

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

No. FS/Sty/24/Vol.III/Pt.-I/2022-23/2129-31


Dated Guwahati the 10th May/2022.

QUOTATION NOTICE

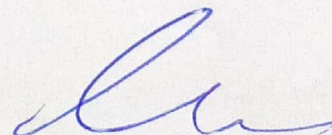
Sealed quotations affixing Court Fee Stamp of Rs. 8.25 (Rupees eight and paisa twenty five) only are hereby invited from the intending Registered Firms / Suppliers / Individuals / other Contractors who are financially sound for **Supply of Stationery Items** for normal office functioning and maintenance work of the Directorate of Fire & Emergency Services, Assam, Panbazar, Guwahati-1 for the financial year 2022-2023 and will be received by the undersigned or by his authorized agent up to 14:00 hours on 31st May/2022. The quotations will be opened on the same day or the next day in case it happens to be a holiday at the office of Spl. Director General of Police-cum-Director of Fire & Emergency Services, Assam, Panbazar, Guwahati.-1 at 15:30 hours. The interested quotationers or their authorized agents may be present at the time of opening quotations.

Terms & Conditions.

1. Rates against different items should be quoted visibly either by pen or type writing in figures and in words. Any correction must be attested with signature by the quotationers. There should not be any over writing / erasure in rates.
2. The quoted rates should exclude GST/ other Govt. duties/ taxes and include all other charges on delivery to the office of the Spl. Director General of Police-cum-Director of Fire & Emergency Services, Assam, Panbazar, Guwahati-1.
3. The rate should be F.O.R destination (i.e. at Fire & Emergency Services, Assam, Panbazar, Guwahati-1) inclusive of packing, transportation, and other ancillary expenses. GST./ Tax etc. if any, should be shown separately at the time of submission of bill against supply order on acceptance of quoted rate.
4. Rate quoted will be valid for the Financial Year 2022-23 ending 31-03-2023.
5. Each quotation must be accompanied by Earnest Money of Rs. 10,000.00 (Rupees ten thousand) only duly pledged in favour of the undersigned in the form of FDR/ Bank Guarantee valid for a period of 6 (six) months. Earnest Money of unsuccessful quotationers shall be refunded after finalization of the quotations. Successful quotationers may convert the Earnest Money to Security Money if so desired.
6. Transfer of Earnest Money deposited on earlier occasions to this Directorate will not be considered as Earnest Money deposited for this purpose.


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7. The quotation must be accompanied with copy of PAN, GST Registration Certificate issued by the competent authority. All relevant supporting documents should be self attested by concerned quotationer.
8. Quotationer must also furnish attested copy of Trade License issued by the competent authority.
9. Rates quoted by the firm must be justified with market rates.
10. The successful quotationer must be in position to supply the articles immediately as and when required. In default, his quotation and Agreement will be cancelled and the Earnest Money/ Security Deposit amount will be forfeited.
11. The undersigned reserves the right not to place any order even after execution/ acceptance of the formal contract agreement and for which no claim or compensation whatsoever will be entertained.
12. The undersigned is not bound to accept the lowest rate quotation and may reject any or all the quotations without assigning any reason thereof.
13. While quoting rates, the quotationer must mention the Make/ Brand/ Model etc. of individual articles/ goods for which rates are quoted along with detailed specifications, leaflet, if any.
14. The sealed cover containing the quotation should be superscribed as **Supply of Stationery Items**/ Name/ Address/ Telephone Number of the Tenderer/ Bidder/ Quotationer should be written on the cover bearing the quotation.
15. Detailed particulars may be collected from Stationery Branch of the office of the Spl. Director General of Police-cum-Director of Fire & Emergency Services, Assam, Panbazar, Guwahati-1 during working hours up to 30th May/2022 on payment of Rs.500.00 (Rupees five hundred) only through uncrossed **Indian Postal Order** in favour of the undersigned.
16. In case of any dispute between the Firm/ Supplier/ Contractor and the undersigned, the decision of the Spl. Director General of Police-cum-Director of Fire & Emergency Services, Assam, Panbazar, Guwahati-1 will be final and binding on the parties.
17. All the legal proceedings arising out of any dispute between the parties shall be settled within the territorial jurisdiction of Guwahati.
18. The approved quotationer will be solely responsible for the replacement of any damaged / defective articles within the warranty period.
19. Audited Financial Statement of the quotationer for last 2 (two) Financial Years certified by Chartered Accountant should be submitted.
20. Income Tax Return of last 2 (two) Financial Years should be furnished.



21. Certificate, if any, about experience of executing supply of similar items to any Govt. department/ agency during last 2 (two) Financial Years may be submitted.
22. Non Blacklisting Affidavit should be submitted.
23. An Index of documents attached with the quotation should be submitted.



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

Memo No. FS/Sty/24/Vol. III/Pt.-I/2022-23/2129-31

Dated Guwahati the 10th May/2022.

Copy to:-

1. The Director of Information and Public Relation, Dispur, Guwahati-6 for favour of information and necessary action. He is requested to arrange publication of this Tender Notice in Newspapers.
2. Office website www.asfso.org.
3. The office Notice Board.



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