



## Regional Office: Guwahati Pollution Control Board, Assam

Assam Govt. Press Road, Bamunimaidam, Guwahati-21.  
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No. APCB/ROG/Est./Pt-III/55/09-10/159

Dated Guwahati, the 11<sup>th</sup> May' 2022.

### QUOTATION NOTICE

Sealed Quotations are invited from Authorised Supplier for "Supplying of Branded Office Furniture to the Regional Office, Guwahati, Pollution Control Board, Assam, Bamunimaidam, Guwahati-21". The detailed list of required furniture 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 23<sup>rd</sup> May, 2022. The Quotation Notice along with specifications and terms & conditions are also available in the Board's website: <http://www.pcbassam.org>.

The Quotation will be received up to 14:00 hrs. of 23<sup>rd</sup> May, 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/55/09-10/159-A

Dated Guwahati, the 11<sup>th</sup> May' 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.

(G.Bhuyan)

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

**ANNEXURE-I****LIST OF FURNITURE**

SL.NO.	DESCRIPTION OF ITEMS	QUANTITY	SIZE	DELIVERY PLACE
1	Executive Medium Back Revolving Chair	1 No.	Standard	R.O. Guwahati, PCBA
2	Visitor's Chair with handle	6 Nos.	Standard	
3	Steel Almira	2 Nos.	3'x1'-8" x 6'-6"	
4	Steel Rack	1 No.	2'x1'-4" x 6'-6"	

**Terms & Conditions:**

1. Rates shall be quoted in figure and words. If there are variations between the rate of figure and words, the rate quoted in words shall be considered.
2. Leaflets or colour photographs of the items shall be submitted with the quotation. Failure to which the quotation shall be rejected without further communication.
3. 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.
4. The rate should be quoted showing the taxes (GST) and loading & unloading and transportation, installation charge, etc. of all items to supply at Regional Office: Guwahati, Pollution Control Board, Assam.
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. Registration certificate and experience profile of the firm/manufacturer/dealers/vendors, Trade license, Pan Card No. Sales Tax clearance (Teen No.) and income tax clearance certificate, GST registration certificate shall be submitted with the quotation. (attested Xerox copies)
8. Three experience certificate from Government/Semi Government Vendors regarding supply of Furniture with details such as date of supply. (Date of supply should be within last 3 years).
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. A Guarantee letter should be enclosed with the quotation with detailed proposal of Guarantee and Free Service period.
11. Payment will be made by Cheque within 7 (seven) days since delivery of the item or submission of invoice/Bill whichever is later.
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. All legal disputes will be subjected to jurisdiction of Guwahati Court only.
14. 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.