

GOVERNMENT OF ASSAM
CHIEF EXECUTIVE OFFICER
FLOOD AND RIVER EROSION MANAGEMENT AGENCY OF ASSAM
SIX MILE GUWAHATI-22

No. FREMAA (P)/ADMIN/237/2019/01

Dated: -21-02 -2019

NOTICE INVITING QUOTATION

Separate sealed Quotationers for each of the following items affixing Court fee stamps of Rs. 8.25 (Rupees eight and twenty five paisa) only for each quotation rate are invited from Registered Firms which will be received up to 2:00 P.M. on 14 -03 -2019 and will be opened at 3:00 P.M. on the same day by the undersigned.

1. Stationery Articles.
2. Computer related Articles

Terms and conditions may be collected from the office/Departmental website i.e fremaassamgov.in.

Quotationers may like to remain present at the time of opening of Quotations.

Chief Executive officer
FREMAA, Assam

Memo No. FREMAA (P)/ADMIN/237/2019/01-A

Dated:-21 -02 -2019

Copy to:-

1. The Director, Information and Public Relations, Assam, Dispur, Guwahati-6. He is requested for circulation in one daily local news papers for one day.
2. The I.T. Officer, FREMAA for uploading the NIQ in the Departmental Website.
3. Office Notice Board.

Chief Executive Officer
FREMAA, Assam

Terms and Conditions for Stationery and Computer related items

1. The intending quotationers should have his/her own registered firm with GST Registration No. and be financially sound. The rate of each item should include all the taxes and the cost of delivery in the office.
2. The rate to be quoted should be written both in figure and in words legibly. Any correction/alternation/eraser etc. should be authenticated by the quotationer before submission of the quotation.
3. Each quotation should carry attested copies of up to date GST clearance certificate.
4. GST Registration number supported by attested copies of registrations may invariably be furnished.
5. Attested copy of the "Firms Registration Certificate" with up to date renewal must be furnished along with quotation.
6. Attested copy of "Trade License" with up to date renewal must be furnished along with quotation and copy of the Pan card.
7. Earnest money in the Form of Bank Draft must be duly pledged in favour of the Chief Executive officer, Flood And River Erosion Management Agency Of Assam may be furnished along with quotation as per amount given against each articles.
 - a. Stationery Articles. = Rs. 5000.00
 - b. Computer related Articles = Rs. 5000.00
8. The rates once accepted will remain valid for one year w.e.f. the date of acceptance. It will not be changed under any circumstances during the period as specified.
9. Rate should be quoted in respect of the item as shown in the list enclosed indicating the brand, model size, weight quality etc. as the case may be. In no case the serials of office quotation notice be altered.
10. Quotationers should note that their quotation will be rejected if any of the requirement (s) is /are found to be not complied with.
11. The successful quotationer will have to supply the articles as and when indented for within the period as will be specified therein without fail. If the quality of the item supplied by the firm are found to be inferior, the authority will have the reason to cancel the agreement even before the expiry of the term of agreement without any notice.
12. Preference will be given to the firm having experiences of satisfactory completion/performance for supply of office stationery at Govt. offices.
13. Incomplete quotation and illogical rate is liable to be cancelled.
14. The quotationer would sign on each and every page of the documents.
15. The authority does not bind itself to accept the lowest rate or any quotation or to assign any reason for accepting or rejecting any quotation thereof. He also reserves the right to cancel the contract before expiry of the terms of contract for any reason viz. use of inferior quality, poor workmanship or failure to supply in time including for forfeiture of the earnest money. The authority also reserves the right to cancel the quotation as a whole if so required.

The word " Quotation for supply "Stationery /Miscellaneous/Electrical/Computer related articles should be written on the top of the envelop.

For any further queries, please contact Shri Diganta Sarma, Deputy Finance Officer, FREMAA during office hours (Contact No: - 9864105613).


Chief Executive Officer
FREMAA, Assam.

