

GOVT.OF ASSAM  
OFFICE OF THE SENIOR QUALITY CONTROL OFFICER :: DEPTT. OF INDUSTRIES &  
COMMERCE :: ASSAM :: GUWAHATI-21.

NOTICE INVITING QUOTATION.

Quotation Notice No.GQC.10/89/180,

Dated 20/12/2018

Sealed Quotation affixing court fee stamp of Rs.8.25 (Rupees eight & paisa twenty five) only are invited by the undersigned for DG Panel Board repairing & Servicing form Authorised Service Centre for the Office of the Senior Quality Control Officer, Deptt. of Industries & Commerce, Govt. Assam, Bamunimaidan, Guwahati-21.

The quoted rate should be inclusive of all taxes and other relevant expenditure for completion of the work at the Laboratory situated at Industrial Estate, Bamunimaidan, Guwahati-21. The quoted rate should also be inclusive of all expenses as applicable under the existing law or levy by the statutory authorities/state/central govt.

The quotation will be received at the O/o the undersigned on or before 4 th Jan./2019 up to 1.00 P.M. & the same will be opened at 3.00 P.M. on the same date & place in presence of the indenting Firm/Laboratory or their authorized representative.

The Quotation documents along with Terms & Conditions, scope of work, list of Supporting Documents to be furnished along with quotation etc. can be collected from the office of the undersigned or can be downloaded from <https://industriescom.assam.gov.in>



Senior Quality Control Officer,  
Deptt. of Industries & commerce,  
Assam, Guwahati-21.

## QUOTATION DOCUMENTS

The Quotation is invited in sealed envelope super-scribing 1) Name & Address of the Firm  
2) Reference No. of the Quotation, for which quotation is filed shall be addressed to the "Senior Quality Control officer, Industries & Commerce, Govt. of Assam, Industrial Estate, Bamunimaidam, Guwahati-21".

### 1) Quotation shall consist of following documents

- 1.1 Non refundable Court fee stamp of Rs. 8.25 (Rupees eight & twenty five paisa) only to be affixed to the quotation document.
- 1.2 .Valid GST registration certificate.
- 1.3 PAN Card.
- 1.4 Clientele list.

### 2) Terms and condition of the Quotation

- 2.1 Rate to be quoted both in words & figures against each item.
- 2.2 The Quoted rate shall be inclusive of all taxes and levy impose by statutory authority, and any other cost as applicable.
- 2.3 There should not be any difference between the figure & words, the lowest will be considered.
- 2.4 The bidder may visit the site to assess the exact requirement of work.
- 2.5 Non submission of the certificates/information along with the quotation may entail rejection of the quotation.
- 2.6 .The Purchaser/selection committee reserves the right to accept or reject any or all the quotation without assigning any reason thereof.
- 2.7 Submission of Quotation by the farm/agency implies that he has read the instruction to quotation, the general condition of contract & has made himself aware of the scope & the specifications of the work to be executed & accepted all terms & conditions.
- 2.8 Final payment will be processed after completion of work to the satisfaction of the inspecting team of the office of the undersigned followed by production of bill.
- 2.9 Completion of work must be done within 31<sup>st</sup> January,2019.
- 2.10 Validity of offer:The offer shall remain valid for a period of 180 days.
- 2.11 Awarding the supply order to the successful bidder is subject to the availability of fund.
- 2.12 The undersigned will not be responsible for advance floating of quotation.
- 2.13 The quotation submitted by telex/telegram/fax/E-mail shall not be considered.
- 2.14 Conditional quotation shall not be accepted.
- 2.15 Quotation offer addressed to the Senior Quality Control Officer, Industries & Commerce Deptt., Industrial Estate,Bamunimaidam,Guwahati-21 can be submitted either in person or through Register post/Speed post/Couirer. The date and time of receipt of the offer shall be reckoned as the date and time of the submission of the offer at the office of undersigned.

  
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- 2.16 The department shall not be responsible for any delay including postal delay in submitting offer.
- 2.17 The Quotation shall be submitted to the office of the undersigned on or before 1 P.M. on 4<sup>th</sup> January/2019 and the same will be opened on the same date at 3 P.M. in presence of the firm/agency or their representatives.
- 2.18 If any dispute arises between the department and supplier, then court of Guwahati Kamrup(M) will have jurisdiction.
- 2.19 In case the last date of quotation happen to be govt. holiday, quotation will be received up to 1 P.M. of the next working day.
- 2.20 TDS will be as per govt. norms.



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