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অসম চৰকাৰ
অসম আভ্যন্তৰীণ জল পৰিবহন উন্নয়ন সমিতি
Government of Assam

Assam Inland Water Transport Development Society

3rd floor, Directorate of Inland Water Transport, Ulubari, Guwahati- 781007; email: dir.iwtds-as@gov.in; Tel: +91361-2526421


No: AIWTDS-16 /2017/106

Dated: 04/04/2018

NOTICE INVITING QUOTATION (NIQ)

Additional Project Director, Assam Inland Water Transport Development Society invites Quotations for the supply of printed stationery items to the Society Office as per Annexure-I. Interested firms having requisite experience in Printing & Supply of Office stationery may submit their responses latest by 2p.m. on 17.04.2018. Quotations received after due time and date will be summarily rejected.

Enclosed: Annexure-I
Annexure-II



(BB Dev Choudhury, ACS)
Additional State Project Director
Assam Inland Water Transport Development Society
Ulubari, Guwahati- 781007, Assam

No: AIWTDS- 16 /2017/88

Dated: 04/04/2018

Copy to:

1. OSD to SPD for kind information of State Project Director
2. Office Notice Board & IWT website (www.iwtdirectorate.assam.gov.in)


Additional State Project Director
Assam Inland Water Transport Development Society

Instructions to the Bidders and Terms & Conditions

1. The firms need to submit the quotation as per Annexure-I only.
2. The sample has to be submitted for approval within 1(One) week .The details of quantity, size and colour are available in the Annexure-I. The bidder needs to quote the rates and the total amount in Indian rupees.
3. Rate must be quoted excluding GST but inclusive of all other applicable taxes (if any) against the items mentioned in Annexure-II.
4. Rates quoted must be valid for a period of minimum period of 60 days.
5. The evaluation will be done on17.04.2018 at ..3:00. PM in presence of the bidder/authorized representatives of the bidder.
6. Self-certified photocopies of Trade License, PAN Card, GST Registration and Bank Details (Cancelled Cheque) need to be submitted along with the bid failing which the quotation will be rejected.
7. The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
 - (a) are properly signed; and
 - (b) conform to the terms and conditions and specifications.The Quotations would be evaluated for all the items together excluding of GST.
8. Award of Contract

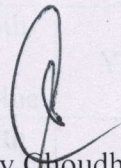
The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

 - 8.1 Notwithstanding the above, the Purchaser 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.
 - 8.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.

9. Payment shall be made after delivery of the goods (subject to availability of funds).

10. AIWTDS reserves the right to:-

- a) Accept or reject any or all the quotation offered without assigning any reasons.
- b) Withdraw/Cancel the tender process without assigning any reasons thereto.
- c) Disqualify the bidders blacklisted by Central/State Govt./Public Sector Units/Autonomous Bodies or whose contracts have been terminated on account of poor Performance.


 (BB Dev Choudhury, ACS)

Additional State Project Director
 Assam Inland Water Transport Development Society
 Ulubari, Guwahati- 781007, Assam

Sl. No.	Description	Quantity	Dimensions	Material/Color	Remarks
3	Head	2000	A-4 size	Bond Paper	As per sample attached
4	Envelope	500	25 cm x 11 cm	White base with coloured inscription in blue	Yes
5	Note Pad	1000	14.85 x 21 cm (20 pages)	White cover with Coloured Logo on inside page	Yes
6	Plastic Folder	500	18 cm x 13 cm	Aqua blue, closed with flap button (M, Ck - Bag or equivalent)	Yes
7	ID Card	25	A4 size (L) 86 mm x 54 mm (Diagonal Sheet material)	White	Yes
					Gross Total

Format of Quotation

Annexure-II

(Under Letter Head of the Firm)

Si No	Name of Item	Qty(nos.)	Size	Colour	AIWT DS Logo	Unit Rate(Rs)	Total (Rs)	
1	Ball Pen	1000	15 cm Length	Blue,Black,Green and Red	Yes			
2	Roller Pen	500	15 cm Length	Blue,Black,Green and Red	Yes			
3	Letter Head	2000	A 4 size , Bond Paper	As per sample attached	Yes			
4	Envelop	500	25 cm x 11 cm	White base with coloured inscription in blue	Yes			
		500	A-4 (31cm x 25 cm)	White base with coloured inscription in blue. (with water resistant lining from inside)	Yes			
		500	18 cm x 13cm	White base with coloured inscription in blue	Yes			
5	Note Pad	1000	14.85 x 21 cm (20 pages)	White cover with Coloured Logo on to top of each inside page	Yes			
6	Plastic Folder	500	FS size	Aqua blue. closed with flap botton (My Clear Bag or equivalent)	Yes			
		500	A4 size (L Folder)	White	Yes			
7	ID Card	20	86 mm x 54 mm (Dragon Sheet material)	As per sample attached	Yes			
Gross Total								



We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs.(amount in figures) (Rs. amount in words)excluding GST within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/guarantee of months shall apply to the offered goods.

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.

- i) GST as applicable will be extra.
- ii) Delivery time : The sample will be submitted for approval within 1(One) week and final delivery shall be 3(Three) weeks from the date of approval of the sample.

Seal:

Signature:

Name of the Firm:

Ref: AIWTOS-16/2017/88

Dated: 06/04/2018

Copy to:

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- 2. Office Notice Board & IWT website (www.iwtindia.org/assam.gov.in)

Additional State Project Director
Assam Inland Water Transport Development Society