

QUOTATION/EXPRESSION OF INTEREST

Assam Legislative Assembly Secretariat

No.LAN.30/2017.

Sealed quotation/Expression of Interest affixing non refundable Court Fee stamp of Rs.8.25 (Rupees eight and paise twenty five) only are invited from the interested Firm/Parties etc. to ascertain rates for supply of Stationery/Miscellaneous, Electrical goods etc., in the Assam Legislative Assembly Secretariat. The Quotation/Expression of Interest will be received up to 1.00 P.M. on 15/06/2017 in the Office of the Principal Secretary, Assam Legislative Assembly Secretariat. The Quotation/Expression of Interest will be opened on the same day.

The rates quoted should be both in figure and word exclusive of taxes as applicable . Income tax will be deducted as applicable. Details as regards list of Stationery/ Misc. articles, Electrical goods, earnest money, Terms & Conditions etc. may be obtained from Office Website www.assamassembly.gov.in


Principal Secretary,
Assam Legislative Assembly.

Terms and conditions for submission of Quotation/Expression of Interest for Stationery/Miscellaneous, Electrical goods etc. in the Assam Legislative Assembly Secretariat

Quotation/Expression of Interest should submit with the following documents. (Sl. 1 to10).

1. Copy of latest Trade Licence certificate.
2. PAN card.
3. Up to date annual income tax return statement.
4. Financial viability certificate to be issued by the Public Sector Bank.
5. Firm registration Number (VAT/ST).
6. Up to date Sales tax and Income tax clearance certificate.
7. Experience of supply of stationery/Misc., electrical goods etc. indicating annual turn over to any Govt. Office/Organization with details indicating the relevant years specifically.
8. Saving Bank A/C No.....with name of Public Sector Bank and Branch.
9. Earnest money of Rs.10,000.00 (Rupees ten thousand) only in the form FD/NSC/IPO etc. to be pledged in favour of Principal Secretary, Assam Legislative Assembly Secretariat.
10. Firm should furnish a declaration to the effect that he/she is willing and capable of rendering services/supply of articles at the rate offered by the Assam Legislative Assembly Secretariat after comparative study as per quotations/Expression of Interest.
11. Firm/parties selected for rendering service/supply of articles shall have to entered in to an agreement with the Assam Legislative Assembly Secretariat authority for a period of 1(one) year which may be extended to two years maximum in deserving cases and shall have to deposit security money amounting to Rs.25,000.00 (Rupees twenty five thousand) only in form of FD/NSC/IPO etc. to be pledged in favour of Principal Secretary, Assam Legislative Assembly Secretariat.
12. Every item should be specified indicating the brand/company's name. If required, sample may also be produced and quotation to submitted group wise .
13. Parties submitted Quotation/Expression of Interest are required to be present at the time of opening of the Quotation/Expression of Interest.
14. Assam Legislative Assembly Secretariat has reserve the right to reject any Quotation without assigning any reason thereof.