



GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER, GOALPARA
(NAZARAT BRANCH)

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No. GNZ. 32/2017/187

Dated 08/10/2018

NOTICE INVITING QUOTATION

In cancellation of Notice Inviting Quotation floated vide No. GNZ. 32/2017/115, Dtd. 22/06/2018 and No. GNZ. 32/2017/139, Dtd. 17/09/2018, fresh sealed quotations affixing court fee of Rs. 8.25 (Rupees eight and twenty-five paise) only (non refundable) are invited from the intending firms/suppliers for supply of Copier Paper (Brand Wise) and Photostat Toner as per specification mentioned below. Quotations will be received on till 02.30 PM of 15/10/2018 at office of the Deputy Commissioner, Goalpara and will be opened on the same day at 03.00 PM in presence of proprietor of firms/suppliers or their authorised representatives.

Sl. No.	Name of Items	Brand	Rate	Quantity
1	Copier Paper (75 GSM) A-4 Size	Brindal	Per Ream	AS and when required
2	Copier Paper (75 GSM) A-4 Size	JK	Per Ream	AS and when required
3	Copier Paper (75 GSM) A-4 Size	Trident Spectra	Per Ream	AS and when required
4	Copier Paper (75 GSM) Legal Size	Brindal	Per Ream	AS and when required
5	Copier Paper (75 GSM) Legal Size	JK	Per Ream	AS and when required
6	Copier Paper (75 GSM) Legal Size	Trident Spectra	Per Ream	AS and when required
7	Photostat Kyocera (TK-4109) Toner Kit	Kyocera	Per No.	AS and when required

Terms and conditions:-

1. Quotation must be accompanied with Bankers Cheque / Demand Draft for an amount of Rs. 2000.00 (Rupees two thousand) only as security money / EMD to be drawn in favour of the Deputy Commissioner, Goalpara. Except the selected bidder (s), the EMD will be returned to all other bidder (s).
2. Contractors / Suppliers / Firms should possess a valid registration certificate.
3. Self Attested copies of records / documents relating to Registration of PAN, up to date income tax clearance certificate, Trade Licence, GST IN etc. should be furnished along with the quotation.
4. Rate (s) are to be quoted both in words and figures and should be inclusive of all taxes admissible, taxes like GST/Income Tax as applicable will be deducted at source from the bill amount.
5. Rate (s) once accepted will be treated as final and no alteration or modification will be entertain and will remain valid for one year from the date of application. However, the authority reserves the right to alter / modify rate (s) of any / all items as per procedure, in case of extreme necessity. Mere surrendering of Bid Claims before expiry of stipulated time may cause suitable administrative action against the Firm / Supplier including forfeiture of Security Money / EMD.
6. There must be no over writing.
7. The authority is not bound to accept the lowest rate or any quotation and reserves the right to accept / reject any quotation without notice and assigning reasons thereof.
8. The supplier / firm must have the capacity to supply Copier paper (s) / Photostat toner (s) as per indent immediately.
9. Payment of bills will be made as per procedure and subject to availability of fund.
10. Quotation relative to MRP will be rejected.


Addl. Deputy Commissioner,
Goalpara 

Memo No. GNZ. 32/2017/187-A,

Dated 08/10/2018

Copy to:

1. The Addl. Deputy Commissioner (Nazarat), Goalpara for information and necessary action.
2. The Finance & Accounts Officer, Goalpara for information and necessary action.
3. The Branch Officer, Nazarat Branch, DC's Office, Goalpara for information and necessary action.
4. The District Informatics Officer, NIC, Goalpara for uploading this Notice in the website of Goalpara District Administration.
5. The CA to DC, Goalpara for kind appraisal of the Deputy Commissioner, Goalpara.
6. Notice Board, DC's Office, Goalpara.


Addl. Deputy Commissioner,
Goalpara 