



ASSAM ELECTRICITY REGULATORY COMMISSION

A.S.E.B. Campus, Dwarandhar,

G. S. Road, Sixth Mile, Guwahati – 781 022

e-mail : aerc_ghy@hotmail.com

Phone: (0361) 2334442 Fax: (0361) 2234432

SHORT TENDER NOTICE

NIT No. 7/2017

Sealed quotations affixed with non-refundable court fee stamp of Rs.8.25/- (Rupees Eight and twenty five paise only) are invited from the government-registered firms for supply of stationery items for 1 (one) year by 8th September, 2017 up to 2 pm. The quotations would be opened on the same day i.e.8th September, 2017 at 3 pm. The interested firms may collect the tender documents and terms and conditions from 8th August, 2017 onwards from the Assam Electricity Regulatory Commission during the office hours or can be downloaded from the website www.aerc.gov.in.

Brief description of the work:

1. NIT No. 7/2017
2. Subject: **Supply of office stationery & other items**
3. Last date of submission of tender paper: **8th September, 2017**

Bids sent through FAX or Email shall not be considered.

AERC is not bound to accept the lowest offer and reserves the right to reject any/all the tenders or portions thereof without assigning any reason whatsoever. Bidders having past experience in similar line will be preferred.

Date: 07.08.2017
Place: Guwahati

Sd/-
Secretary
Assam Electricity Regulatory Commission

Memo No. AERC.8/2002/Pt.-III/B/15-A

Dated Guwahati the 7th August, 2017

Copy to:

1. Notice Board of Assam Electricity Regulatory Commission.

Date: 07.08.2017
Place: Guwahati

Sd/-
Secretary
Assam Electricity Regulatory Commission

TENDER DOCUMENT

FOR SUPPLY OF STATIONERY AND OTHER ITEMS

AT

ASSAM ELECTRICITY REGULATORY COMMISSION

**A.S.E.B. Campus, Dwarandhar,
G. S. Road, Sixth Mile, Guwahati – 781 022
Phone: (0361) 2334442 Fax: (0361) 2234432**

E-mail : aerc_ghy@hotmail.com

Website : www.aerc.gov.in

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	GST in %	Rate inclusive of GST etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Attendance Register	Pc				
2.	A3 paper (JK)	Ream				
3.	A-4 colour paper	Ream				
4.	A-4 size paper (75/80 GSM)	Ream				
5.	Azorlaid paper Balarpur	Ream				
6.	Alpin (100 pin) king	Pkt				
7.	Auto clip file	Pc				
8.	Ball point pen (Red/black/green/blue) Maxwriter/Flair/Reynolds/Natraj	Pkt				
9.	Bank cash book	Pc				
10.	Cash book (State Govt)	Pc				
11.	Cash book (Central Govt)	Pc				
12.	Binding register No.10	Pc				
13.	Binding register No.10	Pc				
14.	Binding register No.6	Pc				
15.	Binding register No.8	Pc				
16.	Bound register	Pc				
17.	Brown tape	Pc				
18.	Bucket (small)	Pc				
19.	Bucket (big)	Pc				
20.	Battery (big)	Pc				
21.	Battery (small)	Pc				
22.	Battery (medium 1.5 volt.)	Pc				
23.	Battery pencil AA	Pc				
24.	Battery pencil AAA	Pc				
25.	Button folder (Plastic)	Pc				
26.	Button Envelope A4	Pc				
27.	Calculator (12 digit) Citizen	Pc				
28.	Cello tape (9 mtr)	Pc				
29.	Cello tape (big)	Pc				
30.	Certificate envelope (A-4 size)	Pkt				
31.	Certificate folder with printing	Pc				
32.	Copy printer paper HPC/Spectra	Ream				
33.	Correcting fluid (white)(Kores)	Doz				
34.	Correcting fluid (red)(Kores)	Doz				
35.	Carbon paper (Big) Kores	Pkt				

