

GOVERNMENT OF ASSAM  
DIRECTORATE OF TRAINING  
**ASSAM ADMINISTRATIVE STAFF COLLEGE**  
JAWAHARNAGAR;KHANAPARA;GUWAHATI – 781 022

**NOTICE INVITING TENDER**

No.AASC(B)01/2014/41

Dated Guwahati the 3<sup>rd</sup> of May, 2016

Sealed quotations affixed with non-refundable court fee stamp of **Rs.8.25/- (Rupees Eight and twenty five paise only)** only are invited from the reputed registered firms for supply of bags to this Directorate by **May 24, 2016**. The quotations would be opened on the same day i.e. **May 24, 2016 at 3 pm**. The interested firms may collect the tender documents from the Administrative Officer, Assam Administrative Staff College during the office hours on payment of Rs. 500/-(Rupees Five Hundred only in cash) which would be non-refundable.

The tender documents may also be downloaded from the website, [www.aasc.gov.in](http://www.aasc.gov.in). However, the payment of Rs 500/- will have to be made in any case.

The Director of Training, Assam Administrative Staff College reserves the right to accept or reject any or all tender papers without assigning any reasons thereof.

Sd/-  
**Director of Training**  
**Assam Administrative Staff College**  
**Guwahati – 781 022**

# **TENDER DOCUMENT**

**FOR SUPPLY OF BAGS**

**AT**

**ASSAM ADMINISTRATIVE STAFF  
COLLEGE SOCIETY  
JAWAHARNAGAR, KHANAPARA  
GUWAHATI, ASSAM  
781022**

Web Site: [www.aasc.gov.in](http://www.aasc.gov.in)

## **TERMS AND CONDITIONS**

1. Tenderer should enclose attested copy of the Registration Certificate.
2. Tenderer should have PAN and registration under VAT/TIN. A copy of certificate of PAN and registration under VAT/TIN should be enclosed.
3. Tenderer should submit attested copy of the up to date tax clearance
4. Tenderer should have done similar jobs during last 2 years in Govt./Semi Govt. institutions/Govt. of India undertakings/autonomous body.
5. Item-wise rates should be quoted in words as well as figures. Quoted rates should be inclusive of all charges, including admissible taxes.
6. The firm should have an annual turnover of Rs. 5.00 lakh or more during the last 3 years.
7. No form of exemption/concession from sales tax/octroi etc would be issued to the bidder.
8. "DISCOUNT" if offered by the bidder shall be included while quoting the unit rate in the price schedule itself. "DISCOUNT" if any, offered with any condition or elsewhere in the bid shall not be taken into account.
9. The tender should be accompanied by earnest money of Rs.2,000/-(Rupees Two thousand only) in the form of demand draft in favour of "Director, Assam Administrative Staff College Society". Tenders without earnest money shall be rejected.
10. Samples should be submitted for the items quoted.
11. Orders will be given to the supplier course-wise and the items will have to be supplied within one day of the date of receipt of the order.

The Director has the right to accept / reject any one or all tender papers without assigning any reason thereof.

Sd/-  
Director of Training  
Assam Administrative Staff College  
Jawaharnagar, Khanapara, Guwahati – 781 022

**Annexure-I**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Basic Rate (Rs.)</b>	<b>Basic Rate (Rs.) With screen printing</b>	<b>Basic Rate (Rs.) With embossing</b>	<b>VAT @ in %</b>	<b>Rate inclusive of VAT etc.</b>	<b>Total Amount</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>
1)	Corporate folder with printing	Pc						
2)	Corporate folder without printing	Pc						
3)	Foam File Bag (10"x14")	Pc						
4)	Foam File Bag (10"x16")	Pc						
5)	Handy Port Folio with Pad	Pc.						
6)	Jute Bag	Pc						
7)	Laptop Bag (Waterproof Nylon)	Pc						
8)	Luggage Executive Bag (Leather 12"x16")	Pc.						
9)	Luggage Executive Bag (Non-Leather 12"x16")	Pc.						
10)	Methi Cloth Office Bag 11"x16"	Pc.						
11)	Methi Office bag 10"x16"	Pc.						
12)	Nylon Board Methi File Bag 11"x16"	Pc.						
13)	Office Bag (Nylon)	Pc						

14)	Ring Folder	Pc						
15)	Stick Folder (with printing)	Pc						
16)	Stick Folder (without printing)	Pc						
17)	Special folder for VIP meetings and seminars (as per sample)	Pc						
18)	Folder (made of handmade paper)	Pc						

**N.B. – 1. Enclose separate sheet for other specifications.**

**2. VAT is to be mentioned in percentage (%).**

**Annexure-II**

**STATEMENT SHOWING THE DETAILS OF SUPPLIES MADE IN GOVT./SEMI GOVT. INSTITUTIONS & OTHER AUTONOMOUS INSTITUTIONS DURING THE LAST 2 YEARS**

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Name/Address of Institution	Contract No.	Description of Year of supply order	Total cost of supply
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Signature \_\_\_\_\_

Name & Address \_\_\_\_\_

of the firm \_\_\_\_\_

with seal \_\_\_\_\_

**Important Note:Please attach copies of letters & also performance certificates as proof of above information.**

## **Particulars/Profile of the firm**

1. Name of the Tendering firm :
  
2. Office address in Guwahati :
  
3. i) Telephone No. :
- ii) Mobile phone No. :
- iii) E-Mail :
- iv) Fax No. :
  
4. Name/residential address/Phone No. Of :  
Contact person during working days and weekends
  
5. Whether the firm is proprietary/partnership :
  
6. PAN no. :
  
7. VAT/TIN Registration :
  
8. Name & Address of partners :

(Please enclose a copy of partnership deed/power of attorney)

9. Date of establishment of the firm :

10. Business turnover of the firm during last 3 years  
i.e. during 2013-14 :

2014-15 :

2015-16 :

Signature \_\_\_\_\_

Name & Address \_\_\_\_\_

of the firm \_\_\_\_\_

with seal \_\_\_\_\_

**Please attach separate sheet/s, if required and  
Photocopies of Balance sheets of the last 3 years  
(2013-14, 2014-15 and 2015-16)**