



ASSAM STATE BIODIVERSITY BOARD
ARANYA BHAWAN, 2nd FLOOR
PANJABARI, GUWAHATI-781037
www.asbb.gov.in

No: ABB/Stationery/2013/44/291

Telephone No. +91 70990 10729 (O)
Email: assambioboard@gmail.com

Date: 16/11/2024

NOTICE INVITING QUOTATION

The Assam State Biodiversity Board invites sealed quotations from interest firm/supplier/Govt. Registered supplier/ Contractor, affixing with non-refundable Court fee of Rs 8.25 for 'Supply of Stationery items' at the Board office i.e. Aranya Bhawan, 2nd Floor, Panjabari, Guwahati.

Terms and conditions:

1. Quotations shall be addressed to the Member Secretary, Assam State Biodiversity Board, Aranya Bhawan, 2nd Floor, Panja bari, Guwahati,
2. Quotations to be submitted should be completed in all aspects i.e. as per format provided at **Annexure- I** and **Annexure-II**.
3. Quotations to be submitted shall be sealed and super scribed "**Quotation for Supply of Stationer Items**".
4. The list of stationery items is given at the **Annexure-I**
5. Last date for receipt Quotation is **28/11/2024** at 2.00 pm. The Board will not entertain any quotation after 2.00 pm. The same will be opened on same day at 3.00 pm.
6. The quotation with inadequate information and those which do not meet the eligibility criteria shall not be considered.
7. The firm/supplier/ Govt. Registered supplier/ Contractor should have valid PAN, GST registration number & up to date Trade License and must have to submit photocopy of the same along with the quotation.
8. The Board will not entertain any quotations after due date and time of submission. The bidders are advised in their own interest to ensure that their quotations are submitted before the closing date and time.
9. For evaluation/ selection of the quotations, decision of the evaluation committee shall be final. No correspondence in this regard will be entertained. The undersigned reserves the right to reject quotations deemed non-responsive. Conditional quotations will not be accepted.
10. The firm/supplier /Govt. Registered supplier/ Contractor's must have registered office in Kamrup (M) district.
11. The firm/supplier/Govt. Registered supplier/ Contractor should indicate specifically the basic unit price, taxes (if any), and other charges (if any), quantitatively against each item. No additional information will be entertained after due date and time of submission.
12. The rate of listed stationery items shall be valid for a period of 12 months from the date of Work order issued. The rates shall not be subjected to adjustment/ change/modification on any account.

13. The prices should be quoted in Indian Currency only.
14. Validity of the contract will be initially for a period of one year. After expiry of the contract, the same may be extend for another period not exceeding one year on the same rates and terms & conditions.
15. Payment will be made on receipt of the invoice only. No advance payment will be made.
16. Payments are subjected to deduction of GST, if bill value exceeds Rs. 2.5 la.kh.
17. The payment will be made in this regard as and when fund is received from GoA.
18. The successful bidder will be required to supply the office station ry items as and when ordered. The items ordered will have to be supplied at O/o the Assam State Biodiversity Board, Aranya Bhawan, 2nd Floor, Panjabari, Guwahati within 3 working days after issuing order or formal communication.
19. The Board will not bear any delivery charges.
20. If the supplied items found defective, the same should be replaced with a period of 3 working days without any additional cost.
21. The firm/supplier/Govt. Registered supplier/ Contractor should be in a position to supply listed stationery items even at short span of time.
22. The firm/supplier/Govt. Registered supplier/ Contractor should not quote more than MRP. The Board will not accept any duplicate/ substandard items. If the vendor/supplier does the same than appropriate action may be taken against the vendor/supplier.
23. The Board reserves the right to reject any or all offers without assigning any reason thereof and no communication will be entertained in this regard.
24. Any dispute what so ever, will lie before the Courts having jurisdiction at Guwahati

Selection Procedure:


- i. The selection shall be done on the basis of lowest overall rates quoted among all bidders and will be declared as successful (LI) bidder.
- ii. In case of a tie, the Board may ask the bidders, who are tied to submit the revised quote with all the conditions of this NIQ remaining unchanged. The bidders who quote the lowest revised rate shall then be declared as the successful bidder.
- iii. Note: The lowest rates will be the lowest overall total of the quoted rates.

