

OFFICE OF THE COMMANDANT 21ST A.P. (IR) BATTALION,
KATLICHERRA:::HAILAKANDI:::ASSAM

TENDER NOTICE

Scaled tender affixing non-refundable court fee stamp of Rs.8.25p (Rupees eight and twenty five paisa) only are hereby invited from the registered firms/supplier for supply of office stationery articles/Electrical goods during the financial year 2018-2019 under the terms and condition stated bellow. The tender will be received in the office of the undersigned up to 2 P.M On 27.3.18...the tender will be opened at 3 P.M. on the same day in presence of tenders or their authorized representatives who may like to be present. In case the office remains closed,the tenders will be opened on the next working day at the same time and venue. The list of items may be collected from the office of the undersigned on any working day during office hours by submitting requisition in writing under seal & signature.

Office stationery articles /Electrical goods

TERMS & CONDITIONS

- 1) Tender without court fee stamp will not be accepted.
- 2) No tender will be received after the above schedule date and time.
- 3) The rates should be furnished against each items inclusive of all taxes but GST will be deducted from the supplier's bills and that will be deposited in to Govt. Treasury observing all formalities.
- 4) The tenders will have to submit the following documents along with the tender, failing which no tender will be accepted.
 - a) Attested copy of firm registration certificate.
 - b) Attested copy of GST clearance certificate.
 - c) Attested copy of Income-tax clearance certificate.
 - d) Attested copy of PAN card.
 - e) Attested copy of Trade License.
 - f) Attested copy of Voter ID.
- 5) Tenderers must deposit Rs.5000.00 (Rupees five thousand) only as earnest money in the form of call deposit pledged in favour of the undersigned for each of tender.
- 6) The earnest money of un-successful tenderes will be released after completion of tender process and earnest money of the successful tender will be retained as security money the security money will be forfeited to the Govt. in case the selected supplier/firm fail to supply as per indent.
- 7) The successful tenderers will have to sign agreement with the undersigned.
- 8) The selected tenderers will be required to deliver the articles in the office of the undersigned on receipt of the proper indent immediately. No delivery charges will be paid to the supplier/firm by the undersigned for delivery of the articles in his office.
- 9) The selected tenderers will be bound to supply the articles at his quoted rates throughout the year and no representation whatsoever will be entertained for enhancement of rate subsequently.
- 10) Only the best quality articles/materials will be accepted. The approved supplier will be required to take back the rejected articles at his own cost.
- 11) Payment of the bills will be made depending upon the availability of fund. No extra charge will be entertained if the payment is delayed due to non-availability of fund.
- 12) Earnest money of the successful tenderers who will refuse to supply after final selection by the undersigned will be forfeited the Govt.
- 13) The undersigned is not bound to accept the lowest rate and reserves the right to reject any or all the tenders without assigning any reason thereof.

/

Commandant,
21st A.P. (IR) Battalion,
Katlicherra, Hailakandi