



**GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION DEPARTMENT
DISPUR :: GUWAHATI-6**

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

No. S(E)19/2017/119

Dated Dispur, the 20th October, 2020.

TENDER NOTICE

Separate Sealed tenders for each of the following items affixing Court fees stamps of Rs.8.25 (Rupees eight and twenty five paise) only for each tender are invited from Registered Firms for supply of following articles for use in the Govt. vehicle (Innova Crysta/ Innova/ Scorpio/ Indigo / Bolero / Maruti D'zire) under Secretariat Administration (Estt.) Department, Vehicle Cell, Assam Secretariat (C) for 1 (one) year. The tenders will be received upto 02:00 P.M. of 05-11-2020 and will be opened at 03:00 P.M. on the same day by the undersigned.

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| (1) Towel (White big size)
Bombay Dyeing 90 cm X 18 cm | (17) Fire Extinguisher |
| (2) Car Perfume
Godrej Aer | (18) Car Shampoo |
| (3) Seat covers | (19) Flag Stand with cover |
| (4) Hand rest Cushion | (20) Wood Beat Seat Cover |
| (5) Sun protection | (21) Steering cover |
| (6) Floor metting (Grass) | (22) Pen Drive |
| (7) Cushion (18 X 18) | (23) Head Rest |
| (8) Mobile charger | (24) Foot Guard |
| (9) Cleaning brush | (25) Fog Light |
| (10) Wheel cap | (26) FM antenna |
| (11) Sun shed | (27) Rain Guard |
| (12) Govt. of Assam (Sticker) | (28) Wheel wrench |
| (13) Car Tape
Kenwood USB | (29) Jack |
| (14) Speaker
Kenwood / Sony | (30) Bumper Guard (Rear) |
| (15) Battery | (31) Head light Bulb |
| (16) Tyre | |

Terms & Conditions :

- (1) Three separate envelopes should be used for submitting (i) Tender (ii) Earnest Money Deposit and (iii) Samples of Supplied Items superscribing (a) "Tender for Supply of Items", (b) Earnest Money Deposit for the Tender of Supplied Items and (c) "Samples of Supplied Items" on the cover of the respective envelope.
- (2) Hypothetical/ conditional tender will not be entertained Tender once submitted shall not be allowed to be withdrawn or altered, otherwise appropriate action as may be deemed fit by the Department will be taken, including forfeiture of Earnest Money.

Cont'd

- (3) The Tenderers are required to send their tender alongwith a Demand Draft/ Call deposit/ FDR of Rs. 5,000 /- (Rupees five thousand) only drawn in favour of "The Deputy Secretary to the Govt. of Assam, Secretariat Admn. (Estt.) Deptt., Vehicle Cell" as Earnest Money which will be refunded to the unsuccessful tenderer on their written request. Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft.
- (4) The Department will deal with the tenderer directly and no middle-men/ agents/ commission agents etc. should be asked by the tenderer to represent their cause and they will not be entertained by the Department.
- (5) Over-writing/ over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
- (6) The Department, in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason thereof.
- (7) The rates should be valid for a period of 1 (one) year: from the date of opening of tender documents.
- (8) The Earnest Money/ Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein or if the supply is found unsatisfactory.
- (9) The Rate of the items should be submitted as per format at Annexure-I and quote the rates excluding GST. However the rate of GST for the items should be indicated separately.
- (10) The tenderer should submit their particulars as per format at Annexure-II.

Sd /- M. S. Manivannan, IAS
Commissioner & Secretary to the Govt. of Assam,
Secretariat Administration Deptt.

Memo No. S(E)19/2017/119-A

Dated Dispur, the 20th October, 2020.

Copy forwarded for information and necessary action to :-

- (1) The Director, Information & Public Relation, Assam, Dispur, Guwahati-6. He is requested to publish the tender notice immediately in widely published local dailies especially in "The Assam Tribune", "Axomia Pratidin", "Amar Asom" etc. for adequate publicity and send copies of published notice to the Deptt. for record.
- (2) The Content Manager, S.A.D., Vehicle Cell for uploading in Govt. official Website.
- (3) Notice Board, Assam Secretariat (C).
- (4) Office copy.

By order etc.



Deputy Secretary to the Govt. of Assam,
Sectt. Admn. (Estt.) Deptt., Vehicle Cell

Shakati
20/10/2020