

**GOVERNMENT OF ASSAM
OFFICE OF THE COMMISSIONER OF INDUSTRIES AND COMMERCE
YDYG BHAWAN, BAMUNIMAIDAM, GUWAHATI-781021**

No. CI&C (V)128/2019

Dated Guwahati the 25th July' 2022

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from reputed Vendors/ Suppliers/ Agencies for Empanelment of Supplier of office Stationery & Consumables at the OPIU, APART, Office of the Commissioner of Industries & Commerce, Udyog Bhawan, Bamunimaidam, Guwahati- 781021. The details are given below:

Sl. No.	DESCRIPTION	Delivery Period	Place of Delivery
1.	Empanelment of Supplier for Office Stationeries & Consumables items. <u>Details:</u> As Annexed	Within 7 days from issuing of supply order.	OPIU, APART, Office of the Commissioner of Industries & Commerce, Assam, Udyog Bhawan, Bamunimaidam, Guwahati- 781021

The copy of NIQ may be obtained from the office of the Commissioner of Industries & Commerce, Udyog Bhawan, Bamunimaidam, Guwahati, Assam or download from the official website (<https://industriescom.assam.gov.in/>). The filled quotation with the supporting documents may be submitted by hand or by Post to "*The Commissioner of Industries & Commerce, Udyog Bhawan, Maniram Dewan Road, Bamunimaidam, Guwahati - 781021, Assam*" within the NIQ submission date i. e. not later than 09/08/2022, 3.00 PM. The NIQ will be opened on the same day at 3.30 P.M.

The envelope must be superscripting on the top "Empanelment of supplier of office Stationery & Consumables".

The NIQ submission Date& Time : 09/08/2022; 3.00 P.M

The NIQ opened Date & Time : 09/08/2022; 3.30 P.M

Additional Director (FP)

O/o the Commissioner of Industries & Commerce
Udyog Bhawan, Bamunimaidam, Guwahati, Assam

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INVITATION FOR QUOTATION
EMANELMENT OF SUPPLIERS OF OFFICE STATIONERY & CONSUMABLES

IFQ No. CI&C (V)128/2019/

Dated:, 2022

To

Dear Sirs,

Sub: Invitation for Quotation for Empanelment of supplier of office Stationery & Consumables at the OPIU, APART, Office of the Commissioner of Industries & Commerce, Assam, Udyog Bhawan, Bamunimaidam, Guwahati- 781021.

You are invited to submit your most competitive quotation for the following: -

Sl. No.	DESCRIPTION	Delivery Period	Place of Delivery
1.	Empanelment of Supplier for Office Stationeries & Consumables items. Details: As Annexed	Within 7 days from issuing of supply order.	OPIU, APART, Office of the Commissioner of Industries & Commerce, Assam, Udyog Bhawan, Bamunimaidam, Guwahati- 781021

1. Bid Price

- a. Bidder has to quote the price as per prescribed format in **Annexure-III**.
- b. The contract shall be all items as specified above. Corrections, if any in the bid, shall be made by crossing out, initialing, dating and re writing.
- c. All taxes and other levies payable on components on delivery at site shall be included in the total price.
- d. Quoted price should be including of GST.
- e. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- f. The Prices shall be quoted in Indian Rupees only.

The Purchase Order should be issued as and when required basis.

2. **Each bidder shall submit only one quotation.** The Envelope should be superscribed with "Empanelment of suppliers of office Stationery & Consumables" at the OPIU, APART, Office of the Commissioner of Industries & Commerce, Assam, Udyog Bhawan, Bamunimaidam, Guwahati- 781021".

3. Validity of Quotation.

Quotation shall remain valid for a period not less than **30 days** after the deadline date specified for submission.

4. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Are properly signed; and
- (b) Confirm to the terms and conditions, and specifications.
- (c) Submission of all supporting documents mentioned at cl. No. 5 below.

5. Documents to be submitted

- (a) Complete address of the Firm with Name of the Proprietor , Telephone, Mobile Nb, Email id.
- (b) Valid Trade License/ Registration Certificate.
- (c) GST Registration Certificate
- (d) Copy of PAN Card
- (e) Past performance certificate (supply value not less than Rs. 20,000) issued by previous Purchaser minimum 3 nos. of last 1 year.

The RFQ and its Annexure along with all supporting documents of each page duly stamped and signed by the authorized signatory.

Failure to submit the above-mentioned documents will be a cause to disqualify the quotation.

6. Award of contract

- 6.1 The Office of the Industries & Commerce, Assam will empanel/ award the contract to the supplier whose quotation has been determined to be substantially responsive and who have offered the lowest evaluated quotation price.
- 6.2 Notwithstanding the above, the Office of the Commissioner of Industries & Commerce, Assam reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract without specifying any reasons.
- 6.3 The supplier whose quotation is accepted will be notified of the award of contract by the CI&C prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
- 6.4 In case of a tie, the Authority may ask the bidders, who are tied to submit the revised quote with all the conditions of the RFQ remaining unchanged. The bidders who quote the lowest revised quote shall then be declared as the successful bidder.

