



## **ASSAM ELECTRICITY REGULATORY COMMISSION**

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

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

e-mail : [aerc\\_ghy@hotmail.com](mailto:aerc_ghy@hotmail.com)

Phone: (0361) 2334442 Fax: (0361) 2334432

### **SHORT TENDER NOTICE**

#### **NIT No. 2/2020**

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 2 (two) years by 5<sup>th</sup> October, 2020 up to 2 pm. The quotations would be opened on the same day i.e. 5<sup>th</sup> October, 2020 at 3 pm. The interested firms may collect the tender documents and terms and conditions from 18<sup>th</sup> September, 2020 onwards from the Assam Electricity Regulatory Commission during the office hours or can be downloaded from the website [www.aerc.gov.in](http://www.aerc.gov.in).

#### **Brief description of the work:**

1. NIT No. 2/2020
2. Subject: **Supply of office stationery & other items**
3. Last date of submission of tender paper: **5<sup>th</sup> October, 2020**

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.

Secretary  
Assam Electricity Regulatory Commission

Memo No. AERC.8/2002/Pt.-III/C/256-A

Dated Guwahati the 17<sup>th</sup> September, 2020

Copy to:

1. Shri K. Rajkumar for uploading in the AERC website
2. Notice Board of Assam Electricity Regulatory Commission.

Date: 17.09.2020  
Place: Guwahati

Secretary  
Assam Electricity Regulatory Commission

**List of office stationery to be purchased**

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.	A-4 size paper (75/80 GSM)	Ream				
3.	Alpin (100 pin) king	Pkt				
4.	Auto clip file	Pc				
5.	Ball point pen (Red/black/green/blue) Maxwriter/Flair/ Reynolds/Natraj	Pkt				
6.	Cash book (State Govt)	Pc				
7.	Binding register No.10	Pc				
8.	Binding register No.8	Pc				
9.	Brown tape	Pc				
10.	Bucket (small)	Pc				
11.	Bucket (big)	Pc				
12.	Battery (small)	Pc				
13.	Battery pencil AAA	Pc				
14.	Button folder (Plastic)	Pc				
15.	Button Envelope A4	Pc				
16.	Calculator (12 digit) Citizen	Pc				
17.	Cello tape (9 mtr)	Pc				
18.	Cello tape (big)	Pc				
19.	Certificate envelope (A-4 size)	Pkt				
20.	Correcting fluid (white)(Kores)	Doz				
21.	Compact disk (CD R with jewel case)	Pc				
22.	D.O Envelope (15x11)	Pkt				
23.	D.O. Envelope (28x12)	Pkt				
24.	Dustbin	Pc				
25.	Duster	Pc				
26.	Duster cloth	Pc				
27.	Eraser	Pkt				
28.	Envelope Plastic coated A-4 size best quality	Pkt				

<b>Sl. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Basic Rate (Rs.)</b>	<b>GST in %</b>	<b>Rate inclusive of GST etc.</b>	<b>Total Amount</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>
29.	Envelope A4 size	Per/ Hundred				
30.	File board (14 X 9)	Pc				
31.	File cover with AERC printing	Pc				
32.	File size envelope (inner cloth)	Pc				
33.	Gems Clip (plastic)	Pkt				
34.	Gum liquid 700 ml (Kores)	Bottle				
35.	Guard file 200 pages	Pc				
36.	Glossy paper	Pkt				
37.	Highlighter	Pkt				
38.	Issue register	Pc				
39.	Index file (as per sample)	Pc				
40.	Legal size paper (75 GSM)	Ream				
41.	L. Folder FC Pack of 15 pcs.	Pc				
42.	Meeting Folder	Pc				
43.	Note sheet	Ream				
44.	Paper clip	Pc				
45.	Paper cutter (9cm long)	Pc				
46.	Pen drive (8 GB) Moserbaer/HP/ Transcend/Sandisk/ Sony	Pc				
47.	Pen holder	Pc				
48.	Peon book	Pc				
49.	Permanent marker	Pc				
50.	Plastic Folder (Karani)	Pc				
51.	Plastic Folder (Infiniti)	Pc				
52.	Plastic Folder (Filemax FM 810 F)	Pc				
53.	Plastic Folder (Izen IDZF)	Pc				
54.	Plastic Folder (Ishi MC 212)	Pc				
55.	Plastic Folder (World one CA 608)	Pc				
56.	Punching machine (1 hook)	Pc				
57.	Punching machine (2 hook)	Pc				

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	GST in %	Rate inclusive of GST etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
58.	Paka binding register no.8 200 pages	Pc				
59.	Paka binding register no.12 300 pages	Pc				
60.	Paka binding register no.16 400 pages	Pc				
61.	Poker (plastic handle	Pc				
62.	Plastic scale (12") Kores	Pc				
63.	Receipt register	Pc				
64.	Sharpener (Natraj)	Pkt				
65.	Sketch Pen	Pkt				
66.	Stamp Pad (Kores)	Pc				
67.	Stamp Pad Ink	Pc				
68.	Staple machine (24/6)	Pc				
69.	Stapler machine (No.10)	Pc				
70.	Stapler pin (24/6)	Pkt				
71.	Stapler pin (No.10)	Pkt				
72.	Service envelope (28x12 cm)	Per hundre d				
73.	Stock register	Pc				
74.	Sutli (loose)	Bndl				
75.	Sutli (ball)	Bndl				
76.	Self inking stamp pad	Pc				
77.	Table stand (with glass top)	Pc				
78.	Tag (Nylon)	Bndl				
79.	Tag (cotton)	Bndl				
80.	Thread ball	Pc				
81.	White tap	Pc				
82.	Wooden roller (18")	Pc				
83.	White towel (approx 60x120 cm.) fine quality	Pc				
84.	Wall pin	Pkt				
85.	White board	Pc				
86.	White board marker	Pc				
87.	Wooden pencil	Pkt				
88.	Writing pad (big)	Pkt				
89.	Writing pad (medium)	Pkt				
90.	Writing pad (small)	Pkt				
91.	Harpic -500ml.	Bottle				

<b>Sl. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Basic Rate (Rs.)</b>	<b>GST in %</b>	<b>Rate inclusive of GST etc.</b>	<b>Total Amount</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>
92.	White phenyl (scented) – 500ml.	Bottle				
93.	Black phenyl – 450 ml.	Bottle				
94.	Room freshner – 300ml.	Bottle				
95.	Odonil – 50gm.	Pc.				
96.	Nepthalin – small	Pkt.				
97.	Bleaching Powder – 500gm.	Pkt.				
98.	Muriatic Acid Bottle (for cleaning tiles) 500 gm.	Bottle				
99.	Jute floor brush - small	Pc.				
100.	Chitranala – 30 ml.	Bottle				
101.	Scotch brite (big)	Pc.				
102.	Colin – 500ml.	Bottle				
103.	Good Knight express	Pc.				
104.	Mineral water (Bisleri)	500ml				
105.	Air pocket (Bright)					

**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 2017-18 :

2018-19 :

2019-20 :

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 (2017-18, 2018-19 and 2019-20)**



## **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 2 (two) years which may be extended for another one year on mutual consent.

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

Sd/-  
Secretary  
Assam Electricity Regulatory Commission  
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Guwahati – 781 022