



GOVT. OF ARUNACHAL PRADESH
OFFICE OF THE DEPUTY COMMISSIONER
EAST KAMENG DISTRICT

No. Naz-10/2018-19

Dated Seppa, the 3rd September, 2018

INVITATION OF SEALED QUOTATION

Sealed quotations are hereby invited from GST Registered firms (having valid trading license) dealing in office equipments, furniture, stationery and other necessary miscellaneous articles for supply to the Establishment of the Deputy Commissioner, East Kameng District, for the year 2018-19. Interested suppliers may collect tentative list of articles available with the Officer-in- Charge, Nazarat Branch of this Establishment during office working hours. The Sealed quotation should be dropped in sealed quotation box available in the office chamber of the DC, Seppa up to **1530 Hrs on 27th September, 2018.**

The Sealed quotations shall be opened by the board on the same day at 1600 Hrs in the Office Chamber of the Chairman in presence of interested bidders for examination of technical documents etc. The financial bid documents will be opened only after verification of technical documents. Earnest Money Deposit (EMD) should be sealed in a separate envelope & superscribed as EMD. The technical documents should also be sealed in a separate envelope. The technical bid and EMD documents should be put together in a separate envelope and then sealed. The financial bid documents should be separately sealed. It will be opened only after the Technical & EMD documents are found in order.

TERMS AND CONDITIONS OF QUOTATION AS UNDER

TECHNICAL DOCUMENTS.

1. Envelopes containing the Technical Documents like copy of GST Registration , valid Trading Licence, Earnest money deposit (EMD), Experience Certificate, list of samples of articles for verification etc should be separately sealed & superscripted.

“ **TECHNICAL DOCUMENTS**”, addressing to the Deputy Commissioner, East Kameng , Seppa. The documents should be sealed.




QUOTATION DOCUMENTS/FINANCIAL DOCUMENTS.

2. Envelopes containing the quotation should be sealed & superscripted.
“ QUOTATION FOR SUPPLY OF OFFICE STATIONERY AND EQUIPMENTS” and addressing at envelope to the Deputy Commissioner, East Kameng District, Seppa.
3. Rate should be quoted including GST/ other Taxes and service Charge etc and quoted rate should not be above MRP. A copy of MRP against the items as quoted rate with name of Brand make etc must be enclosed with quoted rate. If quoted rate against the articles found above MRP shall not be entertained for examination of the rate.
4. Samples of all the items for which rates are quoted should have clear specifications such as brand marks, quality, quantity, size and weight etc in remarks column of the bid form, and sample of the items have to produce before the constituted board for verification on the date of opening of the quotations in presence of the interested bidders or date fixed by the board. Without applicable sample of articles quoted rate shall not be consider for verification. Unrealistic rate quoted against the items shall not be accepted.
5. Only GST registered firms having valid trading license dealing in Office equipments, furniture, Stationery and Miscellaneous/ General Articles shall be eligible to submit quotation. Attested copy of valid GST Registration certificate and valid trading license should be furnished in sealed envelopes of Technical Documents.
6. The constituted board will open first sealed envelope of Technical documents for verification. If the Technical documents found incomplete, the Envelope for Quotation documents of the concerned firms shall be rejected.
7. **Every bidder should deposited a sum of Rs.30, 000/- (Rupees thirty thousand) only in the form of DCR, Banker Cheque in favour of the Deputy Commissioner, Seppa as earnest money.** The above amount of the successful bidders shall be retained in office as security. The earnest money of unsuccessful bidder would be returned after finalization of the quotation.
8. Samples of successful bidder(s) shall be retained in office and that of unsuccessful bidder(s) will be returned.

[Handwritten signature]




9. The successful bidder should ensure that the article(s) required is/are supplied as per the sample/ specification. If article(s) supplied is/are found to be inferior quality, contract shall be cancelled and deposited security money would be forfeited in Govt. Account. Supply order to be given to the next firms who has quoted competitive rate.
10. **The rate shall be valid up to 31.8.2019.**
11. F.O.R should be at DC's Office, Seppa.
12. The Authority is not bound to procure all the items against invited quotation. Articles will be procured time to time as per requirement and bills will be passed subject to availability of fund and supplier should not entitle to compel the authority to pass the bills.
13. The undersigned reserve the right to accept or reject the quotation in part or whole without assigning any reason or give supply order to any eligible and qualified supplier who will supply the materials in standard quality and quantity etc. in time.
14. Both the Sealed envelope for **Technical documents and Quotation documents** should be kept in a separate sealed Envelopes, addressing to the Deputy commissioner, East Kameng District, Seppa. If any of above envelopes are found unsealed, the quotation of concern firm shall not be examined.
15. The concerned firms must be written their full address at left side of the sealed envelopes to identify the firm during opening of sealed quotation.


(Gaurav Singh Rajawat), IAS
Deputy Commissioner
East Kameng District,

Memo No Naz-10/2018-19
Copy to :-

Dated Seppa, the 03rd September, 2018

1. The PA to DC, Seppa for information
2. The Chairman/ Secretary, Chamber of Trade & Commerce, Seppa for information.
3. Bazar Secretary, Seppa Bazar Line for information.
2. All interested Suppliers of Seppa Township for information.
3. Office Notice Board of DC's Office, Seppa
4. Office Copy.


(Gaurav Singh Rajawat), IAS
Deputy Commissioner
East Kameng District,