Termination of the Contract:

The contract shall be terminated if in case the firm/supplier/Govt. Registered supplier/ Contractor fails to abide by its obligations as listed in the Terms &- Conditions and the contract may be awarded to the next lowest evaluated offer.

Date: 16.11.24

Place: Guwahati


Member Secretary
Assam State Biodiversity Board



ASSAM STATE BIODIVERSITY BOARD
ARANYA BHAWAN, 2nd FLOOR
PANJABARI, GUWAHATI-781037
www.asbb.gov.in

Annexure-I

No. ABB/Stationery/2013/44

Telephone No. +91 70990 10729 (0)

Email: assambioboard@gmail.com

Annexure-1: List of Stationery Items

Name of the work: Supply of Stationery items at the Board office i.e. Aranya Bhawan, 2nd Floor, Panjabari, Guwahati

Sr No	Particular of Items	Approximate requirement during the period of rate contract	Rate	Unit Price (A)	GST amount (B)	Total Amount inclusive of GST C= A+B	Remarks
1	Paper- A4 size (70GSM)	50 pkts.	Per pkt.				Preferably J.K. Paper
2	Paper -Legal size (70 GSM)	20 pkts.	Per pkt.				Preferably J.K. Paper
3	Paper- Note sheet (70 GSM)	5 pkts.	Per pkt.				Preferably J.K. Paper
4	Bond paper A4	5 pkts.	Per pkt.				Best quality
5	File Cover	50 nos.	Per no.				Best quality
6	File Board	50 nos.	Per no.				Best quality
7	Index File	10 or 10s.	Per no.				Best quality
8	Plastic L Folders legal size	10 nos.	Per no.				Best quality
9	Plastic L Folder (A4)	5 nos.	Per no.				Best quality
10	Plastic Stick File (Legal)	5 nos.	Per no.				Best quality
11	Plastic Stick File (A4)	5 nos.	Per no.				Best quality
12	Registers 120 pages	10 nos.	Per no.				Best quality
13	Registers 240 pages	10 nos.	Per no.				Best quality
14	Registers 500 pages	5 nos.	Per no.				Best quality
15	Attendance Register	5 no.	Per no.				Best quality
16	Jems/u Clip (Steel/Plastic)	5 pkts	Per pkt.				Best quality
17	Permanent Marker Pen	30 nos.	Per no.				Best quality
18	Pen stand standard	10 nos.	Per no.				Best quality
19	White Board Pen	30 nos.	Per no.				Best quality

20	White Board duster	5 nos.	Per no.				Best quality
21	Paper Cutter- small	20 nos.	Per no.				Best quality
22	Paper cutter- medium	20 nos.	Per no.				Best quality
23	Paper cutter- large	20 nos.	Per no.				Best quality
24	Plastic scale	30 nos.	Perno.				Best quality
25	White Envelopes- 11"x 5"	10 nos.	Per no.				Best quality
26	Brown Envelope 11"X 5"	50 nos.	Per no.				Best quality
27	Brown Envelope 12"x 6"	50 nos.	Per no.				Best quality
28	Brown Envelope A4	20 nos.	Per no.				Best quality
29	Yellow Laminated Envelopes- A4	50 nos.	Per no.				Best quality
30	Yellow Laminated Envelopes -11"x 5"	30 nos.	Perno.				Best quality
31	Yellow Laminated Envelopes -12"x 6"	30 nos.	Per no.				Best quality
32	Antivirus (3 user)	2 nos.	Perno.				Best quality
33	Antivirus (5 user)	2 nos.	Per no.				Best quality
34	Antivirus(single user)	2 nos.	Per no.				Best quality
35	Glue Stick (8g)	20 nos.	Per no.				Best quality
36	Glue Stick (15 g)	20 nos.	Per no.				Best quality
37	Brown Cello Tape (1")	10 nos.	Per no.				Best quality
38	Brown Cello Tape (2")	10 nos.	Per no.				Best quality
39	Brown Cello Tape (1/2 Big)	10 nos.	Per no.				Best quality
40	Transparent Cell o Tape (1")	10 nos.	Per no.				Best quality
41	Transparent Cell o Tape (2")	10 nos.	Per no.				Best quality
42	Transparent Cell o Tape (1/2 Big)	10 nos.	Per no.				Best quality
43	Binder Clips (25 mm)	10 pkts.	Per pkt.				Best quality
44	Binder Clip (32 mm)	10 pkts.	Per pkt.				Best quality

