

**OFFICE OF THE PROJECT DIRECTOR  
ASSAM STATE AIDS CONTROL SOCIETY  
KHANAPARA: GUWAHATI-22**

No. ASACS/NACP-IV/PROC/PS/2013/543/Pt/27

Dated: 11.04.2017

**NOTICE INVITING TENDER**

Sealed quotation in single bid system affixing non-refundable court fees Stamp worth of Rs. 8.25 (Rupees eight and paisa twenty five) only are invited from the reputed dealers/ distributors/ suppliers for supply of office stationeries in Assam State AIDS Control Society, Khanapara, Guwahati-22. The quotation must reach the undersigned on or before **08.06.2017** up to **1:30 P.M.** after which no quotation will be accepted. The quotation will be opened on the same day at **2:00 P.M.** in presence of the bidders or their authorized representatives, if any. No Complaint will be entertained and considered on the plea of postal delay or otherwise and also no correspondence will be made or entertained regarding non-compliance of any terms and conditions and submission of documents along with the quotations as required. The tender is valid for 90 (Ninety) days. An EMD of Rs.5,000/- (Rupees Five Thousand) only is required to submit along with the tender. **Submission of samples is a must.** List of items with specifications is enclosed at **Annexure-I**.

1. All quotations duly sealed must be addressed to the Project Director, Assam State AIDS Control Society, Khanapara, Guwahati-22, and super scribed as “**Tender for Supply of Office Stationeries in Assam SACS**” on the top of the sealed cover. Full name and address of the bidder should be mentioned on the cover.
2. The following documents (Photostat copy) should be enclosed along-with the quotation:
  - i. VAT/ CST Registration Certificate.
  - ii. Up to date, VAT/ CST Clearance Certificate
  - iii. Up to date, Trade License
  - iv. PAN Card.
3. **BID PRICE**
  - a) The contract shall be as per requirement. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
  - b) All duties, taxes or other levies payable by the bidder under the contract shall be included in the total price.
  - c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to change on any account.
4. **VALIDITY OF QUOTATION**

Quotation shall remain valid for a period of 90 (Ninety) days after the deadline date specified for submission of quotations.
5. **VALIDITY OF RATE**

The rate will be valid for 1 (one) year from the date of finalization of the tender. The validity of rates may further be extended with mutual consent. However, the Tendering Authority reserves the right to reduce/ cancel the validity period.

6. **EVALUATION OF QUOTATIONS**

The purchaser shall evaluate and compare the quotations determined to be substantially responsive which are properly signed and confirm to the terms and conditions, specifications and samples. **Tender will be evaluated as a package.**

7. **EARNEST MONEY DEPOSIT**

All bids must be accompanied with **EARNEST MONEY DEPOSIT** amounting to Rs. 5,000/- in the form of Demand Draft/ Bankers Cheque in favour of the PD, Assam State AIDS Control Society, payable at Guwahati. EMD of the successful bidder shall be retained till completion of the contract but shall not carry any interest. In case the successful bidder fails to execute the contract and/ or withdraws the bid within the validity period of the bid, the EMD shall be forfeited. The EMD of the unsuccessful bidders will be returned after finalization of the tender.

8. **ANNULMENT OF AWARD, FORFEITURE OF EARNEST MONEY & FRESH AWARD**

Failure of the successful bidder to comply with the requirements shall constitute sufficient grounds for annulment of the award and forfeiture of the bid security. Under such situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstance.

9. **DELAY IN DELIVERY**

- a) In case there is delay in delivery beyond the stipulated period, there shall be reduction in price @ 0.5% of the value of delayed goods per week of delay or part thereof subject to a maximum of 10% of the total order value.
- b) Once the maximum price reduction is reached, termination of the contract may be considered.
- c) Non-performance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years, in addition to forfeiture of EMD and other penal provisions.

10. **AWARDS OF CONTRACT**

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who will be qualified to be the lowest evaluated bidder.

Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

The bidder whose bid is accepted will be notified of the award of the contract by the purchaser prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

11. Project Director, Assam State AIDS Control Society, reserves the right to accept or reject any or whole of the Tender without assigning any reason there of and does not bind himself to accept the lowest or any other rates. The decision of the Project Director, Assam State AIDS Control Society, will be binding and final in all cases.

