

GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER OF DHUBRI DIST..... DHUBRI.
(PANCHAYAT BRANCH)

SHORT NOTICE INVITING TENDER.
No.DDP.27/2017/7 dtd. 8/12/2017

Short quotation tender affixing nonrefundable Court fees stamps worth of Rs.8.25 (Rupees eight & twenty five) only are invited from registered Suppliers/Firms for supply of stationery articles and computer consumable in connection with forthcoming Panchayat Election as per enclosed list in Annexure-A under the terms and conditions mentioned below. The Tender must reach the Office of the Deputy Commissioner (Panchayat Br.), Dhubri on or before **16/12/17 up-to 2-00 P.M.** after which no tender will be accepted. Tenders will be opened on the same day at 3:00 P.M. in the office Chamber of the undersigned in presence of the quotationers or their representatives.

TERMS AND CONDITIONS.

1. Rates must be quoted item wise in both words and figures. Rates quoted should be inclusive of all admissible taxes and transportation cost etc.
2. The tax will be deducted at source if necessary as per Govt. instruction.
3. The articles should be delivered at the D.C.'s office (Panchayat Br.) and no extra charges for delivery will be admissible.
4. The rate to be quoted should be economical and reasonable. Rates once accepted will not be changed under any circumstances and will remain valid until next quotation is called for.
5. The quotationers should also mention the brand against the items.
6. The articles supplied under the contract would be of approved quality and specification. Sub-standard goods will be rejected.
7. The quotationers should invariably enclose along with their respective quotation, the self attested copies of GST registration certificate copies of up to date Trade License, PAN Card and upto date Income Tax Clearance Certificate.
8. An amount of Rs.1000.00 (Rupees one thousand) only has to be furnished as earnest money in the form of bank draft payable in favour of Deputy Commissioner, Dhubri(Panchayat Br.) along with the tender papers.
9. Successful Quotationers should deposit security money of Rs.5,000.00 (Rupees five thousand) only in the shape of call deposit/Bank Draft in favour of the Deputy Commissioner, Dhubri(Panchayat Branch). It will be returned after the completion of supply of materials.
10. The earnest money of unsuccessful tenderers may be returned immediately and the same of successful tenderers will be returned/adjusted after the completion of supply of materials.
11. The selected quotationers should have to supply the articles at accepted rates immediately on receipt of demand from this office as and when indented.
12. (a) Failure to supply the items within the stipulated time as to be mentioned in the supply order will entail the undersigned to cancel the work order and security deposit will be forfeited.
(b) If supplied items/articles are found to be inferior quality and also not as per specification/brand/size etc. as approved by the undersigned, work order will be cancelled and security deposit will be forfeited.
(c) The undersigned may also take any other action against the defaulter as he may think fit and proper in addition to what has been stated in clause (a)/(b) above.
13. The undersigned reserves the right to accept or reject quotation without assigning any reason thereof.

