



सत्यमेव जयते

GOVERNMENT OF ASSAM

BIDDING DOCUMENT

for

Quotation of Rate for Supply of Office Stationeries
at Directorate of Fisheries, O/o Executive Engineer
and 26 offices of District Fisheries Development
Officers, Assam

under

RKVY



**OFFICE OF THE DIRECTOR OF FISHERIES
ASSAM, GUWAHATI-16**

Phone- 0361-2545104; Email: dirfishassam2019@gmail.com

Website: "https://fisheriesdirector.assam.gov.in"

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NOTICE INVITING QUOTATION
(NIQ)

GOVERNMENT OF ASSAM
DIRECTORATE OF FISHERIES
ASSAM, GUWAHATI-16

PRESS NOTICE

The Director of Fisheries, Assam invites sealed bid/quotation affixing non refundable court fee stamp of Rs. 8.25 (Rupees Eight and paisa twenty five) only from Registered Supplier/Firm for collection of rate for supply of office stationeries. The last date of submission of bid/quotation at the office of the undersigned is 5th March, 2020 up to 2.00 PM. The quotation will be opened on the same day at 2.30 pm where the bidders or their authorized representative may be present. The stipulated time of completion is 2(two) months after issuance of supply order.

SL	Name	EMD	Cost of bid document (Rs.)	Time period
I	Quotation of Rate for Supply of Office Stationeries at Directorate of Fisheries, O/o Executive Engineer and 26 offices of District Fisheries Development Officers, Assam.	Rs.16,580.00 (Rs.8,290.00 for SC / ST / OBC / MOBC bidder)	250.00	2(two) months after issuance of supply order.

Intending bidders have to download the Bidding document from the website “<https://fisheriesdirector.assam.gov.in>” of the Deptt. of Fisheries, Assam from 21st Feb, 2020 up to 5th March, 2020.

Sd/-
Director of Fisheries
Assam, Guwahati

Memo No. AF(S) 187/RKVY/2019-20/18244-47

Dated 19th February, 2020

Copy to:

- (1) The Secretary to Govt. of Assam, Deptt. of Fisheries for favour of kind information.
- (2) The Director Information & Public Relation, Assam, Dispur, Guwahati-6 for information with a request to publish the press notice in two consecutive issues of at least two widely circulated news paper [one English & one Assamese daily] on or before 20th February, 2020. Encl- CD.
- (3) The Executive Engineer, Fishery Deptt. for information.
- (4) Office Notice Board.

Sd/-
Director of Fisheries
Assam, Guwahati

INSTRUCTION TO BIDDERS
(ITB)

1. Scope of Bid

- 1.1 The Director of Fisheries, Assam, Guwahati-16 invites bids for collection of rates for the supply as stated. The bidders may submit bids for the work detailed in the table given in NIQ.
- 1.2 The Successful bidder will be expected to complete the supply by the intended completion date as specified.
- 1.3 Throughout this bidding document, the terms ‘bid’, ‘quotation’ and ‘tender’ and their derivatives (bidder / quotationer / tenderer, bid / quotation / tender, bidding / quoting / tendering, etc.) are synonymous.

2. Source of Funds:

The Director of Fisheries, Assam, Guwahati is going to procure the supply work under RKVY (Rashtriya Krishi Vikash Yojana).

3. One Bid per Bidder

- 3.1 Each bidder shall submit only one bid for one package. A bidder who submits or participates in more than one Bid will cause all the proposals with the Bidder’s participation to be disqualified.

4. Cost of Bidding

- 4.1 The bidder shall bear all costs associated with the preparation and submission of this Bid, and The Director of Fisheries, Assam, Guwahati will in no case is responsible and liable for those costs. No Bidder shall be entitled to claim any expenses /charges incurred by him or incidental therein in connection with submission of Bid.

5. Clarification of Bidding Documents

- 5.1 A prospective bidder requiring any clarification of the bidding documents may contact the office of the undersigned during office hours before last date of submission of the bids.

