



GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION (SECRETARIAT NAZARAT) DEPARTMENT
DISPUR :: GUWAHATI – 6
Block – A, Ground Floor, Janata Bhawan, sad.assam@gov.in, sad.assam.gov.in

eCF No. 230053/7

Dated Dispur, the 31st October, 2022

//TENDER NOTICE//

Sealed tenders affixing Court Fees Stamp of Rs. 8.25 are invited from intending registered Firms for supply of Rubber stamp/Seal for use in Janta Bhawan for the year 2022-2023 and 2023-24. The tenders will be received upto **2.00 P.M.** on **28/11/2022** and will be opened at **2.30 P.M.** on the same date. The tender should be submitted by the tenderer in **2 (two) bids** in Separate Envelopes. One envelope shall contain only relevant documents along with technical specification (Technical bid) including Rs.3000/- (Rupees three thousand) only as earnest money in the form of NSC/demand draft which is to be pledged in favour of Joint Secretary to the Govt. of Assam, General Administration (Secretariat Nazarat) Department. The other envelope (Financial bid) should contain only quoted rates against each of the scheduled items mentioned in Annexure-'A'. The two separate envelopes should be boldly written as "**Technical Bid**" and "**Financial Bid**". The tender documents along with content may be collected from General Administration (Secretariat Nazarat) Department during office hours.

Technical Bid should carry the following:

1. An application stating the offer of tender and signed copy of **General Terms & conditions**.
2. Free sample of Rubber stamp/seal for which the tender is to be submitted. The sample should be submitted in a separate sealed cover.
3. PAN Card.
4. GST Registration Certificate.
5. An amount of Rs.3000/- (Rupees three thousand) only as earnest money in the form of N.S.C/D.D to be duly pledged in favour of the Joint Secretary to the Govt. of Assam, General Administration (Secretariat Nazarat) may be furnished along with tender.
6. Bidder should quote their prices showing GST separately.
7. GMC valid Trade license (self attested).

Further, the following shall hold good in case of the said tender:

1. The firm should be capable of supplying in the indented items at short notice.
2. All disputes shall be subject to the jurisdiction of the Gauhati High Court, Assam
3. In case of inferior/substandard supply or supply not according the approved specifications, the GA(SN) Deptt. will have the right to reject the complete material and cancel the agreement.
4. The rates should be indicated in figures as well as in words and there should not be any over writing as far as possible.
5. The rates quoted by the Bidder shall remain firm till the completion of the bid validity period and price variation shall not be entertained.

6. The Firm/Bidder must not have been blacklisted by the Government/Ministry/Department/PSU, nor should they have been debarred from dealing with any public Department.

The Govt. is not bound to accept the lowest rate of any tender and reserves the right to accept or reject any or all tender without assigning any reason thereof. Government also reserves the right to cancel the contract before its expiry if the supplied items, for any reason is found to be unsatisfactory. The selected firm shall have to enter into an agreement with GA(SN) Deptt. The tender papers may be collected from GA(SN) Deptt. during Office Hours on all working days.

Joint Secy. to the Govt. of Assam
Gen. Admin. (Secretariat Nazarat) Department


Memo eCF No. 230053/7 - A,

Dated Dispur, the 31st October, 2022

Copy to :

1. P.A. to the Commissioner & Secretary, General Administration Department for kind information of Commissioner & Secretary.
2. Director, Information & Public Relations, Assam, Dispur. He is requested to publish the same in one vernacular and in one English Daily urgently and furnish paper cuttings to the undersigned for record.
3. Nazir, Janata Bhawan (C).
4. Content Manager, General Administration (Secretariat Nazarat) Department is requested to publish the NIT in Department's website.
5. Notice Board, General Administration (Secretariat Nazarat) Department.

By Order etc.


Joint Secy. to the Govt. of Assam
Gen. Admin. (Secretariat Nazarat) Department



Financial Bid.**Annexure – 'A'**

Sl. No.	Particulars	Unit	Amount
1.	Rubber stamps/ Seal	Per Line	
2.	Round Seals with Ashoka Pillar	Each	
3.	Revolving stamps with office name engraved	Each	
4.	Round Seal with Department's name	Each	
Self Inking Stamps			
5.	a) Small Size	Each	
	b) Medium Size	Each	
	c) Big Size	Each	
6.	Signature stamps/ seal	Each	




General Terms & Conditions:

1. The intending tenderer/ quotationer should have his/her own registered Firm. Provisional Registration certificate and Firms registered after submission of tenders will not be accepted.
2. The tender documents should give the full information about the firm including address in full and contact No.
3. The selected firm will have to supply the stamps/seals within 3(three) days from the date of receipt of the supply order. In some special or urgent circumstances he/she may be asked to supply the same as directed or as and when sought for.
4. The selected firm will have to execute an agreement with GA(SN) Deptt.
5. The Firm will have to provide only the best quality product and in no circumstances the General Administration (Secretariat Nazarat) Department will compromise with quality.
6. The rates quoted in the Financial Bid should be both in figure and in words.
7. The contract may be terminated before its expiry if the Govt. feels necessary. The contract is terminable by one month notice from General Administration (Secretariat Nazarat) Department's end.
8. The General Administration (Secretariat Nazarat) Department will be at liberty to advertise for a fresh tender on expiry of the existing contract or renew the same by a separate written order, subject to satisfactory performance of the firm.
9. The selected contractor will have to sign an agreement with the authority of General Administration (Secretariat Nazarat) Department, which will include all the terms & conditions mentioned herewith. Additional conditions may be added during the process of selection and included in the agreement, to be signed by the selected party.


Joint Secy. to the Govt. of Assam
Gen. Admin. (Secretariat Nazarat) Department

Date:

Place:


Signature of the tenderer