



**GOVERNMENT OF ASSAM  
SECRETARIAT ADMINISTRATION (ESTT.) DEPARTMENT  
DISPUR:: GUWAHATI-6**

**Block-A, Ground Floor, Janata Bhawan, sad.assam@gov.in, sad.assam.gov.in**

No.S(E)5/2019/37

Dated Dispur, the 13<sup>th</sup> July, 2021.

**Short-Notice Inviting Tender**

Quotations affixing Court Fee Stamp of Rs. 8.25 (Rupees Eight and Twenty-five paise) only under sealed cover are invited from interested firms/agencies for supply and making "Car pass to Janata Bhawan" and vehicle identification sticker etc. under the Secretariat Administration (Establishment) Department. The bidder shall quote their rates inclusive of all taxes and submit the quotations along with their up-to-date Tax Clearance Certificate, as per the specifications mentioned below:

Sl. No.	Particulars of tender	Specification	Approx requirement for 1 year
1	Car Pass of the Janata Bhawan (a) In-Parking (b) Dropping only	<ul style="list-style-type: none"><li>• Polyvinyl Chloride non-tear-able Material</li><li>• Waterproof</li><li>• Weather resistant</li><li>• Superior quality ink that do not runs/fades away</li><li>• Made with high quality print technology</li><li>• Superior quality glue for additional shelf-life</li></ul>	2500
2	Vehicle Identification Stickers for the Staff of the Janata Bhawan	-do-	5000

The Design of the pass will be provided by S. A. (Estt.) Department.

The incumbent firm must submit the following:

- I. Firm Registration Certificate or Registration Certificate under Shop & Establishment Act or Registration Certificate as supplier.
- II. Current Bank Account details of the Firm/Supplier
- III. Details of the updated IT Clearance Certificate
- IV. Updated copy of trade license
- V. PAN No. and GST Registration details

The quotations shall be received by this office till **23/7/2021** during office hours and shall be opened on the following working day by the tender committee.

**Terms & Conditions**

1. The firm must have its registered office and/ or its authorised representative stationed within the city of Guwahati.
2. Party will be selected on the basis of quality of sample of Car Pass/Stickers provided with tender paper. The lowest rate may not automatically qualify for selection.
3. The Contractor shall provide Car Pass/Stickers to personnel of Assam Secretariat, as per guidance and requisition provided by the Secretariat Administration (Estt.) Department.
4. The requisition should be collected by the contractor from the Department, at least twice a week and should be delivered positively by the next Monday or if Monday happens to be a holiday then by the next working day, whichever is earlier.
5. The cost of collection of requisitions from the department and delivery of cards to Assam Secretariat will be borne by the Contractor.
6. The contract would be valid for a period of 1 (one) year w.e.f. the date of signing of agreement. The selected rate shall be valid for the contract period and shall not be subject to any variations due to increase in material price or any other conditions whatsoever.
7. The Contractor will have to maintain utmost discretion and caution to ensure no loss of Car Pass/Stickers while in their custody, so as to prevent any misuse of the information by miscreants.
8. The Contractor will be held accountable for any loss or misuse of Car Pass/Stickers if the loss of cards occurs during their custody, and appropriate action will be initiated accordingly.
9. In case of any lapse on the part of the Contractor, SAD reserves the right to realize penalty or fines from the Contractor.
10. S.A. Deptt. will be at liberty to advertise for a fresh contract on the expiry of the contract period or renew the same contract by a separate written order, subject to satisfactory performance of the Contractor.
11. The Contractor will submit the bills for the completed work/services etc. only, at the end of each month to the authorised officer who will scrutinize the bill and if found in order, certify for payment and existing rules shall prevail.
12. Undersigned reserves the right to alter/cancel the terms & conditions mentioned above in greater interest.

Sd/-

Secretary to the Govt. of Assam,  
Secretariat Administration Department.

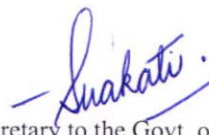
Memo No.S(E)5/2019/37-A

Dated Dispur, the 13<sup>th</sup> July, 2021.

Copy to :-

1. Director, Information & Public Relations, Assam, Dispur. He is requested to take necessary action for publication of this notice in local newspapers. He is also requested to forward copy of advertisement to this Department for record.
2. Notice Board.
3. Content manager.

By Order Etc.

  
Joint Secretary to the Govt. of Assam,  
Secretariat Administration (Estt.) Department.