



Regional Office: Guwahati Pollution Control Board, Assam

Assam Govt. Press Road, Bamunimaidam, Guwahati-21.
E-mail id: ro_guwahati@pcbassam.org, roguwahati1.pcba@gmail.com

No. APCB/ROG/Est./Pt-IV/55/09-10/217-²⁸

Dated Guwahati, the 16th Dec, 2023.

Extended notice for submission of Quotation

The date of submission of Quotation against the quotation No. APCB/ROG/Est./Pt-IV/55/09-10/205 dated 30th November, 2023 for "Supplying of Office Stationery to the Regional Office, Guwahati, Pollution Control Board, Assam, Bamunimaidam, Guwahati-21" has been extended hereby upto 02.01.2024.

The Quotation will be received up to 14:00 hrs. of 02/01/2024 and opened on the same day at 15:00 hrs. in presence of the quotationers or their representative who would like to be present. In case the day of submission of the quotation happens to be a holiday on account of Govt. Notification, the tenders shall be received and opened on the next working day at the same time for which no separate communication will be made.

Dey
16.12.23
(D. Dey)

**Exucutive Engineer,
Regional Office: Guwahati.**

AC
Memo No. APCB/ROG/Est./Pt-IV/55/09-10/217-A-²⁸ Dated Guwahati, the 16th Dec, 2023

Copy to:

- 1) The Member Secretary, Pollution Control Board, Assam, Bamunimaidam, Guwahati-21 for kind information.
- 2) Notice Board of this office and Head Office.
- 3) The HoIT, Head Office, PCBA requesting to upload in the Board's website.

Dey
16.12.23
(D. Dey)

**Exucutive Engineer,
Regional Office: Guwahati.**

Terms & Conditions:

Annexure-I

1. Rates shall be quoted in figure and words against each item. If there are variations between the rate of figure and words, the rate quoted in words shall be considered.
2. All pages of the Quotation document shall be signed and dated at the lower right hand corner by the Quotationer or by a person holding power of attorney authorizing him to sign on behalf of the Quotationer before submission of the Quotation.
3. The rate should be quoted showing the taxes (GST) against each items to supply at Regional Office: Guwahati, Pollution Control Board Assam.
4. The rates quoted shall remain valid for 1 (one) year from the date of work order.
5. The supply and installation shall be completed within 15(fifteen) days from the date of issue of the formal Work Order.
6. Any abnormal rate quoted in the Quotation will summarily be rejected for which no communication will be made.
7. The bid documents are not transferable. The seal and signature of the authorized Official of the registered supplier/firm/shop must appear on all the papers of bid documents.
8. The quotation should contain the following valid documents:-
 - i) Copy of PAN Card in the name of the firm.
 - ii) Copy of GST Registration Certificate in the name of the firm.
 - iii) Copy of Trade License issued by appropriate authority in the name of the firm.
 - iv) Bank Account Details in the name of the firm **(Preferably SBI)**
 - v) Three experience certificate from Government/ semi Government Vendors regarding supply of stationery items with details of supply.
9. Rate should be quoted only against the items specified in the list (which is duly enclosed herewith) and sample of the items should be submitted where necessary.
10. Quoted rates shall not exceeding the respective Maximum Retail Price (M.R.P.) or applicable market rates (in case of product/services where MRP is not available).

11. The supplier/firm/shop should quote rate of items for the specified brand name, size, weight etc (where applicable) as per the prescribed list attached herewith.
12. Copy of the detail Quotation Inviting Notice shall be attached with the Quotation after signing at the lower right hand corner on each page by the Quotationer or his authorized person as a token of acceptance of the terms & conditions of the Quotations inviting notice.
13. Any Quotation submitted without the documents mentioned above will be considered as incomplete and the Quotation will be rejected for which no communication will be made.
14. Payment will be made by Cheque within 7 (seven) days since date of supply of the items or submission of invoice/Bill whichever is later.
15. All legal disputes will be subjected to jurisdiction of Guwahati Court only.
16. The Board does not bind itself to accept the lowest quotation and reserves the right to reject any or all the quotations received without assigning any reason thereof.
17. All the items and conditions mentioned herein must be strictly adhered to by all the registered suppliers/firms/shops. In case of violation of any of the terms and conditions of the Quotation document or unsatisfactory supply of items/materials or supply of poor quality and below standard items/materials, the undersigned reserves the right to terminate the supply order without giving any notice to the supplier. Conditional Quotation shall not be accepted on any ground and shall be rejected straightway.
18. The last date of submitting quotation is 15/12/2023 (up to 14.00 PM). Late and delayed Quotation will not be considered. In case of any unscheduled holiday occurs on the prescribed closing date, the next working day shall be considered as the last date of submitting tender.

Dey
16.12.23

(D. Dey)

**Exucutive Engineer,
Regional Office: Guwahati.**