

16/5/17

GOVERNMENT OF ASSAM  
SECRETARIAT ADMINISTRATION (ESTT.) DEPARTMENT,  
VEHICLE CELL, DISPUR, GUWAHATI-6

No. S(E)19/2017/1

Dated Dispur, the 16<sup>th</sup> May, 2017.

**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) under Secretariat Administration (Estt.) Department, Vehicle Cell, Assam Secretariat (C) for the year 2017-2018 and 2018-2019 as mentioned below. The tenders will be received upto 2:00 P.M. of 30-05-2017 and will be opened at 2:30 P.M. on the same date by the undersigned.

- |   |                               |
|---|-------------------------------|
| (1) Towel (White big size)                          | (10) Tyre                     |
| (2) Car Perfume                                     | (11) Battery                  |
| (3) Seat covers                                     | (12) Cleaning brush           |
| (4) Hand rest Cushion                               | (13) Wheel cap                |
| (5) Bumper Guard (Front & Rear)<br>Innova / Scorpio | (14) Sun Shed                 |
| (6) Sun protection                                  | (15) Govt. of Assam (Sticker) |
| (7) Floor metting(Grass)                            | (16) Car Tape                 |
| (8) Cushion (18 X 18)                               | (17) Speaker                  |
| (9) Mobile charger(Multiple)                        |                               |

**Terms & Conditions :**

- (1) Three separate envelopes should be used for submitting (i) Tender (ii) Earnest Money and (iii) Samples of Supplied Items superscribing (a) "Tender for Supply of Items", (b) Earnest Money 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- (2) Hypothetical/ conditional tender will not be entertained Tender once submitted shall not be allowed to be withdrawn or altered, otherwise appropriate action as may be deemed fit by the Department will be taken, including forfeiture of Earned Money.
- (3) The Tenderers are required to send their tender alongwith a Demand Draft of Rs.5,000 /- (Rupees Five thousand) only drawn in favour of "The Joint 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.

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- (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 therefore.
- (7) The rates should be valid for a period of 1 (one) years 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.
- (10) The tenderer should submit their particulars as per format at Annexure-II.

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

Memo No. S(E)19/2017/1

Dated Dispur, the 16<sup>th</sup> May, 2017.

Copy forwarded for information and necessary action to :-

- (1) Director, Information & Public Relations, Assam, Dispur. He is requested to publish the tender notice at least in 2 (two) leading local daily newspapers.
- (2) Managing Director, AMTRON, Bamunimaidan, Guwahati-21. He is requested to display the above advertise in Assam Govt. website.
- (3) Notice Board, Assam Secretariat (C).

By order etc.



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

ANNEXURE-I

Details regarding item-wise Rates :-

Sl. No.	Items	Rate per piece (in Rs.)	VAT
(1)	Towel (White big size)		
(2)	Car Perfume		
(3)	Seat covers		
(4)	Hand rest Cushion		
(5)	Bumper Guard (Front & Rear) Innova / Scorpio		
(6)	Sun protection		
(7)	Floor metting(Grass)		
(8)	Cushion (18 X 18)		
(9)	Mobile charger(Multiple)		
(10)	Tyre		
(11)	Battery		
(12)	Cleaning brush		
(13)	Wheel cap		
(14)	Sun Shed		
(15)	Govt. of Assam (Sticker)		
(16)	Car Tape		
(17)	Speaker		

**ANNEXURE-II**

<b>Sl. No.</b>	<b>Particulars</b>	<b>To be filled by the Tenderer</b>	
(1)	(a) Name of Firm / Agency		
	(b) Address		
	(c) Name of proprietor		
	(d) Telephone No.		
	(e) Mobile No.		
	(f) E-mail address		
	(g) Name of business partner, if any		
(2)	PAN Number (copies to be enclosed)		
(3)	CST/VAT Registration Certificate (Copies to be enclosed) (TIN Numbers)		
(4)	Service Tax Registration No. (copies to be enclosed)		
(5)	Whether copies of Income Tax Return for last 2 year attached.		
(6)	Details of EMD (i) Amount (ii) Draft No. (iii)Date (iv)Issuing Bank		
	(7)	Whether terms and conditions is acceptable or not ?	
	(8)	Whether the firm is blacklisted by any Government/ Department or any criminal case is registered against the firm or its owner/ Partners anywhere in India (If no, an undertaking to this effect may be attached)	

(Signature of the authorized person)

Name :

Designation :

Seal :

Date :

Place :