



Pollution Control Board, Assam  
Bamunimaidam, Guwahati-21.

**QUOTATION NOTICE.**

NO.WB/G-760/Pt-I/12-13/13

Dated Guwahati, the 9<sup>th</sup> Oct, 2020.

Sealed quotations are invited from Authorised Dealers for supplying of Branded Office furniture to the Pollution Control Board, Assam Head Office, Guwahati .Quotation will be received up to 3.00 PM on 28<sup>th</sup> Oct, 2020 and will be opened on the same day at 3.30 PM in presence of Quotationer or their authorized representatives. In case the day of submission of the quotations happens to be a holiday on account of Govt. Notification, the quotations shall be received and opened on the next working day at the same time for which no separate communication will be made. Other terms & conditions and detailed specifications are given at Appendix-A

*sdr*

Member Secretary.

MEMO. NO.WB/G-760/Pt-I/12-13/13 /698

Dated Guwahati, the 9<sup>th</sup> Oct, 2020.

Copy to:

1. P.A to the Chairman, PCBA for kind appraisal of the Hon'ble Chairman.
2. The Manager (F & A), Head Office, PCBA for information & necessary action.
3. The HoIT, H.O. PCBA, requested to upload the Notice in Board's Website ([www.pcbassam.org](http://www.pcbassam.org))
4. Notice Board of the Board's Head Office, PCBA.

*Signature (P.A.)*  
*P.A. to the Chairman*  
*10/10/20*


*Signature*  
Member Secretary.

LIST OF FURNITURE

APPENDIX-A

Sl. No	Description of Items	Quantity	Delivery place
1	EXECUTIVE HIGH BACK REVOLVING CHAIR WITH LEATHER FINISH.	4	PCBA,H.O
2	HIGH BACK REVOLVING CHAIR	1	PCBA,H.O

Sl. No.	Terms & conditions:
1.	Rates should be quoted in figure & words in letter pads or plain papers with a submission letter addressed to the Member Secretary, PCBA. If any variations arises between the rates in figures and words the rate whichever is lower shall be considered.
2.	Leaflets or Colour photographs of the items should be submitted with the quotation. Failure to which the quotation will be rejected without further communication.
3.	All pages of the quotation and documents 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 rates, taxes (GST) and loading & unloading and transportation, installation charge, etc. of all items to supply at Head Office, Pollution Control Board, Assam, Bamunimaidam, Guwahati-21 should be shown in details with break up.
5.	Any abnormal rate quoted in the quotation will summarily be rejected for which no communication will be made.
6.	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 should be submitted with the quotation (attested Xerox copies).
7.	Three experience certificate from Government/Semi Government Venders regarding supply of Furniture with details such as date of supply. (Date of supply which should be within last 3 years).
8	Any quotation submitted without the documents mentioned above will be considered as incomplete and the incomplete quotation will be rejected for which no communication will be made.
9.	A Guarantee letter should be enclosed with the quotation with detailed proposal of Guarantee and Free Service period.
10.	Payment will be made by cheque/NEFT after supplying the Office furniture to the Pollution Control Board, Assam Head Office, Guwahati.
11.	Copy of the detail Quotation Inviting Notice should 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 disputes will be subjected to the jurisdiction of Guwahati Court only.

  
Member Secretary