6. Amendment of Bidding Documents

- 6.1 Before the deadline for submission of bids, The Director of Fisheries, Assam, Guwahati may modify the bidding documents by issuing addenda.
- 6.2 Any addendum thus issued shall be a part of the bidding documents and shall be published in the website as information to all the purchasers of the bidding documents. The Director of Fisheries, Assam, and Guwahati will assume no responsibility for not viewing the website by the bidders.
- 6.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, The Director of Fisheries, Assam, Guwahati may, at his discretion, extend as necessary the deadline for submission of bids, in accordance with Sub – Clause 14.2 below.
- 6.4 All amendments issued will be published on the website – “<https://fisheriesdirector.assam.gov.in>”. It is the prerogative of the contractors to visit the aforementioned site for corrigendum, addendum and amendment notices.

These notices have to be read in conjunction with the tender document and have to be signed and submitted manually along with the bid.

7. Language of the Bid

All documents relating to the bid shall be in the English Language.

8. Documents Comprising Bid

8.1 The bid to be submitted by the bidder shall include the following:

- i) Duly signed Bid document (should be signed on each & every pages)
- ii) Cost of Bid Document and EMD/Bid Security in the form specified in Clause 11
- ii) Qualification Information, supporting documents, Certificates, undertaking as specified. (should be signed on each & every pages)
- iii) Undertaking that the bid shall remain valid for the period specified in Clause 10.1
- iv) Form of Bid/Quotation (neatly filled and signed).

9. Currencies of Bid and Payment

9.1 The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees. All payments shall be made in Indian Rupees.

10. Bid Validity

10.1 Bids shall remain valid for a period not less than **12 calendar months** after the deadline date for bid submission specified in Clause 14. A bid valid for a shorter period shall be rejected by The Director of Fisheries, Assam, Guwahati as non-responsive. In case of discrepancy in bid validity period between that given in the undertaking pursuant to Clause 10 and undertaking submitted by the bidder, the later shall be deemed to stand corrected in accordance with the former and the bidder has to provide for any additional security that is required.

10.2 In exceptional circumstances, prior to expiry of the original time limit, the Director of Fisheries, Assam, Guwahati may request that the bidders may extend the period of validity for a specified additional period. The request and the bidder's responses shall be made in writing. A bidder may refuse the request without forfeiting his bid security. A bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of his bid security for a period of the extension, and in compliance with Clause 11 in all respects.

10.3 Deleted.

10.4 Bid evaluation will be based on the bid prices without taking into consideration the above correction.

11. Bid Security/EMD

11.1 The Bidder shall furnish, as part of his Bid, a Bid Security in the amount as shown in the Table of NIQ for this particular work. The bid security shall be in favour of the **Director of Fisheries, Assam, Guwahati**, in one of the following forms:

- a) DELETED
- b) Bank Guarantee from any Nationalized/Scheduled Indian Bank (A written confirmation in the Bank's letterhead confirming the authenticity of the Guarantee shall be furnished along with the Guarantee).
- c) Fixed Deposit Receipt/TDR issued by any Nationalized /Schedule Indian Bank. (Bid security for bidders under SC/ ST/OBC/ MOBC/Graduate Engineer categories will be half of the Bid security specified for Gen caste).

11.2 Bid Security issued as security for the bid shall valid for 45 days beyond the initial validity of the bid.

- 11.3 Any bid not accompanied by an acceptable Bid Security and not secured as indicated in Sub-Clause 11.1 and Sub Clause 11.2 above shall be rejected by the Director of Fisheries, Assam, Guwahati as non-responsive.
- 11.4 Unless there is any challenge on the bid/ bid process in any court of law, the Bid Security of unsuccessful bidders will be returned within 28 days of the end of the validity period specified in Sub clause 10.1.
- 11.5 The Bid Security of the Successful Bidder will be discharged when the bidder has signed the Agreement and furnished the Performance Security.
- 11.6 The Bid Security/EMD may be forfeited
 - a) If the Bidder withdraws the Bid after Bid opening during the period of Bid Validity;
 - b) If the Bidder does not accept the correction of the Bid Price, pursuant to Clause 18; or
 - c) In the case of a successful Bidder, if the Bidder fails within the specified time limit to:
 - i) Sign the Agreement; or
 - ii) Furnish the required Performance security.
 - d) If the successful Bidder does not complete the work as per work order of the quoted items within stipulated period.

