

OFFICE OF THE SPL. DIRECTOR GENERAL OF POLICE CUM-  
DIRECTOR OF FIRE & EMERGENCY SERVICES, ASSAM, GUWAHATI.

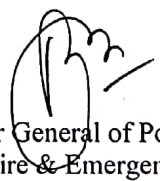
**TENDER NOTICE**

Sealed tender affixing Court fee stamp of Rs. 8.25 (Rupees eight and paisa twenty five) only are hereby invited local suppliers/firms for supply of "Stationery Articles" for the financial year 2019-20 and will be received by the undersigned on 14.05.2019 upto 13:00 hours. The tenders will be opened at 13:30 hours on the same day in presence of Tenderer or their authorized agents who may like to be present. In case the office remains closed the Tenders will be opened on next working day at same time and venue. The list of items may be collected from the undersigned on any working days during the office hours up to 15:00 hours on 13.05.2019 by submitting a requisition addressed to the undersigned.

Tender shall be superscripted in red ink with "QUOTATION FOR SUPPLY OF STATIONERY ARTICLES FOR THE YEAR 2019-20" due on 14.05.2019 on the top of the Tender cover. The orders will be issued as new rates w.e.f. 20<sup>th</sup> May/2019 for the financial year 2019-20.

**TERMS & CONDITIONS FOR ANNUAL TENDER 2019-2020 :-**

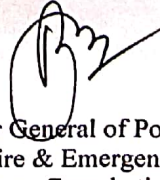
1. Tender without Court fee stamp will not be accepted.
2. Tender received after fixed date and time will not be accepted.
3. Rates must be quoted item wise excluding all taxes and other charges on delivery at the office of the undersigned. Taxes will be included by the undersigned on issuing the work orders.
4. Modification of rates of any items will not be considered and supplier will be bound to supply the articles on receipt of the formal order at the acceptance rates during the financial year 2019-20.
5. Delivery of articles must be completed within three days on receipt of formal order for supply.
6. Tenderer must deposit Rs. 5000/- (rupees five thousand ) only as earnest money in the form of call deposit or bank draft from a nationalized bank/ NSC/KVP duly pledged to the Spl. Director General of Police-cum-Director of Fire & Emergency Services, Assam, Guwahati.
7. The undersigned reserves the right to accept or reject the lowest or all the Tenders without assigning any reasons thereof.
8. The earnest money of unsuccessful Tenderer will be released after acceptance of rates and earnest money of successful tenderer will be kept in this office custody up to 31.03.2020. In case of irregularity of supply the earnest money will be forfeited.
9. An upto date I.T. clearance certificate/ GST clearance certificate and a copy of firm registration certificate/ Trade License/ PAN card/ copy of GST registration issued by the competent authority must be submitted.
10. The undersigned does not bind himself to accept the lowest quotation and may reject any or all the quotations without assigning any reason thereof.

  
Spl. Director General of Police-cum-  
Director of Fire & Emergency Services,  
Assam, Guwahati.

Memo No. FS/Sty/24/Vol.III/Pt.XIII/2019-20/ 1300-10      Dated Guwahati the 26<sup>th</sup> APR /2019.

Copy to:-

1. The Director of information and Public Relation Department, Dispur for information and necessary action. He is requested to publish the above notice at least in two local dailies for two days.
2. Office website for wide circulation.
3. Office Notice Board.

  
Spl. Director General of Police-cum-  
Director of Fire & Emergency Services,  
Assam, Guwahati.