

GOVERNMENT OF ASSAM  
DIRECTORATE OF SERICULTURE,  
ASSAM, KHANAPARA, GUWAHATI-22

No. SDA(R).19/2022-23/9, *FNH*

Dated Guwahati, the *13<sup>th</sup>* Sept./2022.

**Notice Inviting Quotation**

Sealed Tenders affixing court fee stamp of Rs.8.25/- (Rupees eight and twenty five paise) only are invited in 2(two) bid system: a) Technical Bid & b) Financial Bid by the undersigned from intending registered firms/suppliers for supply of stationery, Miscellaneous articles & Electrical Goods for use in the Directorate of Sericulture, Assam, Guwahati-22 for the year 2022-23. The list of stationery, Miscellaneous articles and electrical goods at Annexure-A, Annexure-B and Annexure-C respectively are available with the tender documents.

**Time Schedule**

- |                                                             |                                                                         |
|-------------------------------------------------------------|-------------------------------------------------------------------------|
| a) Date of issue of Tender Documents:                       | 16.09.2022                                                              |
| b) Last Date of Submission of Tenders:                      | 10.10.2022 till 2.00 pm                                                 |
| c) Date, Time & Venue of opening of Tender (Technical bid): | 10.10.2022 at 2.30 pm at Directorate of Sericulture, Assam, Guwahati-22 |
| d) Date, Time & Venue of opening of Tender (Financial bid): | To be intimated in due course of time                                   |

The interested firms/suppliers may collect the tender documents from the Directorate of Sericulture, Assam, Guwahati-22 during the office hours from 16-09-2022 to 07-10-2022 up to **2:00 pm**. The tender documents may also be downloaded from the website, [www.sericulture.assam.gov.in](http://www.sericulture.assam.gov.in).

If the schedule date and time of opening the tender is to be postponed due to any unforeseen event, same will be opened on the next working day or on any day fixed by the Directorate of Sericulture, Assam, Guwahati-22.

The Director of Sericulture, Assam, Guwahati-22 reserves the right to accept or reject any or all tender papers without assigning any reasons thereof.

Sd/-  
Director

Sericulture, Assam, Guwahati-22

Memo No. SDA(R).19/2022-23/9-A *FNH*  
Copy to:-

Dated Guwahati, the *13<sup>th</sup>* Sept./2022.

- 1) The Secretary to the Govt. of Assam, Handloom Textile & Sericulture Department, Dispur, Guwahati-6 for favour of kind information.
- 2) The Director of Information & Public Relation, Assam, Guwahati-6. He is requested to make necessary arrangement for publishing the Advertisement in two issues of leading "Daily newspaper" one in Assamese and other in English (one issue each).
- 3) The Dealing Assistant of SDT Branch for uploading in Sericulture website
- 4) Office Notice Board

*[Signature]*  
Director,

Sericulture, Assam, Guwahati-22.

*[Signature]*

### Details Terms and Conditions

- 1.) The tenderer should be based in Guwahati city having shop/showroom etc within the Guwahati Municipal Corporation (GMC) area.
- 2.) Tenderer should put the documents for technical & Financial bid in two seal envelopes separately clearly mentioning in writing "Documents for Technical bid (Tenderer's name)" & " Document for Financial Bid (Tenderer's name)". The tenderer should put these two seal envelopes (containing technical & Financial bids) inside a main envelope and seal it. The tenderer should write in Capital letter "**Tender for Stationery, Miscellaneous articles, and Electricals Goods**" in the main seal envelope.
- 3.) The tenderers should fulfil the following requirements, copy of which should be attached with the tenderpaper, failing which the tender will be rejected (Technical Bid):
  - a) Firm Registration Certificate or Registration certificate under shop & Establishment Act or Registration Certificate as supplier
  - b) Valid Trade License,
  - c) GST Registration Certificate,
  - d) PAN Card,
  - e) Earnest Money Deposit DD,
  - f) IT Return of last 3 (three) years,. Tenderer should sign in each documents with seal and fill up the form in Annexure-I
- 4) The rate of each items should be quoted in the manner as indicated below: (Financial Bid):
  - a) Rate including cost of delivery and all taxes including GST etc,
  - b) Tenderer should sign in each documents with seal. The tenderer should fill up the form in Annexure-II ,Annexure III and Annexure-IV.
- 5) The tenderers who are qualified in the technical bid will only be evaluated in the financial bid.
- 6) The rate to be quoted should be written both in figures and in Words Legibly. Eraser/overwriting may be avoided.
- 7) Earnest money of **Rs.20,000/- (Rupees twenty thousand only)** in the form of DD in favour of the Director of Sericulture, Assam, Guwahati-22 may be furnished along with tender.
- 8) Each tender must carry the samples of each items in a separate packet of each duly indicating the same on the day of Financial bid.
- 9) The rates once accepted will remain valid up to **1 (one) year** from the date of acceptance. The term may be extended if the authority desires.
- 10) The Director of Sericulture, Assam does not bind itself to accept the lowest rate of any tenderer/suppliers or to assign any reason for accepting or rejecting any tender/quotation thereof. Director of Sericulture also reserves the right to cancel the contract before expiry of the terms of contract for any reason thereof.
- 11) In case of non-compliance of the work order within 7 days after being selected as successful bidder, the EMD will be forfeited and the party will be blacklisted for 3 (three) years.
- 12) All payments will be made through ECS/RTGS. **No cash payment and advance payment will be made to the supplier.**
- 13) Selected supplier after receiving the supply order should be able to supply the items immediately not less than 7(seven) days.
- 14) The firm will have to provide only the best quality product and in no circumstances this office will compromise on quality.
- 15) All the disputes shall be subject to the jurisdiction of Guwahati.
- 16) 5(five) years experience evidence will have to be submitted of the similar nature of work (with Govt. Organization)

  
Director,

Sericulture, Assam, Guwahati-22

