



অসম চৰকাৰ

আভ্যন্তৰীণ জল পৰিবহন, অসম

GOVERNMENT OF ASSAM

OFFICE OF THE DIRECTOR INLAND WATER TRANSPORT, ASSAM

ULUBARI :: GUWAHATI -7

Website: <http://iwtdirectorate.assam.gov.in> : Telephone no-0361-2526421 : E-mail: [diwtassam@gmail.com](mailto:diwtassam@gmail.com)

### DETAIL OF INVITING QUATATION

Date of receipt .....21<sup>st</sup> Aug' 2018 (up to 2.00pm)

Date of opening..... 21<sup>st</sup> Aug' 2018 ( at 3.30 pm)

The Director Inland Water Transport, Assam invites sealed Quotation affixing court fee stamps of Rs. 8.25 (Rupees eight and paise twenty five) only from approved empanelled firm under the Printing and Stationery Department, Govt. of Assam for purchasing 1(one) Digital Photocopier machine as per the approved brand & model of the Printing and Stationery Department, Govt. of Assam under State budget provision of the year 2018-19.

1. **Name of Work :** Supply of purchasing 1(one) Digital Photocopier machine at IWT Directorate, Assam, Ulubari, Guwahati-7
2. **Estimated value :** Rs. 64,050/- only for 1 unit including all taxes and delivery at IWT Directorate office, Ulubari, Guwahati-7,
3. **Required Technical Specification :**  
Type- Digital Multifunctional copier  
Functionality- B/W Copier & Printer , Color scanner  
Paper Input Capacity- Tray : Min 300 Sheets , By Pass : Min 100 Sheets  
First Copy Output Time-10Sec, Or Less  
Speed-22 PPM Or Higher  
Resolution(Print/Copy)- 600 DPI X 600 DPI  
Memory capacity-256 MB or Above  
Duplex- Standard ( Print/Copy/Scan)
4. **Earnest Money :** Rs. 1300/- (Rupees one thousand three hundred) only in the form of Bank Draft pledged in favour of Director, IWT Assam, Ulubari, Guwahati-7.
5. **Eligibility Criteria :** Bidder/Quotationer shall be an approved empanelled firm under the Printing and Stationery Department, Govt. of Assam having experience of successfully supplied Digital Photocopier machine of approved brand and model in last three years.

Any Company/Firm which has been blacklisted either by the Tender Inviting Authority or by any State/Central Govt. Department should not participate in the tender.

Quotationer shall have to submit parts catalog and maintenance manual of the product to be supplied with an undertaking that if any deviation with the provision of above requirement will be disqualification.

Rate shall be offered on per unit basis including all taxes, levies and charges etc. Applicable Levies/Cess/GST/Service Charge/Cost of Road Permit /Transportation/ etc. as applicable are also to be shown separately in the price bid per unit basis.

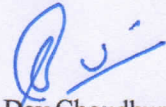
**Contd-2**



6. **Execution of order** : Work should be executed directly by the successful bidder and not through any other agency.
7. **Executed Report**: On completion of supply the supplier shall submit delivery challan Report to the Director IWT Assam
8. **Guarantee** : Manufacturers Guarantee as applicable.
9. **Payment** : No advance payment will be made for the work/ Supply. Payment of ordered value will be made only after receiving the products in full and good conditions satisfactorily, subject to receiving of fund from the Govt. If products are found defective then party concerned have to replace at their own cost.

**GENERAL TERMS & CONDITIONS FOR SUPPLY OF MARINE DIESEL ENGINE WITH GEAR BOX ETC.**

1. The Quotations should be submitted to the Director IWT Assam Ulubari, Guwahati-7 in sealed envelope super scribing the name of work in the top right hand side of the envelope. Issuance of tender paper /documents will not construe that such quotationer are automatically considered qualified.
2. The Quotationers must quote their rates both in figure and word clearly avoiding overwriting / erasing or any change/ cancellation should be properly signed with date.
3. The detailed working manual and parts catalogs should be furnished at the time of delivery.
4. The quoted rates shall remain valid at least for a period of 90 days from the date of opening the quotations.
5. The expected time of delivery from the date of placing the supply order should be mentioned by the Quotationers.
6. The Quotationers must affix / enclose the following documents (duly signed) with their quotations.
  - i) Court fee stamps of Rs. 8.25/- ( Rupees eight and paisa twenty five ) only .
  - ii) Copy of PAN card
  - iii) Copy of Registration of GST.
  - iv) Copy of GST clearance Certificate ( Up-to date ) .
  - v) Money receipt in original obtained during purchase of tender papers.
  - vi) Earnest money : Quotationers must deposit Earnest Money of Rs. 1300/- (Rupees one thousand three hundred ) only in the form of Bank draft / call deposit of any Nationalized Bank of India pledged in favour of the Director IWT, Assam, Guwahati -7 along with quotations.
  - vii) The earnest money of successful quotationer shall be forfeited if he/they failed to abide by the order of full supply within stipulated time period.
  - viii) Payment will be made subject to availability of fund.
  - ix) The incomplete quotations which don't fulfill the required condition are liable to be rejected summarily.
  - x) The jurisdictions of all legal proceedings in any matter arising out during tendering shall be at Guwahati only.

  
(B.B. Dev Choudhury)  
Director IWT Assam  
Ulubari Guwahati-7





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ANNEXURE-II

**FORMAT OF QUOTATION  
(PRICE BID)**

GST NO-

Sl. No.	Description	Specifications	Unit	Quoted Rate		Total	
				Base Rate	GST	In Figure	In Words

We agree to supply the above Photocopier machine in accordance with the technical specifications within the period specified in the Invitation for Quotations. We also confirm that the normal commercial warrantee/guarantee shall apply to the offered Photocopier machine. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

**Witness**

**Signature of Supplier.....**

**Name: (block letter).....**

**Name of Supplier: (block letter).....**

**Address & Phone no.....**

**Office seal of Supplier:.....**

**Address & Phone no.....**