik-500 ml.	No		
67	Inclined table top(Acrylic)	No		
68	Jute sutli/Plastic Roll	No		
69	key purse(small)lather	No		
70	key purse(big)lather	No		
71	Lock & key(Godrej) 40mm	No		
72	Lock & key(Godrej) 60mm	No		
73	Liquid soap	bottle		
74	Markin cloth	mtr		
75	Mug(Plastic)cello	No		
76	Match box	Box		
77	Marker pen(various colour)	No		

78	Maxo coil	Pkt.		
79	Nepthalin	kg.		
80	Needle	pkt		
81	Odonil	No		
82	Paper clip(steel)25mm	Box		
83	Paper clip(steel)37mm	Box		
84	Paper clip(steel)50 mm	Box		
85	Pin cushion	No		
86	Phynel-450 ml	Bottle		
87	Paper cutting knife(big)size	No		
88	Plastic scale-12" size	Dozn		
89	Pencil shapner	No		
90	Paper weight(decorated)	No		
91	Poker(plastic handle)	No		
92	Punching machine-1 hole	No		
93	Punching machine-2 hole	No		
94	Photopaper A-4 (JK)	ream		
95	Photopaper -FS size(JK)	ream		
96	Photo paper A-3(JK)	ream		
97	Photo paper(Glossy)A-4 size.	ream		
98	Pen stand (Executive type)4 pen	set		
99	Pen stand -2 pen	set		
100	Paper flag with adhesive	pkt		
101	Plastic bucket-14"	No		
102	pencil battery(Eveready)	No		
103	Plotter paper-90 GSM ODDY-45 mtr.			
	a) 24" size	Roll		
	b) 36" size	Roll		
	c) 42" size	Roll		
104	Quarter plate(Bone china) pkt of 6 p.c.	set		
105	Ruled egister-(Ajuilad paper)No.4	No		
106	Ruled egister-(Ajuilad paper)No.6	No		
107	Ruled egister-(Ajuilad paper)No.8	No		
108	Ruled egister-(Ajuilad paper)No.16	No		
109	Ruled egister-(Ajuilad paper)No.20	No		
110	Refil(Max riter)	No		
111	Refil(Add gel)Achiever	No		
112	Refil(0.5 cello)	No		
113	Refil(Paper soft)	No		
114	Refil(pointed Red and blue)	pkt		

115	Refil (Parker)	No		
116	Hi-tech pen ink	Bottle		
117	Room fresher-200 ml.(Odonil brand)	No		
118	Shorthand Note book(Capital)	No		
119	Sealing wax	pkt		
120	Stamp pad(Medium-kores.	No		
121	Stamp pad(Big)-kores.	No		
122	Stamp pad Ink(kores)	No		
123	Soap(Lux)international	No		
124	Soap case(plastic)	No		
125	Scissor (Medium)Fishker	No		
126	Stapler machine No.10-kores	No		
127	Stapler machine No.24/6-kores	No		
128	Stapler machine heavy duty-kores	No		
129	Stapler machine pin No.10-kores	pkt		
130	Stapler machine pin No.24-6-kores	pkt		
131	Stapler machine pin Heavy duty-kores	pkt		
132	Signature pad(Gravity)	No		
133	Sketch pen(coloured)Luxor	No		
134	a)Stock Book-30 nosx3	No		
135	b)Stock book-20 nosx1	No		
136	Table glass(5mm)	Sq.ft.		
137	Twine thread(4 ball in a pkt.)	No		
138	Towel(Big)-Bombay Dying	No		
139	Towel(Medium) Bobay Dying	No		
140	Towel(Small)Bombay Dying	No		
141	Table brush(plastic)	No		
142	Tea set(Bone china)set of 15 p.c.	set		
143	Tea spoon (stainless steel)	Dozn		
144	Torch cell(Eveready)-big.	No		
145	Torch light(Eveready)-3 cell	No		
146	Tea try(Big) set of 3 p.c.	No		
147	Transparent sheet-A-4 size	pkt		
148	Tea tray(Medium)	No		
149	TFT Monitor cleaner	Bottle		
150	Waste paper basket(big size)	No		
151	Wooden pencil(Apsara)10 pcs	pkt		
152	Wall clock(Ajanta)	No		
153	Washing powder(Vim)-500 gm.	pkt		
154	Water filter(Bone china)15 ltr capacity.	No		

155	Water jug(plastic) Best Quality	No		
	Drawing materials			
156	Lettering set(Hope)made in Japan	Set		
157	Rottering set(Made in Germany)	Set		
158	Wooden pencil(Vanus)	pkt		
159	Pencil Erazer(Rottering)	No		
160	Rottering black ink(made in Germany)	No		
161	Lettering Erazer ink	No		
162	Sets Square set.	set		
163	T-Square	No		
164	Reducing scale	No		
165	French curb plastic	No		
166	Callarin sketch pen(Flurnce colour)	pkt		
167	Instrument Box.	Box		
168	Graph paper roll	Roll		
169	Traching paper(Graph)	Roll		
170	Traching paper(90/95)Gateway.	Roll		
171	Amonia paper	Roll		
172	Amonia liquid	No		
173	Traching paper(plastic)	Roll		
174	Drawing Board 42"x30" with stand	No		

Signature of bidders