



GOVT. OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER:.....BONGAIGAON

**QUOTATION**

Sealed quotation are invited from the intending registered Firms / Suppliers affixing non-judicial stamps of Rs.8.25 (Rupees eight and twenty five paise) only for supply of Stationery Articles for the year 2018-19 fixation of rates thereof etc.

The rates quoted against each items should be written distinctly both in figure & words and inclusive all taxes. The sealed quotations can be dropped in the tender box place in the office of the Deputy Commissioner, Bongaigaon from **10-05-2018** and shall be received till **3 PM on 25.05.2018**. The sealed tender box will be opened in the same day on **25.05.2018** at **4:00 PM** in presence of tenderer or his / her authorized representatives. Detail of the items and terms and condition can be obtained from the office of the Deputy Commissioner, Bongaigaon (Nazarat Branch) in all working days up to **3 PM till 18<sup>th</sup> May/2018**.

**TERMS AND CONDITIONS**

1. The tenderer shall furnish up-to-date Income Tax, VAT Tax and Sale Tax clearness certificate along with the tenders.
2. The tenderer based at Bongaigaon shall be preferred as the articles may be ordered for small quantities and on urgent basis which the supplier has to fulfill as this condition.
3. The rates should be written in ink or computer typed properly and in case of any correction should contain proper initial.
4. The rates should be quoted inclusive of all taxes.
5. The charges will remain valid up to 31-03-2019. No representation for enhancement of rate will be entertained during this period in respect of rate being higher in the market.
6. The rate once quoted shall be final and no alternation or modification of rates shall be allowed after the tender once submitted.
7. The undersigned reserves the rights to reject any or all the tenders in respective of rates being quoted highest or lowest by the intending tenderer without assigning any reason thereof. The decision of the undersigned in the tender is final.
8. The successful tenderer must be in a position to give delivery the articles on top propriety basis on getting order from office of the undersigned.
9. The tenderer must submit attested copy of their Firm Registration, GST, PAN card alongwith clearance for Sales tax and Income Tax etc..
10. The sealed cover should be superscribed in bold in capital letter as "**QUOTATION FOR SUPPLYING OF STATIONERY ARTICLES FOR THE YEAR 2018-19**" on the top of envelope.

Deputy Commissioner,  
Bongaigaon  
Dated 10/05/2018

Memo No.BNZ-18/2018/STATIONERY QUOTATION/

Copy to:

1. The Principal Secretary to the Govt. of Assam, GAD (B) Department for favour of kind information.
2. The Commissioner LAD, Pan Bazar Guwahti-1 for favour of kind information.
3. The Executive Officer, Bongaigaon Municipality Board, Bongaigaon for information.
4.  The DIO, NIC Bongaigaon for uploading the quotation at official district website immediately.
5. The DIPRO, Bongaigaon for information. She is requested to make arrangement for publishing the said advertisement in any 2 (two) regional daily esteemed news papers one in Assamese and another in English language news paper.
6. Office Notice Board.

Deputy Commissioner,  
Bongaigaon.