

RASHTRIYA MADHYAMIK SIKSHA ABHIJAN, ASSAM  
Guwahati.

BID DOCUMENT FOR PROVIDING PURCHASE OF STATIONERY

(to be used for Purchase Stationery tenders by the ELIGIBLE firms)

Bid No. RMSA/Esstt/Stationary tender/143/2011/1  
Date : 01/02/2012

Cost of the bid document: - Rs. 500/-

Address for communication

Office of the Mission Director  
RASHTRIYA MADHYAMIK SIKSHA ABHIJAN, ASSAM  
Phone: 0361-2389955 Fax: 0361-2380038


OFFICE OF THE MISSION DIRECTOR  
RASHTRIYA MADHYAMIK SIKSHA ABHIJAN, ASSAM  
GUWAHATI.

No. RMSA/Esstt/Stationary tender/143/2011/1

Dated.01/02/2012

Notice Inviting Tender

Sealed tenders affixing non-refundable Court Fee Stamp of Rs 8.25. (Rupees Eight and twenty five paisa) only are invited from the reputed/registered firms under Registration Act for supply of office stationery articles. Detailed Bid Document along with terms and conditions may be obtained from the office of the Mission Director, RMSA, Assam, Guwahati on cash payment of Rs. 500/- (Rupees Five hundred) only on working days upto 3 PM of 20/02/2012 The Bid document can also be downloaded from the Assam govt. website-[www.assam.gov.in](http://www.assam.gov.in). The downloaded document shall only be accepted provided the bidder submits the amount of Rs. 500/- (Rupees Five Hundred) only as cost of bid document in form of Demand Draft(DD) in favour of Mission Director, RMSA, Assam alongwith the technical bid. The bid document will be received up to 2.00 PM of 21/02/2012 and opened at 3.00 PM on the same day.

  
1.2.12  
Officer on Special Duty,  
RMSA, Assam

Details :-

1	Date of commencement of issue of Bid documents	01/02/2012
2	Last date and time for purchase of Bid documents	20/02/2012 upto 1500 hours
3	Last date & Time for submission of Bids	21/02/2012 upto 1400 hours
4	Date & Time of opening of the Technical Bids	21/02/2012 at 1500 hours
5	Date & Time of opening of the Financial Bids	Will be intimated to the qualified bidders by the Purchaser on the day of opening of the Technical Bid or on any subsequent days either through fax or through letter.
6	Place of issue of Bid Document, Bid submission, and opening of Technical and Financial Bids	Office of the Mission Director Rashtriya Madhyamik Siksha Abhijan, Assam, Guwahati.
7	Bid Security/Earnest money	Rs. 30,000/-

*J. Barua*  
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Officer on Spécial Duty,  
RMSA, Assam

### Guidelines-

1. Tenderers are advised to carefully study the Tender Documents before quoting their rates.
2. Before submitting tender, each page of the tender may be sealed and signed.
3. Cost of tender documents Rs. 500/- (Rupees Five hundred) only Non-refundable.
4. All entries should be made in ink. Overwriting will not be accepted.
5. a) The bidder should be registered firm under Registration Act for providing stationery on purchase as per Govt. norms.  
b) And should have up-to date Trade License and VAT Regn.
6. The Bidder shall have to submit audited turn-over report with minimum Turnover of Rs 10 lakhs for each year for last 3 years.
7. The Bidder/Bidder's firm must have a qualifying experience of working in at least 3 Govt. Department/any public sector Undertaking for 3 Years in consecutive manner.
8. An amount of Rs. 30000/- (Thirty Thousand) only as Bid security/Earnest money may be submitted in the form of demand draft from a Nationalized Bank drawn in favour of Mission Director, RMSA, Assam, Guwahati.
9. The bidder/bidder's firm must not be blacklisted/terminated out of turn by any Govt. Department/any PSU/Govt. Societies etc. in the past.
10. The bidder must submit the Technical and Financial Bids in separate sealed envelopes. The Technical Bid should be consisted bid security and court fee stamp should be included in the same envelope along with the detailed terms and conditions.
11. Financial Bid will have to be furnished in the second sealed envelope.
12. The envelope containing the Technical Bid and the Bid Security/Earnest money will be opened on the specified date and time in presence of Bidders or their authorised representative who choose to attend. In the event of the date specified for bid receipt and opening being declared as a holiday for Rashtriya Madhyamik Siksha Abhijan, Assam, the stipulated date for submission and opening of bids will be the following working day at the stipulated time. Only those who qualify after this technical bid opening, their commercial bid will be opened thereafter.

**SELECTION PROCEDURE:**

The tenderer who have quoted lowest rates shall be automatically selected.

**PERIOD OF CONTRACT:**

The contract will be for a period of minimum 1(one) year or will be as per agreement. On satisfactory services the authority may extend their agreement with same terms and conditions.

**TAXES AND OTHER DUTIES:**

- a) Payment of any Govt. TAX/DUTY for supplying the stationery items shall be liability of the agent.
- b) SERVICE TAX, if any, should be quoted as extra and same will have to be added to the bills.
- c) INCOME TAX will be deducted from the purchasing charge of the bills as per INCOME TAX NORMS.

**BID VALIDITY PERIOD:**

Bids shall remain valid for a period of 45 days from the date of opening of bids.

**PRICE SCHEDULE:**

- a) Bids Price shall have to be quoted as per Annexure. In the bidders letter pad/quotation form and should be submitted in financial bid.
- b) The price quoted by the bidder shall remain fixed during the entire period of contract as per agreement.

**SECURITY DEPOSIT/ EARNEST MONEY:**

Successful tenderers would also be required to submit security deposit within 15 days of the acceptance of the offer letter. The bidder shall have to submit bid security for Rs. 30,000/- in the form of Demand Draft from a Nationalized Bank drawn in favour of **MISSION DIRECTOR, RASHTRIYA MADHYAMIK SIKSHA ABHIJAN, ASSAM, GUWAHATI**. No interest is payable on security deposit. Security deposit would be refunded after 3 months of the satisfactory completion of the contract and on written request from the contractor duly accompanied by original cash receipt issued by RMSA, Assam.

**SIGNING OF AGREEMENT:**

Successful tenderers will be required before undertaking the contract, to execute a standard agreement within 15 days from the date of issue of offer letter, failing second party will be offered the contract

**PARTICULARS OF FIRM'S CONSTITUTION:**

1. Please tick in the correct relating to Your Firm/Organization.:-

- a) Proprietorship Firm
- b) Partnership Firm
- c) Private Limited Company
- d) Public Limited Company
- e) Any Other.

2. If Proprietorship -

- a) Name of the Proprietor :
- b) Address :- .....
- .....

3. If Partnership Firm :-

a) Name of the Partners with Address :-

- 1. -----
- 2. -----
- 3. -----
- 4. -----

b) Whether the Partnership deed Registered:                      Yes/No.

c) Date of Registration and Authority :- .....

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**MISSION DIRECTOR, RMSA, ASSAM, RESERVES THE RIGHT TO ACCEPT OR REJECT ANY BID OR REJECT ALL BIDS WITHOUT ASSIGNING ANY REASON THEREOF.**

*JL Barne*  
*1.2.12*  
Officer on Special Duty,  
RMSA, Assam