12. Format and Signing of Bid

- 12.1 Deleted.
- 12.2 The bid shall be typed or written in indelible ink and all pages of the bid document, Certificate furnished in support of qualification information and others must be signed by the bidder or a person or persons duly authorized to sign on behalf of the Bidder.
- 12.3 The Bid shall contain no alterations or additions, except those to comply with instructions issued by The Director of Fisheries, Assam, Guwahati, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialized by the person or persons signing the bid.

13. A) SUBMISSION OF BID:

- 13.1 Bid document along with all necessary documents should be submitted with signature of the Bidder on each page and should be in a sealed envelope. This shall be treated as acceptance of all T&Cs by the bidder and as a part of the agreement for fulfillment of the contract.
- 13.2 The rates offered should be written both in figure and words and no crossing or overwriting shall be entertained in the Bid. Bidder should submit their rates in the Form of Bid enclosed with bid document. In case of any discrepancy between quoted rates, the rates offered in word will be considered.
- 13.3 deleted
- 13.4 The Bidder is required to quote a firm offer in the price Bid (Form of Bid), inclusive of all prevailing taxes, cess, duties and transportation cost etc. as applicable for the assignment.
- 13.5 All taxes including GST, duties, cess, levies, royalty, transportation cost, packaging cost, delivery cost, loading-unloading cost, turnover tax or any other tax on material etc. required in connection with the work payable by the Bidder under the contract, or for any other cause shall be included in the rates/prices submitted by the Bidder. No extra amount will be borne by the Department
- 13.6 deleted.

- 13.7 In case of any Bid where unit rate of any item/items appear unrealistic such Bid will be considered as unbalanced and in case the Bidder is unable to provide satisfactory explanation such a Bid is liable to be disqualified and rejected.

B) Sealing and Marking of Bids

- 13.8 The Bidder shall seal the hard copy of the Bid in envelope
- 13.9 Bid to be opened on date&time as specified in NIT.
The contents of Bid will be as specified in Clause 8.1
- 13.10 The envelopes containing the Bid shall
- e) Be addressed to The Director of Fisheries, Assam, Guwahati.
 - f) Bear the identification, i.e., “NIT reference”, “name of work” and “package no.” etc.
- 13.11 In addition to the identification required in Sub-Clause 13.1, the envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late, and if the Evaluation Committee declares the Bid as non-responsive pursuant to Clause 17.
- 13.12 If the outer envelope is not sealed and marked as above, The Director of Fisheries, Assam, Guwahati will assume no responsibility for the misplacement or premature opening of the bid.
- 13.13 Any document, if found not readable / illegible will not be considered for evaluation & summarily rejected.

14. Deadline for Submission of Bids

- 14.1 Complete Bids must be received by The Director of Fisheries, Assam, Guwahati at the address specified above not later than the date indicated in N.I.T. In the event of the specified date for the submission of bids declared as holiday on the date of receipt of the bids as specified the bids will be received and opened on the next working day at the same time and venue.
- 14.2 The Director of Fisheries, Assam, and Guwahati may extend the deadline for submission of bids by issuing an amendment in accordance with Clause 6, in which case all rights and obligations of The Director of Fisheries, Assam, Guwahati and the Bidders previously subject to original deadline will then be subject to the new deadline.
- 14.3 deleted

15 Late Bids

- 15.1 Any Bid received late by The Director of Fisheries, Assam, Guwahati after the deadline prescribed in Clause 14 will be returned unopened to the bidder.

16. deleted

17. Bid Opening

- 17.1 The Tender Committee will open all the Bids received (except those received late), in the presence of the Bidders or their representatives who choose to attend at time, date and the place specified in N.I.T in the manner specified in Clause 24 and 17.3. In the event of specified date of Bid opening being declared a holiday on the date of receipt of the bids as specified the bids will be received and opened on the next working day at the same time and venue.
- 17.2 deleted
- 17.3 The envelope containing the Bid shall be opened. The inner envelope marked, “Cost of Bidding Document downloaded from internet” will be opened first and if the cost of the Bidding document is not there or incomplete, the remaining bid documents will not be opened and bid will be rejected. The amount, form and validity of the

Bid security furnished with each bid will be announced. If the bid security furnished does not conform to the amount and validity period as specified in the Invitation for Bid, and has not been furnished in the form specified in Clause 11, the remaining bid will be returned to the bidder.