45	Binder Clip (19 mm)	10 pkts.	Per pkt.				Best quality
46	Binder Clip (15 mm)	10 pkts.	Per pkt.				Best quality
47	Clear bag (Plastic)	50 nos.	Per no.				Best quality
48	Stapler large	5 nos.	Per no.				Preferably Kangaro
49	Stapler Medium	20 nos.	Per no.				Preferably Kangaro
50	Stapler small	30 nos.	Per no.				Preferably Kangaro
51	Stapler Pin Large	10 pkt	Per pkt				Preferably Kangaro
52	Stapler Pin Medium	10 pkt	Per pkt				Preferably Kangaro
53	Stapler Pin Small	10 pkt	Per pkt				Preferably Kangaro
54	Pen drives (8 GB)	30 nos.	Per no.				Preferably San Disc/HP/ Toshiba
55	Pen drives (16 GB)	50 nos.	Per no.				Preferably San Disc/HP / Toshiba
56	External Hard Disk (1TB)	5 nos.	Per no.				Preferably San Disc/HP / Toshiba
57	C D ROM (700 MB)	20 nos.	Per no.				Preferably Moser bear
58	DVD ROM (4.7 GB)	20 nos.	Per no.				Preferably Moser bear
59	Blue Ball Pen	100 nos.	Per no.				Preferably Glycer/ Cello/ Link/Reynolds
60	Black ball pen	100 nos.	Per no.				Preferably Glycer/ Cello/ Link/Reynolds
61	Red ball pen	50 nos.	Per no.				Preferably Glycer/ Cello/ Link/Reynolds
62	Green ball pen	10 nos.	Per no.				Preferably Glycer/ Cello/ Link/Reynolds
63	Blue Gel Pen	20 nos.	Per no.				Preferably Glycer/ Cello/ Link/Reynolds
64	Black Gel pen	20 nos.	Per no.				Preferably Glycer/ Cello/ Link/Reynolds

65	Red Gel pen	10 nos.	Per no.				Preferably Glycer/Cello/L i nk/Reynolds
66	Green Gel pen	10 nos.	Per no.				Preferably Glycer/ Cello/ Li nk/Reynolds
67	Reynold trimax refillblue & black	20 nos.	Per no.				-----
68	Sheaffer Classic refill blue & black	20 nos	Per no.				-----
69	Pencil (HB)	10 pkts	Per pkt.				Best quality
70	Colour Pencil	2 pkts	Per pkt.				Best quality
71	Sketch pen	5 pkts	Per pkt.				Best quality
72	Pencil Sharpener	2 pkts.	Per pkt.				Best quality
73	Eraser	2 pkts.	Per pkt.				Best quality
74	Paper Puncher big	10 nos.	Per no.				Best quality
75	Paper Puncher medium	10 nos.	Per no.				Best quality
76	Paper Puncher small	20 nos.	Per no.				Best quality
77	Correction Pen	20 nos.	Per no.				Best quality

78	Highlighter Pen	10 pkts.	Per pkt.				Best quality
79	File Tags	50 pkts.	Per pkt.				Best quality
80	Page Markers (20mmX 50mm)	20 pkts.	Per pkt.				Best quality
81	Page Markers (25 mm x 75 mm)	20 pkts.	Per pkt.				Best quality
82	Self- Stick removal notes (76 mm X 76 mm)	20 pkts.	Per pkt.				Best quality
83	Double Column Cash Book (8 No)	5 nos.	Per no.				Best quality
84	Ledger Book (8 No)	5 nos.	Per no.				Best quality
85	Advance Register	10 nos.	Per no.				Best quality
86	Diary/ note pad	5 nos.	Per no.				Best quality
87	"T" pin Plastic box	5 nos.	Per pkt.				Best quality
88	Scissor (Small)	10 nos.	Per no.				Best quality
89	Scissor (medium)	10 nos.	Per no.				Best quality
90	Scissor (Big)	10 nos.	Per no.				Best quality
91	Calculator	10 nos.	Per no.				Preferably Casio
92	Odonil (50 gram)	60 nos.	Per no.				Best quality
93	Cbitranala (100ml)	10 bottles	Per bottle				Best quality
94	RoomFreshener (240ml)	10 bottles	Per bottle				Best quality
95	Colin Spray	10 bottles	Per bottle				Best quality
96	Naphthalene Balls (100 gram)	50 pkts.	Per pkt.				Best quality

