



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-III/55/09-10/184

Dated Guwahati, the 10th Oct' 2022.

QUOTATION NOTICE

Sealed Quotations are invited from Authorised Supplier for "Supplying of Office Stationery to the Regional Office, Guwahati, Pollution Control Board, Assam, Bamunimaidam, Guwahati-21". The detailed list of required items and terms & conditions (Annexure-I) in this regard may be obtained from the Regional Office, Guwahati during office hours in any working days up to 21st Oct, 2022. The detailed Quotation Notice along with terms & conditions is also available in the Board's website: <http://www.pcbassam.org>.

The Quotation will be received up to 14:00 hrs. of 26th Oct, 2022 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.

(G.Bhuyan)

**SEE cum Regional Officer,
Regional Office: Guwahati.**

Memo No. APCB/ROG/Est./Pt-III/55/09-10/184-A

Dated Guwahati, the 10th Oct' 2022

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.

Pollution Control Board, Assam

Receipt No. 3378

Date 11/10/22

Signature

(G.Bhuyan)

**SEE cum Regional Officer,
Regional Office: Guwahati.**

LIST OF STATIONERY ITEMS

SL.NO.	DESCRIPTION OF ITEMS
1.	Xerox Paper A4 (JK Copier)
2.	Xerox Paper FS (JK Copier)
3.	FC Paper
4.	Note Sheet Green Paper (DFC Paper) (JK Ledger Book)
5.	File Board (Cotton Flap)
6.	File Cover (Plain)
7.	Correction Pen (Select/ Artline)
8.	Register No 10 (Peacock Brand)
9.	Register No 12 (Peacock Brand)
10.	Register No 8 (Peacock Brand)
11.	Register No 4 (Peacock Brand)
12.	Royal Executive Bond Paper (A4, 85 GSM)
13.	Ledger Book No.10
14.	Pay Bill Register
15.	Index File Plastic
16.	Stamp Pad (Faber Castell)
17.	Stamp Pad Ink
18.	Envelope (Size 6"X4", 9"X4", 12"X6",10"X5", 11"X6")
19.	Envelope (File Cover Size)
20.	Gum Bottle (60 ML & 700 ML)
21.	Gluestick (Kores)
22.	Punching Machine One Hole
23.	Cello Tape 65 Mtr. 1"
24.	Phenyl (Black)
25.	Phenyl (White)
26.	Writing Pad
27.	Punching Machine Two Hole
28.	Punching Machine Two Hole(Big Size)
29.	Hand Wash (Dettol)
30.	OHP Marker (Camlin)
31.	Stick Pad
32.	Tag (Cotton White)
33.	Alpin
34.	Gems Clip
35.	Harpic
36.	Stapler Pin (Small & Big)
37.	Paper Weight
38.	Gel Pen (Black, Blue & Red) (Classmate- Octane)
39.	Refill for Gel pen (Black, Blue & Red) (Classmate- Octane)
40.	Plastic Ruler (Camlin)
41.	Bleaching Powder
42.	Colin
43.	Pencil & Rubber
44.	Rubber Band
45.	Highlighter Pen (Flair-Super Glow)
46.	Pen Stand
47.	Magnetic Pin Box
48.	Binder Clip (25mm, 19mm, 51mm)
49.	Mosquito Repellant (Herbal Sticks)
50.	HP Color Laser Jet Pro M255 dW Cartridge
51.	Canon Printer Cartridge (Image Runner 2004N) NPG
52.	Avision AD120 Document Scanner Cartridge
53.	Lock & Key (Medium Size)
54.	Lock & Key (Big Size)
55.	Paper Cutter
56.	Plastic Dustbin(Waste Paper Basket)
57.	Broomstick (Washroom Use)

58.	Broomstick (Normal Use)
59.	Room Freshner (Odonil)
60.	Staples Remover Machine
61.	Peon Book
62.	File Storage Basket(Small)
63.	Stock Register
64.	Garbage Bags
65.	Mopz Stick
66.	Stapler Machine (Big & Small)
67.	Sharpener

Terms & Conditions:

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.
5. The supply 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. Experience profile of the firm/dealers/vendors along with Trade license, Pan Card No. Sales Tax clearance (Teen No.) and income tax clearance certificate, GST registration certificate shall be submitted with the quootation. (attested Xerox copies)
8. Three experience certificate from Government/Semi Government Vendors regarding supply of stationery items with details of supply.
9. 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.
10. Payment will be made by Cheque within 7 (seven) days since delivery of the item or submission of invoice/Bill whichever is later.
11. 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.
12. All legal disputes will be subjected to jurisdiction of Guwahati Court only.
13. 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.

(G.Bhuyan)

**SEE cum Regional Officer,
Regional Office: Guwahati.**