17.4

- i) Subject to confirmation of the bid security by the issuing Bank, the bid accompanied with valid bid security will be taken up for evaluation with respect to the Qualification Information and other information furnished in Part I, if the bid pursuant to Clause 8.1.
- ii) Deleted
- iii) Deleted
- iv) The Tender Committee will finalize the list of responsive bidders, whose quoted rates are eligible for consideration.

17.5 deleted

17.6 At the time of opening of Bid, the names of Bidders responsive in accordance with clause 17.4 (iv) of ITB their quoted rate/amount will be announced.

17.7 Deleted.

17.8 The Director of Fisheries, Assam, and Guwahati shall prepare minutes of the Bid opening, including the information disclosed to those present in accordance with Sub-Clause 17.6.

18. Correction of Errors

18.1 The bids determined to be substantially responsive will be checked by The Tender Committee for any arithmetic errors. Errors will be corrected as follows:

- i) Where there is a discrepancy between the rates in figures and in words, the rate in words will govern; and
- ii) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

18.2 The amount stated in the bid will be corrected by The Tender Committee in accordance with the above procedure and the bid amount adjusted with the concurrence of the Bidder in the following manner:

- i) If the Bid price increases as a result of this correction, the amount as stated in the bid will be the 'bid price' and the increase will be treated as rebate;
- ii) If the Bid price decreases as a result of this correction, the decreased amount as stated in the bid will be the 'bid price'.

Such adjusted bid price shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount the Bid will be rejected, and the Bid security may be forfeited in accordance with Sub-Clause 11.6 (b).

iii) deleted

19. Terms & Condition:

19.1. The bidder should be a Registered Supplier/Firm

19.2 No bid/quotation will be accepted after the stipulated date and time as mentioned.

19.3 The proposed supply work may be increased as per need of this office and no payment will be considered against incomplete work and found not satisfactory by this office

19.4 The undersigned reserves the right to accept or to reject any or all the bid/quotation without assigning any reasons whatsoever and he does not bind himself to accept the lowest bid.

- 19.5 All taxes including GST, duties, cess, levies, royalty, transportation cost, packaging cost, delivery cost, loading-unloading cost, turnover tax or any other tax on material etc. required in connection with the work payable by the Bidder under the contract, or for any other cause shall be included in the rates, prices submitted by the Bidder. No extra amount will be borne by the Department
- 19.6 The bidders will have to furnish the following with the tender:
- i) Court Fee stamp of Rs.8.25.
 - ii) Cost of Bid Document which must be in the form of Demand Draft from any Nationalised bank/Regional/Scheduled Indian bank payable at Guwahati in favour of “**Director of Fisheries, Assam, Guwahati-16**”
 - iii) EMD/Bid Security which must be in the form of Bank Draft/Banker’s Cheque/FDR/TDR from any Nationalized/Regional/Scheduled bank payable at Guwahati in favour of “**Director of Fisheries, Assam, Guwahati-16**”.
 - iv) The bidder/bidders submitting tenders in the name of a partnership firm will have to execute and furnish a copy of power of attorney.
 - v) Copy of up to date Trade License.
 - vi) Copy of PAN.
 - vii) Copy of GST registration.
 - viii) Bid validity undertaking that the bid shall remain valid for a period of 12 months after the deadline date for bid submission specified in Clause 10
 - ix) Copy of Income tax return for the financial years 2016-17,2017-18 and 2018-19
 - x) Any other document mentioned in this Bid Document.

19.7. Quoted Value/Rate:

- The Bidder may quote his rate in terms of Rupees only.
- The rate/value quoted by the Bidder should be including all the taxes, royalty, cess, duties and GST etc. No extra amount will be considered by the Department.
- The quoted rates will be valid for at least 12 calender months without any enhancement of rates.

