

GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER, DIBRUGARH
DIBRUGARH-786003

No. DBR/Tender/DCWC/2019/150

Date: 18/9/2019

NOTICE INVITING TENDER
(Office Stationeries)

Scaled quotation affixing non-refundable court fee stamp of Rs. 8.25 (Rupees Eight & Twenty Five Paisa Only) are hereby invited from all intending Firms/Suppliers and Govt. Registered Suppliers or Contractors of Dibrugarh District for supply of Office Stationeries as per Annexure- I, at District Children and Women Cell, Office of the Deputy Commissioner, Dibrugarh during the financial year 2019-2020 as per terms & conditions given below. The same will be received at District Children and Women Cell (2nd Floor), Office of the Deputy Commissioner, Dibrugarh on 26th September 2019 up to 3:00 pm and same will be opened at the same place at 11:00 AM on 27th September 2019 in the presence of bidders or their representatives. The intending bidders may obtain detail particulars and list of items from District Children and Women Cell, Office of the Deputy Commissioner, Dibrugarh, during office hours up to 24th September 2019.

Terms & Conditions:-

1. The Deputy Commissioner, Dibrugarh reserves the right to reject/accept the tender without assigning any reason thereof.
2. Copy of valid Trade License, GST Registration Certificate, Pan Card, and up-to-date Income tax and Sales tax clearance certificate and Bank Account details to be submitted along with the bid documents.
3. Security Deposit Rs. 10,000/- (Ten Thousand) only is to be paid through Demand Draft in favour of Deputy Commissioner, Dibrugarh from any nationalized bank. The security deposit money of successful bidder will be retained by the D.C. Office, Dibrugarh & will be returned without any interest after expiry of the agreement, if the successful bidder withdraws the tender or fails to execute the supply order within the given time, the security deposit money will be forfeited & the firm/Suppliers/Govt. Registered Suppliers may be blacklisted for future tender process in the Office of the Deputy Commissioner, Dibrugarh.
4. Bidders should quote item wise rate and name of brand/company. The rate of the items and GST should be shown separately.
5. The evaluation criteria for comparison of rates for the purpose of identifying the lowest bidder shall be on the basis of lowest quoted rate.
6. The committee will prepare a comparative statement of all the articles quoted in the quotation by different bidders for approval of D.C Dibrugarh.
7. Legal jurisdiction of any dispute will be within Dibrugarh District only.
8. The bidders whose quotations are accepted may enter into agreement with the undersigned or any officer authorised by the D.C Dibrugarh.
9. The Bidder/ Bidder's firm must not be black listed/ terminated out by any Govt. Department/ or by any PSU in the past.
10. The price quoted by the bidder shall remain fixed during the entire period of contract as per agreement.

P. Parrao
12.9.19
Deputy Commissioner
Dibrugarh
Dated 18/9/2019

Memo No. DBR/Tender/DCWC/2019/150

Copy to:

1. The DIPRO, Dibrugarh. She is requested to arrange publication of tender notice in local news paper of Dibrugarh District.
2. The DIO, NIC, Dibrugarh District. He is requested to upload the Tender Notice in the Dibrugarh District Administration website for wide publicity.
3. Notice Board of DC's Office, Dibrugarh

P. Parrao
12.9.19
Deputy Commissioner
Dibrugarh