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	GST in %	Rate inclusive of GST etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
36.	Carbon paper (small) Kores	Pkt				
37.	Computer paper (15x12x2 pt)	Ream				
38.	Computer paper (10x12x1 pt)	Ream				
39.	College register	Pc				
40.	Compact disk (CD R with jewel case)	Pc				
41.	Corporate folder with printing	Pc				
42.	Corporate folder without printing	Pc				
43.	Conference folder with printing	Pc				
44.	Conference folder without printing	Pc				
45.	Conference Folder	Pc				
46.	Conference Companion without Pen & Pad	Pc				
47.	Conference Expanding File (6 pockets with Pen & Pad)	Pc				
48.	Conference Expanding File (6 pockets)	Pc				
49.	Clear Holder	Pc				
50.	Check Envelope	Pc				
51.	Drawing Pin	Pkt				
52.	Duplicating paper (F/Cap) HPC	Ream				
53.	DFC paper (65x40 cm) 8.9 kg	Ream				
54.	Desk knife	Pc				
55.	D.O Envelope (15x11)	Pkt				
56.	D.O. Envelope (28x12)	Pkt				
57.	Dustbin	Pc				
58.	Duster	Pc				
59.	Duster cloth	Pc				
60.	DVD (with jewel case)	Pc				
61.	Display File	Pc				
62.	Display File 10 pockets	Pc				
63.	Display File 20 pockets	Pc				

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	GST in %	Rate inclusive of GST etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
64.	Display File 40 pockets	Pc				
65.	Display File 60 pockets	Pc				
66.	Display File 80 pockets	Pc				
67.	Display File (Side loading 20 pockets)	Pc				
68.	Display File (ZIP)	Pc				
69.	Document Designer	Pc				
70.	Deluxe Port Folio	Pc				
71.	Designer Ring Binder (4D)	Pc				
72.	Document Envelope	Pc				
73.	Deluxe Lever Arch Index File	Pc				
74.	Engagement pad	Pc				
75.	Eraser	Pkt				
76.	Envelope Plastic coated A-4 size best quality	Pkt				
77.	Envelope A4 size	Per/ Hundr ed				
78.	Envelope SE 7 (plain)	Pkt				
79.	Envelope SE 8 plastic coated file cover size	Pkt				
80.	Executive Conference Folder	Pc				
81.	Executive Conference File	Pc				
82.	Executive Port Folio	Pc				
83.	Executive Port Folio with pad	Pc				
84.	Executive Document Case	Pc				
85.	Executive Folder Display Packet + Note	Pc				
86.	File board (14 X 9)	Pc				
87.	File cover with AERC printing	Pc				
88.	Flip Chart	Pc				
89.	Floppy Box	Pc				
90.	File size envelope (inner cloth)	Pc				
91.	Fax refill roll (SHARP – 5CR / 6CR)	Roll				
92.	File Bag (12"x16")	Pc				
93.	Foam File Bag (10"x14")	Pc				
94.	Foam File Bag (10"x16")	Pc				

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	GST in %	Rate inclusive of GST etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
95.	Gel pen (Red/black/blue/green) Reynolds/Flair/ Luxor/Natraj	Pkt				
96.	Gems Clip (plastic)	Pkt				
97.	Glass tumbler	Set				
98.	Gum liquid 700 ml (Kores)	Bottle				
99.	Glue stick	Pkt				
100.	Guard file 200 pages	Pc				
101.	Glossy paper	Pkt				
102.	Highlighter	Pkt				
103.	Hi-Tech pen (V-5 all colours)	Pkt				
104.	Hi-Tech point (pilot 05)	Pkt				
105.	Hassain cloth	Mtr				
106.	Handy Port Folio with Pad	Pc				
107.	Issue register	Pc				
108.	Index file (as per sample)	Pc				
109.	Jute Bag	Pc				
110.	Legal size paper (75 GSM)	Ream				
111.	Letter envelope (brown)	Pkt				
112.	Log book	Pc				
113.	L. Folder FC Pack of 15 pcs.	Pc				
114.	Lever Arch File Paper Lamination	Pc				
115.	Lever Arch Index File (Card Board)	Pc				
116.	Meeting Folder	Pc				
117.	Note sheet	Ream				
118.	O.H.P. Marker	Pkt				
119.	Page marker	Pc				
120.	Paper clip	Pc				
121.	Paper cutter (9cm long)	Pc				
122.	Paper Weight (glass decorator)	Pc				
123.	Pen drive (4 GB) Moserbaer/HP/Transcend/ Sandisk/Sony	Pc				

