

QUOTATION NOTICE

Sealed quotation are invited from the intending registered Firms/Suppliers affixing non-judicial stamps of Rs.8.25 (Rupees eight and twenty five paise) only for supply of Stationery Items for the year 2024-25 and fixation of rates thereof.

The rates quoted against each items should be written distinctly both in figure & words and **inclusive all Taxes, GST etc.** The sealed quotations can be dropped in the tender box placed in the office of the District Commissioner, Bongaigaon **13/06/2024** in office hours and shall be **received till 3 pm on 19/06/2024** and at 4 PM on the same day Tender Box will be opened in presence of Quotationer or his/her representatives. Details of the items and terms & conditions can be obtained from the office of the District Commissioner, Bongaigaon (Nazarat Branch) in all working days upto **3 PM till 17/06/2024**.

TERMS AND CONDITIONS

1. The tenderer shall be furnished up-to-date Income Tax, GST clearness certificate along with the tenders.
2. The rates should be written in **ink or typed** properly and in case of any correction should contain proper initial.
3. The rates should be quoted inclusive of all taxes.
4. The charges will remain valid up to **31-03-2025**. No representation for enhancement of rate will be entertained during this period in respect of rate being higher in the market.
5. The rate once quoted shall be final and no alternation or modification of rates shall be allowed after the tender once submitted.
6. The undersigned reserves the rights to reject any or all the tenders in respect of rates being quoted highest or lowest by the intending tenderer without assigning any reason thereof. The decision of the undersigned in the tender is final.
7. The successful tenderer must be in a position to give delivery the articles on top propriety basis on getting order from the office of the undersigned.
8. It is not binding on the undersigned to accept the lowest rate.
9. In the event of any defect detected after supply or other than approved brand will not be accepted. The supplier will have to take such articles at his own cost and replacement shall have to be made promptly.
10. The tenderer must submit attested copy of their Firm Registration and PAN card alongwith clearance for Income Tax & GST.
11. The sealed cover should be subscribed in bold in capital letter as "TENDER FOR SUPPLYING OF STATIONERY ITEMS FOR THE YEAR 2024-25" on the top of envelope.
12. Interested parties may obtain tender papers from Nazarat Branch, DC's Office, Bongaigaon from **13/06/2024 to 19/06/2024** upto 3 PM.

Sd/-
District Commissioner
Bongaigaon
Dated 12/06/2024.

Memo No.BNZ-01/2024/Quotation/10

Copy to:

1. ✓ The Technical Director & i/c DIO, NIC, Bongaigaon for uploading the quotation at official district website immediately.
2. The Executive Officer, Bongaigaon Municipality Board, Bongaigaon for information.
3. The DIPRO, Bongaigaon. She is requested to give wide publicity.
4. Office Notice Board, DC's Office, Bongaigaon.


District Commissioner,
Bongaigaon