6. Payment term:

(a) Payment shall be made within 15 days after receiving the bills/invoices and acceptance/approval of the same.

7. Duration of Empanelment Contract

The contract is **1 year** from the date of Award the empanelment. The contract may be renewed based on the satisfactory performance which will be decided by the O/o the Industries & Commerce, Assam.

8. Termination

The Office of the Commissioner of Industries & Commerce, Assam may terminate the contract with **1(one) month** prior notice, without assigning any reason thereof.

ANNEXURE- I

Covering Letter

(This must be submitted in the official letterhead of the agency)

From: (Full Name and address of the Supplier)

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To,

**The Additional Director (FP)
O/o the Commissioner of Industries and Commerce, Assam
Udyog Bhawan, Bamunimaidam, Guwahati- 21**

Sub: Invitation for Quotation for Empanelment of supplier of office Stationery & Consumables at the OPIU, APART, Office of the Commissioner of Industries & Commerce, Assam, Udyog Bhawan, Bamunimaidam, Guwahati- 781021.

Sir,

1. I/We, the undersigned, hereby submit our Quotation.
2. I/We hereby submit our document. A copy of the RFQ document, duly signed on each page is also submitted as a proof of our acceptance of all specifications as well as terms and conditions.
3. **Declaration:** It is hereby declared that particulars furnished herewith are true and correct as per my/our knowledge and belief. In the event of any particulars are found to be false, I/we shall be liable to such consequences/lawful actions as Office of the Commissioner of Industries & Commerce, Assam wish to take.
4. **Quotation Validity Period:** My/Our Quotation shall be valid for the period of 30 days from the deadline fixed for its submission.

Yours faithfully

**Signature of the authorized signatory
Bidder with name, designation, seal and date**

ANNEXURE-II

UNDERTAKING

(This must be submitted in the official letterhead of the agency)

To,

The Additional Director (FP)
O/o the Commissioner of Industries and Commerce, Assam
Udyog Bhawan, Bamunimaidam, Guwahati- 21

Sub : **Undertaking for not being blacklisted.**

Sir,

I, the undersigned hereby certify that neither the M/s
Nor any of its director/ constituent partners have been blacklisted by any State or Central Government or Government Undertaking/Enterprise, prior to the date of **Empanelment of supplier of office Stationery & Consumables** for the Office of the Commissioner of Industries & Commerce, Assam, Bamunimaidam, Guwahati-21.

Yours faithfully

Signature of the authorized signatory
Bidder with name, designation, seal and date

ANNEXURE- III
PRICE QUOTATION

(This financial part must be submitted using official letter head of the firm)

To,

The Additional Director (FP)
O/o the Commissioner of Industries and Commerce, Assam
Udyog Bhawan, Bamunimaidam, Guwahati- 21

Sub: Request for Quotation [RFQ] for Empanelment of supplier of office Stationery & Consumables at OPIU, APART, Office of the Commissioner of Industries & Commerce, Udyog Bhawan, Assam.

Sir,

1. I/We, the undersigned, hereby submit the financial part of our Quotation. In submitting our Financial Part, we make the following additional declarations:

- (a) Our price quotation shall be valid for the period of **1 year** from the award of the empanelment;
(b) I/we have thoroughly read and understood all the terms and conditions as contained in the RFQ and agree to abide by them.

Sl. No.	Name of the Items	Technical Specifications	Quantity	Specification offered by Agency with Brand Name	Unit Rate inclusive of GST (in Rs)	Amount (inRs.)
1	Copier Paper (A4)	75 GSM, 500 sheets	Per Packet			
2	Copier Paper (Legal)	75 GSM, 500 sheets	Per Packet			
3	Note Sheet Paper (Legal)	90 GSM, 500 sheets (slightly-green-colored)	Per Packet			
4	Photo Glossy Paper	A4, 200 GSM	Per packet			
5	Plastic Folder (General)	Hard Quality, Size: 14" x 10" (LxB), Type – Button, double folder	Per unit			
6	Transparent plastic folder	A4 size, General	Per unit			

Sl. No.	Name of the Items	Technical Specifications	Quantity	Specification offered by Agency with Brand Name	Unit Rate inclusive of GST (in Rs)	Amount (inRs.)
7	Transparent plastic folder	A4 size, Button type	Per unit			
8	Writing Pad (Ruled)	Size - A5, Pages-20 (10 leaves) excluding cover, Paper- 70 GSM, Cover- Hard Board good quality.	Per unit			
9	Writing Pad (Ruled)	Size - A5, Pages-100 (10 leaves) excluding cover, Paper- 70 GSM, Cover- Hard Board good quality.	Per unit			
10	Ball Point Pen(0.5)	Red/Blue /Black (Good Quality)- 5 pcs. Per packet	Per Packet			
11	Parker Pen	Blue /Black (Good Quality)	Per unit			
12	Marker Pen	Red/Blue /Black (Good Quality)	Per unit			
13	Highlighter	Transparent, (5 Pcs. Per Packet)	Per unit			
14	Correction Pen (Stick)	15 gm	Per stick			
15	Pencil HB	Wooden (10 Pcs. Per Packet)	Per Packet			
16	Eraser	Good Quality (10 Pcs. Per Packet)	Per Packet			
17	Permanent Marker Pen	Black/Red/Blue	Per unit			
18	Stamp Pad	Good Quality	Per unit			
19	Stamp Ink	Blue/Black (100 ml)	Per unit			
20	White Board Marker Pen	Blue/Black	Per unit			