- 19.8. No claim of compensation for submission of quotation: No Bidder shall be entitled to claim any expenses /charges incurred by him or incidental therein in connection with submission of bid.
- 19.9. The Bidders are subjected to disqualification, if they have:
- i) Made misleading or false representations in the forms, statements and attachments submitted in proof of the requirements.
 - ii) Record of poor performance such as abandoning the assignment, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.
 - iii) Indulged in unlawful means in obtaining/submitting Bids.
 - iv) Been black listed by the competent authority.
- 19.10 The successful bidder must have to complete the supply and installation within stipulated time period mentioned in the Press Notice from the date of issue of formal supply order from the undersigned following signing the agreement with the undersigned and deposit of Performance Security Deposits.
- 19.11 The item after supply, if not found conforming as per specification will be summarily rejected.
- 19.12 Rejected items shall be taken back by the bidder at their own cost within 15(fifteen) days of the notice of rejection and should be replenished within next 15 days.

19.13 Warranty:-

- a) The terms & period of warranty of the item shall be **as per the prevailing standard warranty certificate of the manufacturer**. The bidder shall furnish the duly signed and sealed warranty certificate of the item delivery & commissioning. **Item not enclosed by the warranty certificate may be rejected.**
- b) The supplier shall provide free maintenance services during the period of warranty. The maximum defect restoration time should not be more than 10 (ten) days. In case the defect/ malfunction of an item cannot be rectified within 10 (ten) days the supplier will be required to arrange for immediate replacement of the same till it is repaired & delivered at their own cost.

20. ELIGIBILITY CRITERIA:

- a) This Invitation for Bids is open to bidders who are a Registered Supplier/Firm as mentioned in NIQ.
- b) The Bidders are required to produce the original documents for verification by the Bid Evaluation Committee as and when asked for.
- c) The Bidder should submit all necessary documents as specified in the NIQ.

21. RIGHT TO ACCEPTANCE / REJECTION OF BID:

- 21.1 The right of acceptance of Bid rests with the Tender Committee who does not bind itself to accept the lowest Bid and also reserve the right to reject any or all the Bid(s) received without assigning any reason whatsoever. Any dispute arises in future will be finalized by the Department of Fisheries, Government of Assam.
- 21.2 Bids imposing any extra conditions of their own will not be entertained.
- 21.3 No price escalation will be granted.

22. PERFORMANCE SECURITY:-

- a. Within 3 (three) days of receipt of the notification of award by the supplier, as a security for due performance of the contract, the supplier shall furnish performance security to the purchaser for an amount equivalent to 5% of the total contract value in the form of a Bank Guarantee/TDR/FDR from any Nationalized/Regional/Scheduled bank payable at Guwahati in favour of **“Director of Fisheries, Assam, Guwahati-16”** with a validity for 12 months from the date of commissioning of the supplied item. If the successful bidder, upon receipt of notification of award, fails to furnish the performance Bank Guarantee within the stipulated time, the notification of award issued shall be automatically get withdrawn and cancelled.

23. AWARD OF CONTRACT:

- a) After fulfillment of criteria in the evaluation process and approval from competent authority the notification of award i.e., L.O.A. (**Letter of Acceptance**) will be issued in favour of successful Bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated price. However, lowest evaluated price shall not be the sole criteria for award of contract.
- b) Within 3 (three) days of receipt of the notification of award i.e., L.O.A, on signing the agreement and submission of **Performance Security Deposit @ 5%** by the bidder, the Director of Fisheries, Assam will award the contract to the Bidder
- c) On acceptance of the Bid, the Bidder shall name in writing his accredited representative(s), who would be responsible for taking instructions from the Department.

- d) The undersigned reserves the right of accepting any or all the bids without showing any reasons thereof.
- e) On submission of the Performance Security Deposit by the successful bidder, the EMD/Bid Security will be returned to him by the authority.

