



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

No. 227641/7

Dated Dispur, the 3rd November, 2022

//TENDER NOTICE//

Sealed Tenders affixing Court Fees Stamp of Rs. 8.25 are invited from intending registered Firms for supply of **Acrylic Name Plate** for use in Janata Bhawan for the year 2022-2023 and 2023-2024. The tenders will be received upto **2.00 P.M.** on **03.12.2022** 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.5000/- (Rupees Five 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 Admn. (Sectt. 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 Gen. Admn. (Sectt. 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 nameplate 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.5000/- (Rupees Five 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 Admn. (Sectt. Nazarat) Department may be furnished along with tender.
6. GMC valid Trade license (self attested).
7. IT Return of last 3 (three) years.

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 considered unsatisfactory. The tender papers may be collected from GA (SN) Deptt. during Office Hours on all working days. The decision of the tender Committee shall be treated as final in all aspect.

Joint Secy. to the Govt. of Assam
General Admn.(Sectt.Nazarat) Department

O/c

SA-15/144/2022-GA(SN)-General Administrative



/65131/2022

Memo No. 227641/7 - A, Dated Dispur, the November, 2022

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 to the Govt. of Assam, General Administration Department for kind information of Commissioner & Secretary.
3. The Director, Information & Public Relations, Assam, Dispur. He/She is requested to publish the same in one vernacular and in one English Daily urgently and furnish paper cuttings to the undersigned for record.
4. Nazir, Janata Bhawan (C).
5. Content Manager, GA(SN) Department is requested to publish the NIT in concerned website.
6. Notice Board, General Admn.(Sectt. Nazarat) Deptt.

By Order etc.

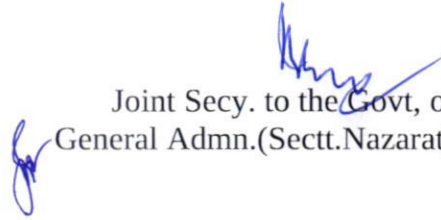

Joint Secy. to the Govt. of Assam
General Admn.(Sectt.Nazarat) Department


SA-15/144/2022-GA(SN)-General Administrative

1/65131/2022

Annexure – 'A'

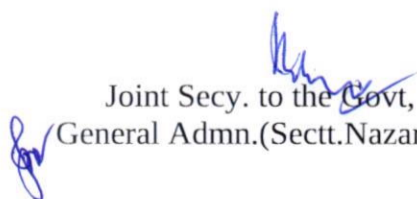
Sl. No	Name of Items	Size	Rate
1.	Acrylic Name Plate (Plastic) for Senior Officers and Ministers etc.	B X L = 18" X 12"	
2.	Acrylic Name Plate (Plastic) for Officers in the rank of Under Secy. to Joint Secy.	B X L = 14" X 8"	
3.	Cardboard Name Plate Box type (for Section Officer)	B X L = 12" X 4"	


Joint Secy. to the Govt, of Assam
General Admn.(Sectt.Nazarat) Department

SA-15/144/2022-GA(SN)-General Administrative

1/65131/2022 **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 Numbers.
3. The selected firm will have to supply the Acrylic Name Plates within 3(Three) days from the date of receipt of the supply order.
4. The Firm will have to provide only the best quality product and in no circumstances the General Admn.(Sectt.Nazarat) Department will compromise with quality.
5. The rates quoted in the Financial Bid should be both in figure and in words. GST should be clearly stated whether inclusive or exclusive and there should not be any over writing as far as possible.
6. The contract will be for a period of 2(Two) years i.e. with effect from the date of signing of the agreement.
7. The contract may be terminated before its expiry if the Govt. feels necessary. The contract is terminable by one months notice from General Administration Department's end.
8. The General Administration 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 a contract agreement with the authority of General Administration 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.
10. The firm should be capable of supplying in the intended items at short notice.
11. All disputes shall be subject to the jurisdiction of the Gauhati High Court, Assam.
12. 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.
13. The rates quoted by the Bidder shall remain firm till the completion of the bid validity period and price variation shall not be entertainment.
14. 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.


Joint Secy. to the Govt, of Assam
General Admn.(Sectt.Nazarat) Department_

Date:

Signature of the tenderer

Place: