



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



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No.GNZ. 32/2017/115

Dated 22<sup>nd</sup> June, 2018

**NOTICE INVITING QUOTATION**

In cancellation of rates of Photostat/copier papers (A-4 and Legal Size) fixed subsequent to NIQ floated vide No. GNZ.32/2017/02, dated 09-01-2018, fresh sealed quotations affixing court fee of Rs. 8.25 (Rupees Eight and Twenty Five Paise) only are invited from the intending suppliers/contractors for supply of copier paper (brand –wise) and Photostat tonner as per specification mentioned below. Quotations should be submitted by **02:30 P.M. of 29<sup>th</sup> June,2018**. Quotations will be opened at **03:00 P.M. on 29<sup>th</sup> June,2018** in presence of bidders or their authorized representatives.

Sl. No.	Name of items	Quantity
01	Copier paper (75GSM) A-4 size (Brand-Brindal)	As and when required
02	Copier paper (75GSM) A-4 size (Brand-JK)	As and when required
03	Copier paper (75GSM) A-4 size (Brand-Trident Spectra)	As and when required
04	Copier paper (75GSM) Legal size (Brand-Brindal)	As and when required
05	Copier paper (75GSM) Legal size (Brand-JK)	As and when required
06	Copier paper (75GSM) Legal size (Brand-Trident Spectra)	As and when required
07	Photostat Kyocera (TK-4109) Toner Kit	As and when required

**Terms and conditions :-**


1. Quotation must be accompanied with Bankers Cheque/Demand Draft for an amount of **Rs. 2,000.00** (Two thousand) only as security money/EMD to be drawn in favour of Deputy Commissioner, Goalpara. Except the selected bidder (s), the EMD will be returned to all other bidder (s).
2. Firms/Suppliers 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) 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 alternation or modification will be entertained and will remain valid for 1 (one) year from the date of application. However, the authority reserves the right to alter/modify rate (s) as per procedure, in case of necessity. Mere surrendering of bid claims before expiry of stipulated time may cause suitable administrative action against the firm(s)/supplier (s) including forfeiture of security deposit/EMD.
6. Authority is not bound to accept the lowest rate and reserves the right to accept/reject any/all quotations without notice and assigning reasons thereof.
7. Bill will be considered for payment as per procedure subject to availability of fund.
8. Paper will be supplied by the bidder.
9. Quotation relative to MRP will be rejected.

Memo No. GNZ.32/2017/115 (A)

  
Deputy Commissioner,  
Goalpara.  
22/6 Dated 22-06-2018

Copy to :-

1. The Sub-Divisional Officer (Sadar) & i/c Nazarat Officer, Goalpara for information and necessary action.
2. The Finance & Accounts Officer, DC's Office, Goalpara for information and necessary action.
3. The Election Officer & Branch Officer, Nazarat Branch, Goalpara for information and necessary action.
4. The District Informatics Officer, NIC, Goalpara for uploading this notice in website of District Administration, Goalpara immediately.
5. Notice Board, DC's office, Goalpara.

  
Sub Divisional Officer (Sadar) &  
i/c Nazarat Officer,  
22/6 Goalpara.