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	GST in %	Rate inclusive of GST etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
124.	Pen drive (8 GB) Moserbaer/HP/Transcend/Sandisk/Sony	Pc				
125.	Pen drive (16 GB) Moserbaer/HP/Transcend/Sandisk/Sony	Pc				
126.	Pen drive (32 GB) Moserbaer/HP/Transcend/Sandisk/Sony	Pc				
127.	Pen holder	Pc				
128.	Peon book	Pc				
129.	Permanent marker	Pc				
130.	Plastic Folder (Karani)	Pc				
131.	Plastic Folder (Infiniti)	Pc				
132.	Plastic Folder (Filemax FM 810 F)	Pc				
133.	Plastic Folder (Izen IDZF)	Pc				
134.	Plastic Folder (Ishi MC 212)	Pc				
135.	Plastic Folder (World one CA 608)	Pc				
136.	Punching machine (1 hook)	Pc				
137.	Punching machine (2 hook)	Pc				
138.	Pin cushion (magnetic)	Doz				
139.	Paka binding register no.8 200 pages	Pc				
140.	Paka binding register no.12 300 pages	Pc				
141.	Paka binding register no.16 400 pages	Pc				
142.	Poker (plastic handle)	Pc				
143.	Photostat Paper FS, Power/JK/ITC	Ream				
144.	Photostat Paper A4, Power/JK/Century	Ream				
145.	Packing paper (56x 73.5)	Pkt				

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	GST in %	Rate inclusive of GST etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
146.	Photostat paper A-6 (2.8 kg) Power/JK/ITC	Ream				
147.	Plastic scale (12") Kores	Pc				
148.	Presentation Folder	Pc				
149.	Paper Board 2D Ring with level pocket	Pc				
150.	Receipt register	Pc				
151.	Ring Folder	Pc				
152.	Removable page marker (sticker)	Pc				
153.	Room freshener	Pc				
154.	Roll over show file Landscape	Pc				
155.	Ring Binder (25 mm)	Pc				
156.	Ring Binder (17 mm)	Pc				
157.	Ring Binder (25 mm D ring clip)	Pc				
158.	Ring Binder Max (25 mm D Ring Clip)	Pc				
159.	Ring Binder 2 D Ring (17 mm)	Pc				
160.	Ring Binder 2 D Ring (1" ring rado lockx40mm)	Pc				
161.	Ring Binder 2 O Ring	Pc				
162.	Ring Binder 2 D Ring	Pc				
163.	Ring Binder 2 D Ring with front view	Pc				
164.	Ring Binder 3 D Ring	Pc				
165.	Ring Binder 4 D Ring	Pc				
166.	Scale	Pc				
167.	Scissors (Big)	Pc				
168.	Scissors (Small)	Pc				
169.	Sharpener (Natraj)	Pkt				
170.	Sketch Pen	Pkt				
171.	Stamp Pad (Kores)	Pc				
172.	Stamp Pad Ink	Pc				
173.	Steno Book (200 pages)	Doz				
174.	Steno Hand pencil (Apsara)	Pkt				
175.	Stylus pen	Pkt				
176.	Sealing wax	Pkt				
177.	Sponge	Pc				
178.	Stencil paper No.62	Doz				
179.	Staple machine (24/6)	Pc				

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	GST in %	Rate inclusive of GST etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
180.	Stapler machine (No.10)	Pc				
181.	Stapler pin (24/6)	Pkt				
182.	Stapler pin (No.10)	Pkt				
183.	Signature pad	Pc				
184.	Service envelope (28x12 cm)	Per hundred				
185.	Stick Folder (with printing)	Pc				
186.	Stick Folder (without printing)	Pc				
187.	Special folder for VIP meetings and seminars (as per sample)	Pc				
188.	Stock register	Pc				
189.	Sutli (loose)	Bndl				
190.	Sutli (ball)	Bndl				
191.	Self inking stamp pad	Pc				
192.	Special Executive Double Pocket Folder	Pc				
193.	Special Executive Single Pocket Folder	Pc				
194.	Secure Folder with twin pocket	Pc				
195.	Torch light (2 cell/ 3 cell)	Pc				
196.	Table stand (with glass top)	Pc				
197.	Table glass	Pc				
198.	Transparency	Pkt				
199.	Tag (Nylon)	Bndl				
200.	Tag (cotton)	Bndl				
201.	Thread ball	Pc				
202.	Type ribbon black	Pc				
203.	Type Paper, JK/HPC	Ream				
204.	Type eraser	Pc				
205.	Tissue paper	Pkt				
206.	Tray of tea set (plastic)	Set				
207.	Visiting card holder	Pc				
208.	White tap	Pc				
209.	Wooden roller (18")	Pc				
210.	Wall pin (Brass made)	Doz				
211.	White towel (approx 60x120 cm.) fine quality	Pc				
212.	Wall pin	Pkt				