24. PAYMENT PROVISION:

- a) There is no provision of mobilization/ any other advance to the approved bidder.
- b) The Bidder should produce delivery challan in triplicate and invoice/bill in triplicate for making payment.
- c) Payment will be made to the successful bidder on receipt of the item in good condition at the destination point duly certified&signed with stock entry by authorized representative and subject to receive of necessary fund from RKVY Nodal Department

25. WHERE THE BIDDER/SUPPLIER WILL QUOTE HIS RATES ? :

The Bidder/Supplier have to quote the rate/value in the “**Form of Bid**” against the work in compliance to the provision of the para 19.7 (“Quoted Value/Rate” under “Terms and Condition”) above

Director of Fisheries, Assam
Guwahati – 780016

UNDERTAKING

1. Certified that I will not claim anything in any shape from the Government if the work/supply order is curtailed or stopped at any stage for want of funds.
2. I, the undersigned, do here by certify that all the statements made in the required attachments are true and correct.
3. I am agree to abide this bid for a period of 12 calender months for the data fixed for receiving the same and it shall be binding on us and may be accepted at any time before the expiration of that period.
4. The above-mentioned points will form a part of the Contract Agreement.
5. I do here by accept all T& C as per the NIQ

Dated this _____ day of _____ /2020

Name of bidder/supplier _____

Signature of bidder/supplier _____

Address _____

FORM OF BID

To

The Director of Fisheries,
Assam, Guwahati

1. We offer to Execute the supply work at my following quoted rates described below and remedy any defects therein in conformity with the terms & conditions at following rates :

SL.	Quotation of Rates for Supply of Office Stationeries at Directorate of Fisheries, O/o Executive Engineer and 26 offices of District Fisheries Development Officers, Assam.	Unit	Rates quoted by bidder/supplier.	
			(In figure and word inclusive of all applicable taxes, GST, duties, cess, levies, charges, royalty, transportation cost, packaging cost, delivery cost, loading-unloading cost, turnover tax and all other applicable taxes etc)	
			In Figure	In Words
Group A: Stationery items				
1	BLANK CD WITHOUT CASE	EACH		
2	NOTE SHEET PAPER (BESTQUALITY)	PKT		
3	HIGHLIGHTER PEN (LUXUR)	EACH		
4	COTTON TAG	BUNDLE		
5	REMOVABLE PAGE MARKER (STICKER COLOUR)	EACH		
6	CORRECTION PEN (WHITE)	EACH		
7	PILOT PEN (BLACK& BLUE)(LUXER)	EACH		
8	BALL PEN (BEST QUALITY)	EACH		
9	MARKER (RED & BLACK) (BEST QUALITY)	EACH		
10	APSARA PENCIL	PKT		
11	STAMP PAD (BIG SIZE)	EACH		
12	MATERIAL FOR SPIRAL BINDING	EACH		
13	STICK FILE	EACH		
14	FOLDER	EACH		

15	STAMP PAD(MEDIUM SIZE)	EACH		
16	LARGE SIZE STAPLER	EACH		
17	STAM PAD INK (KORES)	EACH		
18	LIQUID GUM 700 ML	EACH		
19	PEN STAND (2 PENS) BEST QUALITY	EACH		
20	PEN STAND (4 PENS) BEST QUALITY	EACH		
21	WASTE PAPER BUCKET(BEST QUALITY)	EACH		
22	GLUE STICK	EACH		
23	XEROX PAPER A4 SIZE (BEST QUALITY)	REAM		
24	XEROX PAPER LEGAL (BEST QUALITY)	REAM		
25	STAPLE MACHINE (24/6) BEST QUALITY	EACH		
26	STAPLE PIN ()	PKT		
27	STAPLE PIN (24/6)	PKT		
28	STAPLE MACHINE(SMALL) BEST QUALITY	EACH		
29	STAPLE PIN (SMALL)	PKT		
30	CALCULATOR 12 DIGIT	EACH		
31	PENCIL BATTERY (REMOTE)	EACH		
32	FILE COVER	EACH		
33	FILE BOARD	EACH		
34	BINDING REGISTER COPY (BIG)	EACH		
35	PAPER WEIGHT (GLASS DECORATED)	EACH		
36	JIO-FI FOR INTERNET	EACH		
37	SCALE (PLASTIC)	EACH		
38	EMERGENCY LIGHT	EACH		

