



ASSAM STATE ELECTION COMMISSION
HOUSEFED COMPLEX, DISPUR, GUWAHATI - 781006 Ph. No. 0361-2263210/2220240/2264920
(tele-fax) 2220024 e-mail - secassam@gmail.com

No.SEC. 28/2015/49

Dated Dispur the 5th March, 2018.

Short Notice Inviting Tender

Quotations in two bid systems (Technical bid and Price bid) are invited from intending parties in sealed cover with court fee stamp of Rs. 8.25 (Rupees eight and paise twenty five) only for supply of the following items as per terms and conditions at *Annexure- I*. The intending quotationers may visit the office of the Assam State Election Commission, Housefed Complex, Bellola Road, Dispur, Guwahati-6, on any working day during office hours for any query before submitting their quotations. Last date for submission of quotation is 3:00 PM of 13.03.2018. The tenders will be opened on the same day (13.03.2018) at 4:00 PM and interested firms/ parties or their representatives may remain present.

The items with specification are:

1) Best Quality Curtain Clothes (Light Blue) with stitching-	45 Mtr.
2) Big size file rak	- 2 Nos.
3) Wall clock with Black frame around	- 1 No.
4) Mobile Set (brand to be quoted by supplier)	- 4 Nos.
5) Best Quality Cup plates	- 7 dozen.
6) Best Quality Quarter plates	- 5 dozen.
7) Electric Kettle (1 Ltr. Capacity)	- 1 No.
8) Milton Thermo Flask (2 Ltr. Capacity)	- 1 No.
9) Milton Thermo Flask (½ Ltr. Capacity)	- 1 No.
10) Big size Towel (White)	- 10 Nos.
11) Best Quality VIP Spoon	- 5 dozen
12) National Emblem with frame (made of Brass) (Diameter- 2 ft)	- 1 No.
13) Calling Bell	- 1 No.

Terms & Conditions


- 1) The price quoted shall be valid for a period of 1(one) year from the last date fixed for the receipt of Tender/quotation.
- 2) The supply should be made within 7 (seven) days from the date of receipt of the order.
- 3) The rate should be quoted inclusive of all taxes and other charges as applicable.
- 4) The undersigned reserves the right to reject any or all the tenders /quotation without assigning any reasons thereto and without incurring any liabilities/ obligations on the part of the Assam State Election Commission.
- 5) Authority reserves the right to check the quality of the supplied items.
- 6) Firms will have to submit copies of : Firm Registration Certificate, GST Registration Certificate, Valid & up-to-date Trade Licenses, Pan Card etc. along with the tender.
- 7) Selected bidders will have to deposit Earnest money @ Rs. 2% of the total bid value in the form of Bank draft in favour of "Secretary, Assam State Election Commission" payable at SBI, Dispur Branch. The earnest money of unsuccessful bidder will be returned within one month from the date of issue of work order. Earnest money of the selected bidder will be returned only after satisfactory completion of the supply. In case of violation of any terms and conditions of the NIT, the earnest money will be forfeited.

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- 8) Payment is subject to receipt of fund from Government.
- 9) And any other conditions as deem to be just, fit and proper at any point of time.
- 10) Experience certificate for supply of similar items to Govt. departments should be enclosed.
- 11) Technical bid will be opened on the same day of opening the tender Price bid will be opened only of those bidders, who will qualify in the technical bid, in a convenient date to be notified later on. The Price bid should be submitted in a separate envelope duly sealed in the following proforma.

Sl. No.	Name of Item	Base price per unit	Taxes	Quantity	Total Price (both in figure and words)
1	2	3	4	5	6

- 12) Bill may be submitted in triplicate along with a copy of the work order and copy of Challan etc. for payment.



Secretary,
Assam State Election Commission,
Dispur :: Guwahati-781006.

Dated Dispur the 5th March, 2018

Memo No. SEC. 28/2015/49 -A

Copy to:-

1. Office Notice Board. ASEC/Website.


Secretary,
Assam State Election Commission,
Dispur :: Guwahati-781006.