



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/55/09-10/205

Dated Guwahati, the 30th Nov, 2023.

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 01/12/2023. 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 15/12/2023 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.

(D. Dey)

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

Memo No. APCB/ROG/Est./Pt-IV/55/09-10/205-A Dated Guwahati, the 30th Nov, 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.

(D. Dey)

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

Pollution Control Board, Assam

Receipt No... 57.11

Date... 1 | 12 | 23

Signature.....

S. Baruah, AP
Pl. upload it.
11/2/23

246

Dey
30.11.23

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
30.11.23

(D. Dey)

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

ANNEXURE - I

QUOTATION FORM

To,

The Executive Engineer,
Regional Office - Guwahati, Pollution Control Board, Assam

1. Name of the bidder, Address and Contact No:

2. GST Registration No:

		<u>ITEM Details</u>	
		STATIONERY / MISCELLANEOUS ITEMS	
SL.NO	Description of Items	Brand/Specification/Desirable Features	Bid Price (Inclusive of all taxes)
1	Xerox Paper A4	75 GSM-JK Cpoier (500 sheets)	Pkt.
2	Xerox Paper FS	Legal Size Paper 75 GSM-JK Cpoier (500 sheets)	Pkt.
3	Button File	Good Quality	per pc
4	Note Sheet Green Paper	(DFC Paper)	per pkt
5	Note Sheet Green Paper	(JK Ledger Book)	per pkt
6	4 Fold File Cover	Genesis	6 Nos.
7	File Cover	(Plain)	6 Nos.
8	Correction Pen	(Select/ Artline)	1 pc
9	Register No 10	(Peacock Brand)	Per Pc.
10	Register No 12	(Peacock Brand)	Per Pc.
11	Register No 8	(Peacock Brand)	Per Pc.
12	Register No 4	(Peacock Brand)	Per Pc.
13	Register - 6	(Peacock Brand)	Per Pc.
14	Register - 16	(Peacock Brand)	Per Pc.
15	Royal Executive Bond Paper	(A4, 85 GSM)	100 Sheets
16	Ledger Book	Best Quality	Per Pc.
17	Pay Bill Register	Best Quality	per pc.
18	Index File Plastic	Best Quality	Per Pc.
19	Stamp Pad	157mm x 96mm & 70mm x 111mm	No.
20	Stamp Pad Ink	Best Quality	per pc.
21	Envelope	(Size 6"X4")	100 Nos.
22	Envelope	(Size 9"X4")	100 Nos.
23	Envelope	(Size 12"X6")	100 Nos.
24	Envelope	(Size 10"X5")	100 Nos.
25	Envelope	(Size 11"X6")	100 Nos.
26	Envelope (File Cover Size)	Best Quality	100 Nos.
27	Gum Bottle	(60 ML)	Bottle
28	Gum Bottle	(700 ML)	Bottle
29	Gluestick	15gm(Kores) & 15gm (Fevistick)	Nos.
30	Phenyl (Black)	1 Ltr, Cross	Bottle
31	Phenyl (White)	1 Ltr, Cross	Bottle
32	Writing Pad	Best Quality	1 pc
33	Punching Machine	One Hole	No.
34	Punching Machine	Double Hole	No.
35	Hand Wash	(Dettol)	Bottle
36	OHP Marker	(Camlin)	Dozen
37	Stick Pad	Best Quality	Per Packet
38	Tag (Cotton White)	1bundle	1pkt
39	Alpin T-type	Best Quality	Box
40	Alpin	Best Quality	1box
41	Gems Clip	Best Quality	1box
42	Harpic (ML)	Harpic	Bottle
46	Ball Pen (Black, Blue & Red)	(Brand - Hauser)	Dozen
47	Gel Pen (Black, Blue & Red)	(Brand - Hauser)	Dozen
48	Refill for Gel pen (Black, Blue & Red)	(Hauser)	Dozen
49	Refill for Ball pen (Black, Blue & Red)	(Hauser)	Dozen
51	Bleaching Powder	1 kg	Pkt.
52	Colin	200ml (Good Quality)	Bottle
53	Pencil & Rubber	1 dozen	Dozen
54	Rubber Band	1box	Dozen
55	Highlighter Pen (Flair-Super Glow)	Best Quality	Per Pc

