



**GOVERNMENT OF ASSAM
PROJECT MANAGEMENT UNIT
ASSAM PROJECT ON FOREST AND BIODIVERSITY CONSERVATION SOCIETY
"ARANYA BHAWAN", NEAR SHANKARDEV KALAKHETRA
PANJABARI, GUWAHATI-37.**

Letter No. APFBC/PMU/Comp-5/OS/2

Dated 18th July, 2016

INVITATION FOR QUOTATIONS UNDER NATIONAL SHOPPING PROCEDURES

FOR PROCUREMENT OF OFFICE STATIONERY/ GOODS

-: DETAILED TERMS & CONDITIONS:-

INTRODUCTION:

1. Government of Assam through Government of India has obtained loan from the French Development Agency (Afd) to finance the Assam Project on Forest and Biodiversity Conservation (APFBC). The APFBC will be implemented through the Assam Project on Forest and Biodiversity Conservation Society (APFBC Society). The APFBC Society now intends to use a part of the funds to cover eligible payments for Office Stationery and Goods for the PMU office through contract for which this Notice for Invitation of Quotations (NIQ) is being issued. The procurer is the "Project Director, Project management Unit, APFBC Society" hereinafter called "the purchaser".
2. The Specifications, Terms & Conditions, and other details mentioned in this document shall hereinafter be referred as the "bidding documents".
3. The firm or the manufacturer or the dealer who is a prospective participant to this NIQ shall hereinafter be referred as the "bidder".
4. Unless otherwise stipulated the word "quotation" and "bid" shall have the same meaning.
5. Unless otherwise stipulated the word "quotationer" and "bidder" shall have the same meaning.

To.....

Dear Sir,

Sub: INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE STATIONERY/GOODS.

The Project Director, **Project Management Unit (PMU), Assam Project on Forest and Biodiversity Conservation (APFBC) Society** hereby invites quotations of rates in the prescribed proforma from firms / dealers / whole sellers having valid trade license for supply of officer stationery and other goods as described below :

You are invited to submit your most competitive quotation/bid in sealed cover and drop the same in the box kept for the purpose in the PMU, APFBC Society, **O/O PCCF & HoFF, Assam, Panjabari, Guwahati-781037.**

Sl. No.	Particulars of Items	Rate	
1.	Printer Copy Paper(JK)	A3	Per pkt
		A4	Per pkt
		Legal	Per pkt



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2.	Note sheet	Green	Per pkt
3	Service envelope	A3 (plastic coated)	Per pkt
		A4 (plastic coated)	Per pkt
		Legal (plastic coated)	Per pkt
		A3 (Plain)	Per pkt
		A4 (Plain)	Per pkt
		Legal (Plain)	Per pkt
4	L Folder	A4	Per pkt
		Full Scale	Per pkt
5	Correction pen	Kores	Per no.
6	Correction fluid bottle	Kores	Per no.
7	Gum Stick	Kores	Per no.
8	Ball point pen	Blue, Red, Black	Per Pkt
9	Pencil 2H/3H/HB/1/2/3/4		Per Pkt
10	Pencil Sharpner		Per Pkt
11	Pencil Eraser		Per Pkt
12	Hull pin	Best quality	Per Pkt
13	Note Pad medium size	Plain paper	Per No.
14	Note pad medium size	Rule paper	Per No.
15	Staple machine (medium size)	Kangaroo	Per No.
16	Staple machine (small size)	Kangaroo	Per No.
17	Staple pin medium	Best quality	Per Pkt
18	Staple pin small	Best quality	Per Pkt
19	Paper clip (plastic) /Binder clip 41 mm	Best quality	Per Pkt
	Paper clip (plastic) /Binder clip 19 mm	Best quality	Per Pkt
20	Permanent Marker pen (pointed)	Best quality	Per no.
21	Plastic bag file	Best quality	Per no.
22	Stamp Pad (medium size)	Best quality	Per no.
23	Tag (big size)	Best quality	Per bundle
24	Tag (small)	Best quality	Per bundle
25	High lighter pen	Best quality	Per Pkt.
26	Page marker	Best quality	Per Pkt.
27	Dak Book	Best quality	Per no
28	Vehicle Log Book	Best quality	Per no.
29	Plastic Scale	Best quality	Per no.
30	File Cover	Best quality	Per no
31	File Board	Best quality	Per no.
32	Plastic stick File	A4	Per no.
		Full Scale	Per no.
33	Knife	Medium	Per no.
34	Scissor	Medium	Per no.
35	Cello Tape (Medium and Big Size)	Best quality	Per no.
36	Bound Register (size 12)	Best quality	Per no.

Handwritten signature



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37	Double entry Cash Book	Best quality	Per no.
38	Cash book Manual	Best quality	Per no.
39	Spring Board File	Best quality	Per no.
40	Dak File	Best quality	Per no.
41	Register Book (Hard top) 100/500 pages	Best quality	Per no.
42	Fevi Stick (Medium Size)	Best quality	Per Strip
43	Yellow Envelope (A4 & Legal)	Best quality	Per Pkt.
44	Holler	Best quality	Per no.
45	U Clip	Best quality	Per Pkt.
46	Alpine	Best quality	Per Pkt.
Cartridges of the following printer			
47	HP LaserJet 1020 Plus	Best quality	Per Pkt.
48	HP LaserJet M1005 MFP	Best quality	Per Pkt.
49	HP LaserJet P 1108	Best quality	Per Pkt.
50	HP LaserJet P 1606 dn	Best quality	Per Pkt.
51	Samsung ML 2161	Best quality	Per Pkt.
52	LaserJet CP 1025 Color	Best quality	Per Pkt.
53	Canon Image RUNER 2520	Best quality	Per Pkt.
54	HP Office Jet Pro 8100	Best quality	Per Pkt.
55	Color LaserJet Pro MFP M176n	Best quality	Per Pkt.

1. Bidding and Price

a) Corrections in the bid /quotation, if any, shall be made by crossing out, initialling, dating and re-writing.

b) The rate contract shall be valid for a period of 12 months from the date of issue of acceptance letter and shall not be subject to adjustment/change/modification on any account.

c) The successful bidder will be required to supply the office stationery and goods as and when ordered within the specified period of validity of the contract. The articles ordered will have to be supplied at PMU, APFBC Society, O/o the Principal Chief Conservator of Forests & Head of Forest Force, Panjabari, Guwahati-37.

d) The Gross Total Price (GTP) quoted shall include basic price of each item, VAT and other taxes, duties, etc. including delivery charges.

e) The Prices shall be quoted in Indian Rupees only.

f) Bidders at their discretion may provide details of any "Special offer".

g) The purchaser may assess/inspect the accessories items offered by the bidder before arriving at final decision and the bidder shall facilitate such inspection.



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2. Each Quotationer shall submit only one quotation along with the copy of Dealership / Trade license/Firm Registration Certificate, etc enclosed with the Quotation. Quotations not accompanied with these documents are liable to be rejected summarily.
3. **Validity of Quotation**
Quotation submitted shall remain valid for one year from the date of issue of acceptance letter.
4. **Evaluation of Quotations**
The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
 - a) Are properly signed; and
 - b) Conform to the terms and conditions, and specifications.
 - c) The items will be evaluated separately.
5. **Award of Contract**
The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation rate.
 - (a) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
 - (b) The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the acceptance letter.Payment shall be made only after delivery of the stationery/ goods, for which order is placed as and when required, is successfully completed.
6. You are requested to provide your offer latest by **2.00 PM** on **30.07.2016** in sealed cover super scribed in BOLD CAPITAL letters describing the item for which bid will be submitted e.g. '**BID FOR OFFICE STATIONERY AND GOODS**'. The bids will be open on 1st Aug' 2016 at 1 P.M. in presence of bidders. If the office remains closed on 1st Aug' 2016 for any reason, the bids will be open on the next working day at appointed hour.

The PMU, APFBC Society looks forward to receive your quotation and thank you for your interest.

Faithfully yours,

Chief Conservator of Forests (H.Q.)
& C.D.-1, PMU, APFBC Society.
Panjabari, Guwahati- 37

FORMAT OF QUOTATION*

Sl. No	Description Goods	Specifications with company / brand	Qty.	Unit	Quoted Unit Rate in Rs.	Total Amount	
						In Figures	In Words

Gross Total Cost: Rs.

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. (amount in figures) (Rs.
..... (amount in words) within the period specified in the Invitation for Quotations.

We also conform that the normal commercial warrantee/guarantee of months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier



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Date: 18/07/2016

The short Notice for inviting Quotation (NIQ)

Separate sealed quotations are invited from the Dealer/ Supplier /Firm for Office stationery and Goods for the Project Management Unit, APFBC Society, O/o the PCCF & HoFF, Assam, Panjabari, Guwahati-37.

Terms and Condition and other details may be obtained from the website: apfbcs.nic.in

The Quotation will be received upto 2 P.M. on 30th July, 2016 in the PMU, APFBC Society, O/O PCCF & HoFF, Assam, Panjabari , Guwahati-781037 and will be opened on 1st Aug' 2016 at 1 P.M.

Chief Conservator of Forests (H.Q.)
& C.D.-1, PMU, APFBC Society.
Panjabari, Guwahati- 37

Copy to the following for displaying the NIQ at their office board:

1. The Principal Chief Conservator of Forests & Head of Forest Force, Assam, Guwahati-37
2. The Principal Chief Conservator of Forests (WL), Basistha, Assam ,Guwahati-29
3. The Principal Chief Conservator of Forests,(SF), Basistha, Assam ,Guwahati-29
4. Notice Board,PMU,APFBC Society.

Chief Conservator of Forests (H.Q.)
& C.D.-1, PMU, APFBC Society.
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