97	Floor Cleaner/ Phenyl (5ltr.)	5 bottles	Per bottl e				Best quality
98	Harpic (1ltr.)	12 bottles	Per bottle				Best quality
99	Sanitizer	20 bottles	Per bottle				Best quality
100	Hand wash	20 bottles	Per bottle				Best quality
101	Clip board	15 nos.	Per no.				Best quality
102	Mouse pad	15 nos.	Per no.				Best quality
103	Peon book	3 nos.	Per no.				Best quality
104	Stock Register	10 nos.	Per no.				Best quality
105	HP inkjet printer 3700 series, Cartridge no. 680 black	40 nos.	Per no.				Original cartridge
106	HP inkjet printer 3700 series, Cartridge no. 680 colour	40 nos	Per no.				Original cartridge
107	HP laser PI 108	5 nos.	Per no.				Original cartridge
108	Canon 2420L (xerox machine)	5 nos.	Per no.				Original cartridge
109	Canon MF- 3010, cartridge no. Laser cartridge PLH-88 Univ	5 nos.	Per no.				Original cartridge
110	Samsung Ex press, M2880 FW, cartridge no. MLT-DI ISL	10nos.	Per no.				Original cartridge
111	Cannon Image CLASS MF244dw, Cartridge no. 337	5 nos.	Per no.				Original cattridge
112	HP colour LaserJet Pro MFP Ml 76n, Cartridge no 130A black	6 nos.	Per no.				Original cartridge
113	HP colour LaserJet Pro MFP Ml76n, Cartridge no 130A Yellow	6 nos.	Per no.				Original cartridge
114	HP colour LaserJetPro MFP M176n, Cartridge no 130A Cyan	6 nos.	Perno.				Original cartridge

115	HP colour LaserJet Pro MFP M176n, Cartridge no 130A Magenta	6 nos.	Per no.				Original cartridge
116	HP Ink tank all in one printer all colours	10 nos	Per no.				Original cartridge
	Total						
	Total In words						

2. Name & Address of the Proprietor/Partner:

3. Contact Number of the Proprietor/Partner Registered Supplier/Contractor:

4. Email Id:

5. Trade License No.:

6. PAN of the Proprietor/Partner:

7. GST No.:

8. Turnover of last 2 Financial Years:

Documents to be furnished:

- In case of partnership agency, a copy of partnership deed
- Updated Trade License
- PAN card
- GST Registration Certificate

* We have carefully read and understood the terms and conditions of the Bidding and agree to abide by them in letter and spirit.

* I/We hereby declare that I/We have never been blacklisted either indefinitely or for a particular period of time by any State / Central Government Department or Agency/PSU.

* Certified that the above information submitted is true to the best of my knowledge and belief and nothing has been concealed thereof.

Deal & Signature

Note: All the documents submitted should be duly sealed and signed

ANNEXURE II

GENERAL INFORMATION TO BE FILLED

1. Name & Address of the firm/supplier/Govt. Registered supplier/ Contractor
.....
.....
.....
2. Name & Address of the Proprietor/Partner:.....
.....
.....
3. Contact Number of the firm/supplier/Govt. Registered supplier/ Contractor:.....
4. Email id:
5. Trade License No.:.....
6. PAN of the Proprietor/Firm:.....
7. GST No.:.....
8. Turnover of last 2 Financial Years:.....

Documents to be furnished:

- i. In case of partnership agency, a copy of partnership deed
- ii. Updated Trade License
- iii. PAN card
- iv. GST Registration Certificate

* We have carefully read and understand the terms and conditions of the NIQ and agree to abide by these in letter and spirit.

*I/We hereby declare that M/s....., has never been blacklisted either indefinitely or for a particular period of time by any State/ Central Government Department or Agency/PSU.

*** Certified that the above information submitted is true to the best of my knowledge and belief and nothing has been concealed thereof"**

Seal & Signature

Note: All the documents submitted should be duly sealed and signed.