56	Pen Stand	Best Quality	Per Pc
57	Magnetic Pin Box	Best Quality	1box
58	Binder Clip (25mm)	Best Quality	1box
59	Binder Clip (19mm)	Best Quality	1box
60	Binder Clip (51mm)	Best Quality	1box
61	4 Flap (File Cover)	Best Quality	1pc
62	Lizol (ML)	Best Quality	1pc
63	Room Freshner spray	Best Quality	1pc
64	Lock & Key (Medium Size)	Best Quality	1pc
65	Lock & Key (Big Size)	Best Quality	1pc
66	Paper Cutter	Best Quality	1pc
67	Plastic Dustbin(Waste Paper Basket)	Best Quality	1pc
68	Broomstick (Washroom Use)	Long Handle	1pc
69	Broomstick (Normal Use)	Long Handle	1pc
71	Staples Remover Machine	Kangaro	1pc
72	Peon Book	Good quality	1pc
73	File Storage Basket(Small)	Best Quality	Pc.
74	Stock Register	Best Quality	Pc.
75	Garbage Bags	Best Quality	Pc.
76	Mopz Stick	Best Quality	Pc.
79	Sharpener	Best Quality	Pc.
80	Disinfectant Spray (Dettol) ML	Dettol - 125 grm	per bottle
81	Dustbin with Lid	Best Quality	per pc
82	Airpocket Room Freshner	Odonil	Per Pc
83	White Board (any size)	Good quality	Per Pc
84	Duster for White Board	Good quality	Per pc
85	Marker Pen (Black) for White Board	Good quality	Per Pc
86	Marker Pen (Red) for White Board	Good quality	Per Pc
87	Pencil Battery (AA)	Eveready	Per Packet
88	Pencil Battery (AAA)	Eveready	Per Packet
89	Table planner	Good Quality	Per Pc.
91	Towel-Hand	Good Quality	Per Pc.
92	Towel-Bath	Good Quality	Per Pc.
93	Cup Plate	(LaOpala- Premium Quality)	Per Pc.
94	Cup Plate	(Bon China- Premium Quality)	Per Pc.
96	Plastic Stick File Transparent	(A4 Size)- Good Quality	Per Pc.
97	Brown Tape	1 inch	Per Pc.
98	Transparent Tape	1 inch	Per Pc.
99	Brown Tape	2 inch	Per Pc.
100	Transparent Tape	2 inch	Per Pc.
101	Brown Tape	3 inch	Per Pc.
102	Transparent Tape	3 inch	Per Pc.
103	Carbon Paper	(Kores)	Pkt.
104	Calulator 12 Digit	Casio/ Citizen/Orpet	No.
105	Citranela Oil	200ml, Good Quality	Bottle
106	Detergent Powder	1 Kg, Surf Excel	Kg
107	Soap	Dettol - 125 grm	No.
108	Door Mat	(PVC) Good Quality	Per Pc
109	Door Mat	(Cotton) Good Quality	Per pc
110	Door Mat	(Synthetic) Good Quality	Per pc
111	Drinking Glass	Good Quality	Set (6 pc)
112	Dustbin	Pedel Bin (Cello With Lid-12 Ltr)	No
113	Dustbin	Pedel Bin (Cello With Lid-7 Ltr)	No
114	Face Mask	(Single Use)	100pc
115	Face Mask	(N-95, Washable)	6pc
116	Floor Moper	Classic	No.
117	Godrej Lock & Key	(Freedom) 5 Levers	Pair
118	Godrej Lock & Key	(Freedom) 8 Levers	Pair
119	Hand Sanitizer	250 ml. (Alcohol Based)- Dettol/Dabur	Bottle
120	Toilet Brush	(Gala or Platinum Star)	No.
121	Toilet Cleaner Liquid	500 ML - HARPIC	Bottle
122	Toilet Cleaner Liquid	1 Ltr - HARPIC	Bottle
123	Legal Size Paper	75 GSM (500 Sheets)	Pkt.
124	Mosquito Liquid Refill	Good Knight	No.
125	Mosquito Liquid Refill	with machine- GOOD KNIGHT	Pkt.
126	Mug	(Cello, 1 ltr)	No.
127	Napthalene	Half (1/2) Kg	Pkt.

128	Note Pad	Unruled-80 page	No.
129	Odonil Big	(75 Gms)	Dozen
130	Page Marker/ Flags Sticky Notes	3 strips (Desmat/Oddy)	Pkt.
131	Pen - Both Side Pen	Best Quality	Dozen
132	Paper Cutter	Best Quality	No.
133	Paper Weight	Best Quality	Dozen
134	Pencil HP	Apsara	Pkt.
135	Plastic Bucket	20 Ltrs, Cello	No.
136	Plastic Tray	For keeping file/ Paper (Supreme)	Per Pc.
137	Quarter Plate	Bon China Camlin or equivalent	Pc.
138	Room Freshner	(Airwick/Godrej/Odonil) - 600ml	Bottle
139	Rope	Plastic	Kg
140	Scissor 12 inch	Maped/Scotch	No.
141	Scissor 6 inch	Maped/Scotch	No.
142	Stamp Pad	157mm x 96mm	No.
143	Stamp Pad	70mm x 111mm	No.
144	Sutli Rope	Best Quality	Kg.
145	Scale	Plastic	Per Pc.
146	Scale	Steel	Per Pc.
147	Staple Machine	(Kangaro-No. 10)	No.
148	Staple Machine	(Kangaro-No. 26)	No.
149	Staple Pin	(Kangaro-No. 10)	Pkt.
150	Staple Pin	(Kangaro-No. 26)	Pkt.
151	Surface and Floor Cleaner	500ml (Lizol)	Bottle
152	Surface and Floor Cleaner	975ml (Lizol)	Bottle
153	Pen Drive 32 GB (Sandisk)	Sandisk	Per pc
154	Pen Drive 32 GB (Sandisk)	Sandisk	Per Pc
155	Clock	Ajanta	Per Pc