



**GOVERNMENT OF ASSAM  
GENERAL ADMINISTRATION (S.N) DEPARTMENT  
DISPUR :: GUWAHATI – 6**

Block – A, Ground Floor, Janata Bhawan, email: sad.assam@gov.in, website:www.sad.assam.gov.in

No. GA(SN)63/2019/117

Dated Dispur the 8<sup>th</sup> August, 2022

**// TENDER NOTICE //**

Sealed tenders affixing Court Fees Stamp of Rs.8.25 (Rupees eight and twenty five paisa) only are invited from Govt. approved firm/supplier for supply of Summer Liveries to the eligible Grade-IV employees under General Administration (S.N) Department as detailed below :

1. Full Sleeve Shirt- 2 Pieces. (stitched as per measurement received). The material should be 100% Cotton Branded item.
2. Trouser-2 Pieces(stitched as per measurement received). The material should be cotton based (at least 70%Cotton) and Branded item.
3. Mckhela Sa'ar(with blouse)/Sari(with blouse)/Salwar Kammez-2 Pieces (Stitched as per measurement received). The material should be 100% Cotton and Branded item.

The tender will be received by the General Administration (S.N) Department upto **2.00 P.M.** of **30-08-2022** and will be opened at 3.00 PM on the same date. The tenders should be submitted in 2(two) bids (**Technical & Financial Bid**) system in two separate envelopes and both the envelopes should be super scribed as "**Tender for supply of Summer Liveries to the eligible Grade-IV employees under General Administration (S.N) Department**".

Further, the participant firm must furnish sample/samples for examination by the Selection Committee along with their Bid documents.

**The Technical Bid of each tender should contain the following :**

1. Forwarding letter on the "letter head" of the bidder with seal & signature affixing court fee stamp of Rs.8.25 (Rupees eight and twenty five paisa only).
2. The Bidder should be either Original Manufacturer or Authorised Dealer. Please submit Manufacturer's Authorization letter on their Letter Head duly signed by the Authorised Signatory.
3. Bidder will have to produce Audited Balance Sheets for last 3 years from certified Chartered Accountant and also produce the IT Return for the last 3 years..
4. Bidder and Original Manufacture or Authorised Dealer should not be Black listed in any Govt./PSU/Financial Institute/Defence at any point of time in the last 5(five) years in Assam. Affidavit in this regard is to be provided along with the Bid.
5. Certificate of Past Experience, if any, having undertaken such operation in other Govt./Semi Govt. Organization.
6. Earnest Money Deposit(EMD) in the form of NSC/Fixed Deposit to be pledged in favour of Joint Secretary, General Administration Department of Rs.20,000/-(Rupees twenty thousand) only and no interest is payable on EMD by the Department.
7. Firm Registration Certificate.
8. Valid Pan Card.
9. GST Registration and Return Certificate.
10. Trade License.

**The Financial Bid of each tender should contain the following :**

Sample/samples and specification of the sample/samples proposed to be supplied along with rate.Tender submitted, not in conformity with the above terms and conditions and having erases, overwriting etc. will be rejected.

**General Terms & Conditions**

1. Rate should be quoted in India Rupees both in words and figure based on free delivery at the premises of the purchaser.
2. GST should be clearly mentioned in the quotation separately.
3. The supplier has to take measurement of the beneficiaries for the winter liveries at the Janata Bhawan premises during the date and time fixed by the purchaser. i.e. the General Administration (SN) Department.
4. The order must be completed within 30 days from the day of taking measurement.
5. Acceptance of supply order should be confirmed within 3 days of receipt of the same. Otherwise this office reserves the right to cancel the order without assigning any reason.
6. In case of any dispute, the decision of the Commissioner & Secretary to the Govt. of Assam, General Administration Department will be final and binding on all.
7. The quotation is liable to be rejected if the samples are not received.
8. No price variation will be acceptable.
9. In case of any dispute, the arbitration jurisdiction is in Guwahati.
10. General Administration (S.N) Department reserves the right to (a) accept or reject any/all the tenders submitted by the parties, and (b) cancel the process at any time without any liability and assigning any reason thereof.

Sd/-(Jayanta Kumar Bora, ACS)  
Joint Secretary to the Govt. of Assam,  
General Administration (SN) Department  
Dated Dispur the 8<sup>th</sup> August, 2022

Memo No. GA(SN)63/2019/117-A

Copy to :

1. P.S. to the Principal Secretary to the Govt. of Assam, General Administration Department for kind information of Principal Secretary.
2. P.S. to the Commissioner & Secretary, General Administration Department for kind information of Commissioner & Secretary.
3. Director, Information & Public Relations, Assam, Dispur. He is requested to publish the Tender Notice in leading dailies, both vernacular and English and to send copies of the same to this Department in which the tender notice is published.
4. Nazir, Janata Bhawan
5. The Content Manager, General Administration (S.N) Department is requested to upload in the Department's website.
6. President/General Secretary, Assam Secretariat Grad:-IV Govt. Employees Association, Dispur-6 for information.

By order etc.,



Joint Secretary to the Govt. of Assam  
General Administration (SN) Department