

OFFICE OF THE DISTRICT RURAL DEVELOPMENT AGENCY  
DHUBRI :::::::::: ASSAM.

QUOTATION NOTICE

No.DAS-01/2009-2010/2010-2011/37  
Dated Dhubri, the 30<sup>th</sup> July /2011.

Sealed quotation affixing non-refundable Court fee stamp of Rs.8.25 (Rupees eight and paise twenty five)only are hereby invited from the intending recognized and registered local suppliers for the fixation of rates for stationery articles / items of official goods for the period of one year as per list enclosed and the same will be received by the undersigned up to 2:00 P.M. of the 20<sup>th</sup> August-2011 and will be opened at 3:00 P.M. by the Project Director, DRDA, Dhubri or any authorized officer of DRDA, Dhubri in presence of the quotationer or their representatives.

The terms and conditions of the quotationer are as follows which shall have to be observed while submitting the quotations :-

1. The quotationer or their authorized representative may remain present at the time of opening of quotations from 3:00 P.M to 4:00 P.M.
2. The quotationers shall have to furnish attested copies of up to date income Tax / Sale Tax clearance certificate & PAN / TIN / TAN No. Certificate etc. along with the quotation.
3. The rates of Articles / Items should be quoted both in figures and in word and it should not be inclusive of VAT.
4. The articles / items will have to be delivered to the office of the undersigned on the basis of the indent form, office order issued time to time. No extra Transportation cost will be borne by this Agency for the purpose.
5. The quotationers may collect the list of items for quotation from the office of the DRDA, Dhubri on or before 16<sup>th</sup> Aug-2011.
6. The quotationers will have to furnish samples of the articles free of cost to the undersigned as and when called for.
7. The quotation should accompany Call Deposits / Bankers Cheque of Rs.5000.00 (Rupees Five Thousand) only as Earnest Money in favour of Project Director, DRDA, Dhubri.
8. The successful quotationers will have to submit security deposit amounting to Rs.10000/- (Rupees Ten Thousand )only in favour of Project Director, DRDA, Dhubri in form of either Cal Deposit, Bankers Cheque or fixed Deposit.
9. The intending quotationers must be of holding full-pledged stationery shop with sound financial capacity for the smooth functioning of supply.
10. The Quotationer should be a regular supplier of others Govt. offices and any evidence in this regard should be enclosed with the quotation.
11. The successful quotationers shall have to arrange the supply within the specified time as per lowest rate fixed and indent placed to them. No extension of time will be allowed.
12. The rate once accepted will not be changed or modified under any circumstances and it will remain valid until next quotation is called for.

13. The successful quotationers shall have to supply the articles others than those mentioned in the statement as per company's approved price on the basis of the requirement and on choice of the undersigned.
14. The undersigned does not bound himself to accept the lowest rate and reserves the right to reject any or all the quotations without notice and assigning any reason thereof.
15. The undersigned is not bound to purchase the articles / items from the successful quotationer and may purchase items from the market as per approve rate if required.
16. The contract of successful quotations may be cancelled at any time if the articles are not supplied in time and found to be of inferior quality and also not as per specification / brand / size etc. as approved by the undersigned and for that the security money will also be forfeited.
17. The quotations will be invalid if the rates are not quoted as per enclosed statement.
18. The articles to be supplied should be of best quality.

Enclo : As stated above.


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Project Director,  
DRDA :: Dhubri.

Memo No.DAS-01/2009-2010/2010-2011/37(A),

Date: 30/07/2011.

✓ Copy forwarded to:-

1. The Deputy Commissioner & DPC, MGNREGA, Dhubri for favour of kind information.
- ✓ 2. The DIO, NIC, Dhubri for information. He is requested to upload the quotation in the District Website i.e <http://dhubri.nic.in> for wide publicity.
3. Notice Board of D.C's Officer, Dhubri & DRDA, Dhubri.
4. The Advertisement Manager, The Assam Tribune, G.N.B Road, Guwahati-781003 to publish the quotation notice immediately and requested to submit the bill in duplicate to the undersigned for necessary payment.

  
Project Director,  
DRDA Dhubri.

6/30/7/11