TeleFax. 0361-2360524

**Project Director  
Assam State AIDS Control Society  
Khanapara, Guwahati-22**

**Annexure-I****List of Stationery Items**

<b>Sl No</b>	<b>Items</b>	<b>Specification</b>
1	Photostat A4 Paper (JK)	75 GSM
2	Photostat Paper Legal (JK)	75 GSM
3	Note Sheet Paper	90 GSM Legal Size
4	Plastic Folder - reputed quality	Hard Quality, Size: 14" x 10" (L x B), Thickness- 180 micron, Type – Buttam, double folder (Infinity)
5	Plastic Folder - for conference	Compatible Paper Size- A4, Build Material- PP, One side pocket, one inner pocket and one pen slot, classic chord lock
6	Writing Pad plain	Size - A5, Pages- 40 (20 leaves) excluding cover, Paper- 70 GSM, Cover- Hard Board good quality.
7	Ball Point Pen, good quality	.05 mm (Red/Blue /Black/ Green)
8	Service Envelope General	10" x 4" good quality
9	Envelope Laminated	10" x 4.5" good quality
10	Envelope Laminate	10" x 12" good quality
11	Envelope Laminate	16" x 12" good quality
12	Permanent Marker	0.5 mm bulet tip
13	Page Marker	25 mm x 75 mm, 3 Pc in a packet
14	Calculator	Dual Power, Big Size, 12 Digit. 150 steps check, Independent Memory & GT Memory
15	Staple Machine	10 No.
16	Staple Machine	24 No.
17	Staple Pin	10 No.
18	Staple Pin	24 No.
19	Tag Nylon (long)	8" best quality
20	Tag Nylon (short)	5" best quality
21	Adhesive Tape, transperant	48 mm
22	Glue Stick	15g
23	Highlighter	Transparent
24	Plastic Scale	3.75 cm x 30.5 cm
25	Sutli plastic	Core Thread per kg
26	Peon Book	6" x 8"
27	Log Book-Rolling	12"x5"
28	Alpin / Paper Pin	1.5" Nickel Plated
29	Blank CD	4 X -10X, 80 Min, 700 MB
30	Blank DVD	Up to 16x burn speed, 4.7 GB capacity
31	Lever Index File (Special)	Polymer Sheet, Capacity- 500 Sheets, Durable & Recyclable, Hard to scratch, water proof & moisture proof, 75 mm Clip Mechanism, Paper Stopper, Snap Lock Polycover, Finger hole on Spine, Spine Pocket for Holding Index Ticket
32	Deluxe Register General	Cloth Binding per no.

33	Naphthalene	Per Pkt. 100 Nos.
34	Dettol Hand Wash Liquid	200 ml
35	Liquid Phenyl	500 ml
36	Citranola	5 Ltr.
37	Room Freshner	200 ml
38	Harpic	500 ml
39	Mosquito Repellent Spray	325 ml
40	Pokar	Plastic Handle
41	Scissor	9", Stainless Steel, good quality
42	CD/ DVD Mailer	
43	Plastic Bucket	25 Ltr.
44	Plastic Mug	1 Ltr.
45	Punching Machine	Kangaro
46	Automatic Air Freshener	250 ml
47	Wooden Pencil	HB
48	Broom	Good Quality
49	Floor Wiper (Plastic)	Good Quality
50	Lysol	975 ml
51	Godrej Lock	7 Leaver, 3 keys
52	Stamp Pad	Good Quality
53	Stamp pad ink	Good Quality
53	Gem Clip	Rust Free, Stainless Steel
55	Binder Clip	Good Quality, 41 mm
56	Dettol Soap	75 gram
57	Vim Bar	200 gram
58	Door Mate	Size 1'6" x 2'6" Coconut Fiber
59	Towel(Big)	Good Quality Size : <b>Size 2ft x 3ft 6 inches</b>
60	Dustbin	Plastic 6.5 Liters
61	Toilet Brush	Good Quality
62	Floor Wiper	Cotton
63	Notice Board Pin	<b>Rust Free</b> , Quartet Push Pins, 1-Inch, Assorted Colors, 30 pack
64	Mosquito repellent liquid	Good knight advance 45ml

**Format of Price Bid**

Sl. No.	Item with Specifications	Mfg/ Brand	Rate in INR (Including all taxes)
---------	--------------------------	------------	-----------------------------------

**Project Director  
Assam State AIDS Control Society  
Khanapara, Guwahati-22**