Sl. No.	Name of the Items	Technical Specifications	Quantity	Specification offered by Agency with Brand Name	Unit Rate inclusive of GST (in Rs)	Amount (inRs.)
	(Erasable)					
21	White Board Duster	Good Quality	Per unit			
22	Binding Register	No. 10	Per unit			
23	Binding Register	No. 12	Per unit			
24	Binding Register	No. 16	Per unit			
25	Service Envelope (General)	10" x 4" good quality; Brown	Per unit			
26	Legal size envelope	Plain (inner cloth)	Per unit			
27	Stapler Machine	No. 10	Per unit			
28	Staple Machine	No. 24	Per unit			
29	Staple Pin	No. 10	Per packet			
30	Staple Pin	No. 24	Per packet			
31	Paper Punching Machine (one hole)	Punching capacity of min 30 sheets	Per unit			
32	Paper Punching Machine (one hole)	Punching capacity of min 50 sheets	Per unit			
33	Paper Clip	Nickel Plated-Rust Proof	Per packet			
34	Binder Clips	15 mm	Per packet			
35	Paper Cutter Knife	Min. 18 mm	Per unit			
36	Tag (cotton) (100 per bundle)	12" best qualities	Per bundle			
37	Sutli plastic (Ball)	Core Thread	Per unit			

Sl. No.	Name of the Items	Technical Specifications	Quantity	Specification offered by Agency with Brand Name	Unit Rate inclusive of GST (in Rs)	Amount (inRs.)
38	Adhesive Tape	24 mm x 65 meters (transparent)	Per unit			
39	Adhesive Tape	24 mm x 65 meters (brown)	Per unit			
40	Glue Stick	25g	Per unit			
41	Adhesive (Dendrite/Fevicol)	20 ml	Per unit			
42	Calculator	12 Digits, 300 steps	Per unit			
43	Metal Scale (steel)	30 cm	Per unit			
44	Index File/ Guard file/Box File	Best Quality Index File (Arch), Laminated	Per unit			
45	Poker	Plastic Handle	Per unit			
46	Scissor	Size: 9", Stainless Steel	Per unit			
47	Laminated File cover (with printing) & hard Board	For Cover -14"x10", 300 GSM, Light Blue/Black color for hard board-14.5" x10.5"	Per unit			
48	Pencil battery	Good Quality- AA Battery	Per unit			
49	Pencil battery	Good Quality-AAA Battery	Per unit			
50	Lock & Key 5 liver	40 mm	Per unit			
51	Lock & Key 7 liver	60 mm	Per unit			
52	Computer Mouse	USB, Wired	Per unit			
53	Computer Mouse	Wireless	Per unit			
54	Waste paper Basket without	Good Quality, Size: 23x18x28cm,	Per unit			

Sl. No.	Name of the Items	Technical Specifications	Quantity	Specification offered by Agency with Brand Name	Unit Rate inclusive of GST (in Rs)	Amount (inRs.)
	cover					
55	Pen Drive	64 GB, Metal	Per unit			
56	Pen Drive	128 GB, Metal	Per unit			
57	Hard Disk	Capacity: 2 TB, Interface: USB Type-C, USB 3.0, Thunderbolt 3	Per unit			
58	Surgical Mask	<i>Filtration Effectiveness:</i> 3.0 Microns: >=98%	Per Packet			
59	N95 Mask	<i>Filtration Effectiveness:</i> 3.0 Microns: >=98%	Per unit			
60	Sanitizer	WHO standard, 50 ml	Per unit			
61	Sanitizer	WHO standard, 100 ml	Per unit			
62	Sanitizer	WHO standard, 500 ml	Per unit			
63	Sanitizer	WHO standard, 1 Ltr	Per unit			
64	Paperweight	Decorated Square Glass Paper weight	Per unit			
65	FileTray(Plastic)	385x285x65mm	Per unit			
66	Hard Board	Good Quality	Per unit			
67	Page Marker- Flag	4 nos of Note Sticks, 3"X3", 40 sheets	Per Packet			
	TOTAL					

Total Amount (in words).....

We agree to provide the above food services in accordance with the specifications within the period specified in the Invitation for Quotations.

Yours faithfully,

Seal :

Signature :

Name :

Address :

Phone No. :

Email ID: