



**GOVT OF ASSAM**  
**ASSAM SKILL DEVELOPMENT MISSION**  
**KATABARI, DPS ROAD, NH-37**  
**GARCHUK: GUWAHATI-781035**

**No.ASDM/99/2017/45**

**Dated 30/09/2019**

**Tender Notice Inviting Quotation**

**Sealed Quotations are hereby invited affixing nonrefundable court fee stamp of Rs. 8.25 (Rupees Eight and Twenty-Five Paise)** only from reputed Firms/ Vendors for providing, Conference Files with Conference Kit (Note Pad & Pen), Memento with printed logo of ASDM, at ASDM, as per terms & conditions given below.

The sealed quotation should be addressed to the "Mission Director, ASDM, Gorchuk, Katabari Guwahati) in an envelope and the envelope should be super scribed with "Quotation for Conference Files and Conference Kit"

The same will be received at the office of the Mission Director ASDM during office hours up to 2pm on or before 14/10/2019 and will be opened the next day at 3.00pm. The Quotation/Tenderer or their authorized agents may remain present at the time of opening of the quotation.

Specification of Items :

List of Articles

Sl. No	Article	Description	Estimated quantity required
1	Notepad	<ul style="list-style-type: none"><li>• A good quality notepad with ASDM Logo over it</li><li>• 16 x 9.5 cm in dimension</li><li>• Hard back</li><li>• Ruled paper</li></ul>	<ul style="list-style-type: none"><li>• 1000 piece</li></ul>
2	Pen	<ul style="list-style-type: none"><li>• Pen with "with logo ASDM" written on Ball pen /Gelpen</li></ul>	<ul style="list-style-type: none"><li>• 1000 piece</li></ul>
3	Cover file	<ul style="list-style-type: none"><li>• A good Quality Folder with "Assam Skill Development Mission" written on it</li><li>• Hard cover 300gsm</li></ul>	<ul style="list-style-type: none"><li>• 1000</li></ul>

		<ul style="list-style-type: none"> <li>• Laminated inside out</li> <li>• Customized printing in the front and back</li> <li>• Inside the cover Hold pockets and a ring holding stationary articles</li> <li>• Size :20inch * 13 inch</li> </ul>	
4	Memento	<ul style="list-style-type: none"> <li>• Design customized</li> <li>• Size 25cm *10cm</li> </ul>	<ul style="list-style-type: none"> <li>• 100</li> </ul>

**Terms and Conditions:**

- 1 The rates should be quoted as shown against the items/articles and should be inclusive of all GST/Taxes applicable at any point of time.
- 2 The Sealed envelope should be addressed to "The Mission Director, ASDM, Assam".
- 3 The Quotationer/Bidder will have to deposit Earnest money of Rs. 3000/- Each in the form of Demand Draft favoring Assam Skill Development Mission, Assam
- 4 The undersigned reserves right to accept or reject any tender without assigning any reason thereof.
- 5 Any deviation of terms and conditions shall invite cancellation of Quotation/Tender/Bills etc. and forfeiture of security deposit.
- 6 Each Firm must have a GST Registration, Trade License, Income Tax Clearance Certificate, Pan Card. A copy of the same must be submitted along with the Quotation/Tender.
- 7 Bills must be submitted along with necessary work order and a copy of challan etc. within 7days from the date of delivery of goods for payment.
- 8 The work may be allocated to one or many suppliers depending upon urgency of the work, time factor, quality of work and past record of the concern firms.
- 9 In case there, is no approved rate for any item, the supplier will have to supply the same at market price of Guwahati but not more than Maximum Retail Price/Market Price whichever is lower
- 10 In case the lowest rate is quoted by one firm for some items and by other firms for other items then the selected firms will have to give consent letter to supply any or all of the material as per approved rates of the ASDM. If the lowest quoted rate is higher than the MRP/Market Price, then Payment shall be made as per MRP/Market Price
- 11 Any firm/supplier indulging in any malpractice or adopting any unfair means will be barred for any work with the Department.
- 12 Past Record of the firms/supplier/contractors will be duly considered while awarding the work.

- 13 Further, any other conditions deemed to be just, fit and proper at the point of time. Will also be considered while awarding work to a bidder.
- 14 Sample of the items is to be submitted along with the quotation.

Yours sincerely

Sd-  
Mission Director  
Assam Skill Development Mission

**No.ASDM/99/2017/45A**

**Dated 30/09/2019**

Copy to  
1 Notice board  
2. Dealer/Agent/Firms  
3. Office copy

Sd-  
Mission Director  
Assam skill development Mission