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	GST in %	Rate inclusive of GST etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
213.	White board	Pc				
214.	White board marker	Pc				
215.	Wooden pencil	Pkt				
216.	Writing pad (big)	Pkt				
217.	Writing pad (medium)	Pkt				
218.	Writing pad (small)	Pkt				
219.	Zipper Pouch B5	Pc				
220.	Zipper Pouch A5	Pc				
221.	Zipper Pouch B4	Pc				
222.	Zipper Pouch A4	Pc				
223.	Zipper Pouch A4 high quality	Pc				
224.	Certificate Holder	Pc				
225.	Harpic -500ml.	Bottle				
226.	White phenyl (scented) – 500ml.	Bottle				
227.	Black phenyl – 450 ml.	Bottle				
228.	Room freshner – 300ml.	Bottle				
229.	Odonil – 50gm.	Pc.				
230.	Nepthalin – small	Pkt.				
231.	Bleaching Powder – 500gm.	Pkt.				
232.	Muriatic Acid Bottle (for cleaning tiles) 500 gm.	Bottle				
233.	Jute floor brush - small	Pc.				
234.	Chitranala – 30 ml.	Bottle				
235.	Scotch brite (big)	Pc.				
236.	Colin – 500ml.	Bottle				
237.	Good Knight express	Pc.				
238.	Mineral water (Bisleri)	500ml				
239.	Mineral water (Bisleri)	01 ltr.				

Annexure-II

STATEMENT SHOWING THE DETAILS OF SUPPLIES MADE IN GOVT./SEMI GOVT. INSTITUTIONS & OTHER AUTONOMOUS INSTITUTIONS DURING THE LAST 3 YEARS

Name/Address of Institution	Contract No.	Description of Year of supply order	Total cost of supply
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Signature _____

Name & Address _____

of the firm _____

with seal _____

Important Note: Please attach copies of letters & also performance certificates as proof of above information.

Particulars/Profile of the firm

1. Name of the Tendering firm :
2. Office address in Guwahati :
3.
 - i) Telephone No. :
 - ii) Mobile phone No. :
 - ii) E-Mail :
 - iii) Fax No. :
4. Name/residential address/Phone No. of:
Contact person during working days and
weekends
5. Whether the firm is proprietary/partnership :
6. PAN no. :
7. VAT/TIN Registration :
8. Name & Address of partners :

(Please enclose a copy of partnership deed/power of attorney)

9. Details of dealerships obtained from different :
Manufacturers
(Additional sheets may be attached if required)

10. Date of establishment of the firm :

11. Business turnover of the firm during last 3 years
i.e. during 2013-14 :

2014-15 :

2015-16 :

Signature _____

Name & Address _____

of the firm _____

with seal _____

Please attach separate sheet/s, if required and Photocopies of Balance sheets of the last 3 years (2013-14, 2014-15 and 2015-16)

TERMS AND CONDITIONS

1. Should enclose self attested copy of the Government Registration Certificate.
2. Have capability and resources to supply printed and embossed stationery and should have PAN and registration under CGST, 2017. A copy of certificate of PAN and registration under CGST Act, 2017 should be enclosed.
3. Should submit self attested copy of the up to date tax clearance certificate, under pre GST regime.
4. Item-wise rates should be quoted in words as well as figures. Quoted rates should be inclusive of all charges, including admissible taxes, which should be specified separately.
5. "DISCOUNT" if offered by the bidder shall be included while quoting the unit rate in the price schedule itself. "DISCOUNT" if any, offered with any condition or elsewhere in the bid shall not be taken into account.
6. Samples should be submitted for the items quoted, as and when sought by the undersigned.
7. Orders will be given to the supplier course-wise and the items will have to be supplied within one day of the date of receipt of the order.
8. Agreement with the successful bidder will be initially for 1 (one) year which may be extended year wise on mutual consent.

The Secretary has the right to accept / reject any one or all tender papers without assigning any reason thereof.

Secretary
Assam Electricity Regulatory Commission
ASEB Campus, G.S. Road, Sixmile
Guwahati – 781 022