

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

NOTICE INVITING TENDER

No.AASC(S)106/2016/17

Dated Guwahati the 3rd 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 government-registered firms for supply of stationery items in this Directorate by **May 26, 2016**. The quotations would be opened on the same day i.e. **May 26, 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 from **May 5, 2016** onwards.

The tender documents may also be downloaded from the website, 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 STATIONERY AND OTHER ITEMS

AT

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

Web Site: www.aasc.gov.in

TERMS AND CONDITIONS

1. The tenderer should enclose attested copy of the Government Registration Certificate/ valid Trade Licence.
2. The tenderer should have capability and resources to supply printed and embossed stationery and should have PAN and registration under VAT/TIN. A copy of certificate of PAN and registration under VAT/TIN should be enclosed.
3. The tenderer should submit attested copy of the up to date tax clearance certificate.
4. The tenderer should have done similar jobs during last 3 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, which should be specified separately and that will be valid for one year.
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.5,000/-(Rupees five 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, as and when sought by the undersigned.
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

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	Basic Rate (Rs.) With screen printing	Basic Rate (Rs.) With embossing	VAT @ in %	Rate inclusive of VAT etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Attendance Register	Pc						
2	A3 paper	Ream						
3	A-4 colour paper	Ream						
4	Auto clip file	Pc						
5	Bank cash book	Pc						
6	Cash book (State Govt)	Pc						
7	Binding register No.10	Pc						
9	Binding register No.6	Pc						
11	Bound register	Pc						
12	Brown tape	Pc						
13	Battery (big)	Pc						
14	Battery (medium 1.5 volt.)	Pc						
15	Battery pencil AAA	Pc						
16	College register	Pc						
17	Car Perfume	Pc						
18	Drawing Pin	Pkt						
19	Duster	Pc						
20	Duster cloth	Pc						
21	Engagement pad	Pc						
22	Eraser	Pkt						
23	Flip Chart	Pc						
28	Glue stick	Pkt						

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	Basic Rate (Rs.) With screen printing	Basic Rate (Rs.) With embossing	VAT @ in %	Rate inclusive of VAT etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
29	Glossy paper	Pkt						
32	Issue register	Pc						
33	Index file	Pc						
34	Log book	Pc						
35	Match box	Doz						
36	Note sheet	Ream						
37	O.H.P. Marker	Pkt						
38	Paper cutter (9cm long)	Pc						
39	Peon book	Pc						
40	Permanent marker	Pc						
41	Receipt register	Pc						
42	Ring Folder	Pc						
43	Sharpener	Pkt						
44	Sketch Pen	Pkt						
45	Sponge	Pc						
46	Stock register	Pc						
47	Transparency	Pkt						
48	Tissue paper	Pkt						
50	White towel (approx 60x120 cm.) fine quality	Pc						
52	Wooden pencil	Pkt						
53	Writing pad (big)	Pkt						
54	Writing pad (medium)	Pkt						
55	Writing pad (small)	Pkt						
57	Brown Paper	Pc						
58	Flipchart	Pkt						

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	Basic Rate (Rs.) With screen printing	Basic Rate (Rs.) With embossing	VAT @ in %	Rate inclusive of VAT etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
59	Chartpaper	Pc						
60	Binder Clips	Pkt						

Annexure-II

STATEMENT SHOWING THE DETAILS OF SUPPLIES MADE IN GOVT./SEMI GOVT. INSTITUTIONS & OTHER AUTONOMOUS INSTITUTIONS DURING THE LAST 3 YEARS

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. Details of dealerships obtained from different:
Manufacturers(Additional sheets may be attached if required)

10. Date of establishment of the firm :

11. 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)**