39	SERVICE ENVELOP 12"X18"	PKT		
40	SERVICE ENVELOP 28X12 CM	PKT		
41	ENVELOP12 X 18 CM	EACH		
42	ENVELOP 28 X 12 CM	EACH		
43	ENVELOP 11 X 5	EACH		
44	ENVELOP 10 X 4	EACH		
45	ENVELOP 9 X 4	EACH		
46	A4 SIZE ENVELOP	EACH		
47	FILE SIZE ENVELOP	EACH		
48	D.O. ENVELOP 15 X11 CM	EACH		
49	NOTEBOOK WITH 160 PAGES (GOOD QUALITY)	EACH		
Group B- Computer and its accessories				
SL	NAME OF ITEM	UNIT		
1	ANTI VIRUS- QUICK HEAL TOTAL SECURITY	EACH		
2	PEN DRIVE 16 GB, SAND DISK	EACH		
3	PEN DRIVE 8 GB, SAND DISK	EACH		
4	H.P (CARTRIDGE) HP LASER JET PRO MFP M26A	EACH		
5	CANON (CARTRIDGE) MF244DW	EACH		
6	H.P (CARTRIDGE) LASER JET 1536DNFMFP	EACH		
7	H.P (CARTRIDGE) 78-A	EACH		
8	H.P (CARTRIDGE)388-A	EACH		
9	H.P (CARTRIDGE) LASER JET 78-A PRO MFP M26 NW	EACH		
10	COMPUTER MOUSE OPTICAL (GOOD QUALITY)	EACH		

11	PHOTOCOPIER MACHINE (CARTRIDGE)	EACH		
12	HP LASERJET PRO MFP M26a PRINTER	EACH		
13	HARD DISC 1TB	EACH		
14	LASERJET CARTRIDGE PLH-278 (HP)	EACH		
15	LASERJET CARTRIDGE PLH-278A (HP)	EACH		
16	LASERJET CARTRIDGE PLH-285 UNIV (HP)	EACH		
17	LASERJET CARTRIDGE PLH-279 (HP)	EACH		
18	LASERJET CARTRIDGE 1536 DNF NFP (HP)	EACH		
19	DESKTOP COMPUTER WITH ACCESSORIES	EACH		
20	LAPTOP COMPUTER WITH ACCESSORIES	EACH		
Group c- Miscellaneous items				
1	MOSQUITO KILLER MACHINE(GOOD NIGHT)	EACH		
2	MOSQUITO KILLER REFILL(GOOD NIGHT)	EACH		
3	CELLO TAP (Small)	EACH		
4	CELLO TAP (BIG)	EACH		
5	LOCK & KEY 5 leaver with 2 key	SET		
6	PUNCING MACHINE (ONE HOLE)	EACH		
7	PUNCHING MACHINE (TWO HOLE)	EACH		
8	CARBON PAPER (KORES)	PKT		
9	DESK KNIFE (GOOD QUALITY)	EACH		
10	SCISSOR	EACH		
11	CHITRANALA	100 ML		
12	ODONIL	PER DOZEN		
12a	ODONIL wall hanging room freshener (jasmine & lemon fragrance)	EACH		

13	TEA TRAY	EACH		
14	KALA HIT	EACH		
15	EXTENSION CORD(MEDIUM)	EACH		
16	WALL CLOCK	EACH		
17	SEAL	EACH		
18	ROOM FRESHNER	EACH		
19	TABLE BELL	EACH		
20	NAME PLATE USED IN THE DIAS OF MEETING/EVENT ETC.	EACH		
21	FULL JHARU	EACH		

2. We undertake, if our Bid is accepted, to commence the work/supply as soon as in reasonably possible time after the receipt of the award of contract and to complete the work/supply comprised in the Contract within the stipulated time stated in the document.
3. Unless and until a formal Agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
4. We understand that you are not bound to accept the lowest or any tender you may receive.
5. We undertake, our quoted rates will be same for at least 12 calender months without any enhancement of rates.

Dated this _____ day of _____ /2020

Name of bidder/supplier _____

Signature of bidder/supplier _____

Address _____

