



## **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) 2234442 Fax: (0361) 2234432

### **SHORT TENDER NOTICE**

#### **NIT No. 4/2015**

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 by 16<sup>th</sup> March, 2015 up to 2 pm. The quotations would be opened on the same day i.e. 16<sup>th</sup> March, 2015 at 3 pm. The interested firms may collect the tender documents and terms and conditions from 27<sup>th</sup> February, 2015 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. 4/2015
2. Subject: **Supply of office stationery & other items**
3. Last date of submission of tender paper: 16<sup>th</sup> March, 2015

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: 26/02/2015  
Place: Guwahati

Secretary  
Assam Electricity Regulatory Commission

Memo No. AERC.8/2002/Pt.-III/37

Dated Guwahati the 26<sup>th</sup> February, 2015

Copy to:

1. Notice Board of Assam Electricity Regulatory Commission.

Date: 26/02/2015  
Place: Guwahati

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) 2234442 Fax: (0361) 2234432**

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

**Website : [www.aerc.gov.in](http://www.aerc.gov.in)**

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	VAT in %	Rate inclusive of VAT 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) Maxwriter/Flair/Reynolds/Natraj	Pkt				
9.	Ball Point pen (black) Maxwriter /Flair/Reynolds /Natraj	Pkt				
10.	Ball point pen (Blue) Maxwriter/Flair/Reynolds/Natraj	Pkt				
11.	Ball point pen (Green) Maxwriter /Flair/Reynolds /Natraj	Pkt				
12.	Bank cash book	Pc				
13.	Cash book (State Govt)	Pc				
14.	Cash book (Central Govt)	Pc				
15.	Binding register No.10	Pc				
16.	Binding register No.10	Pc				
17.	Binding register No.6	Pc				
18.	Binding register No.8	Pc				
19.	Bound register	Pc				
20.	Brown tape	Pc				
21.	Bucket (small)	Pc				
22.	Bucket (big)	Pc				
23.	Battery (big)	Pc				
24.	Battery (small)	Pc				
25.	Battery (medium 1.5 volt.)	Pc				
26.	Battery pencil AA	Pc				
27.	Battery pencil AAA	Pc				

<b>Sl. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Basic Rate (Rs.)</b>	<b>VAT in %</b>	<b>Rate inclusive of VAT 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>
28.	Button folder (Plastic)	Pc				
29.	Bone china cups & saucer (set of six)	Set				
30.	Briefcase	Pc				
31.	Button Envelope A4	Pc				
32.	Calulator (12 digit) Citizen	Pc				
33.	Cello tape (9 mtr)	Pc				
34.	Cello tape (big)	Pc				
35.	Certificate envelope (A-4 size)	Pkt				
36.	Certificate folder with printing	Pc				
37.	Copy printer paper HPC/Spectra	Ream				
38.	Correcting fluid (white)(Kores)	Doz				
39.	Correcting fluid (red)(Kores)	Doz				
40.	Carbon paper (Big) Kores	Pkt				
41.	Carbon paper (small) Kores	Pkt				
42.	Computer paper (15x12x2 pt)	Ream				
43.	Computer paper (10x12x1 pt)	Ream				
44.	College register	Pc				
45.	Compact disk (CD R with jewel case)	Pc				
46.	Corporate folder with printing	Pc				
47.	Corporate folder without printing	Pc				
48.	Conference folder with printing	Pc				
49.	Conference folder without printing	Pc				
50.	Conference Folder	Pc				
51.	Conference Companion without Pen & Pad	Pc				

<b>Sl. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Basic Rate (Rs.)</b>	<b>VAT in %</b>	<b>Rate inclusive of VAT 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>
52.	Conference Expanding File (6 pockets with Pen & Pad)	Pc				
53.	Conference Expanding File (6 pockets)	Pc				
54.	Clear Holder	Pc				
55.	Check Envelope	Pc				
56.	Drawing Pin	Pkt				
57.	Duplicating paper (F/Cap) HPC	Ream				
58.	DFC paper (65x40 cm) 8.9 kg	Ream				
59.	Desk knife	Pc				
60.	D.O Envelope (15x11)	Pkt				
61.	D.O. Envelope (28x12)	Pkt				
62.	Dustbin	Pc				
63.	Duster	Pc				
64.	Duster cloth	Pc				
65.	DVD (with jewel case)	Pc				
66.	Display File	Pc				
67.	Display File 10 pockets	Pc				
68.	Display File 20 pockets	Pc				
69.	Display File 40 pockets	Pc				
70.	Display File 60 pockets	Pc				
71.	Display File 80 pockets	Pc				
72.	Display File (Side loading 20 pockets)	Pc				
73.	Display File (ZIP)	Pc				
74.	Document Designer	Pc				
75.	Deluxe Port Folio	Pc				
76.	Designer Ring Binder (4D)	Pc				
77.	Document Envelope	Pc				
78.	Deluxe Lever Arch Index File	Pc				

<b>Sl. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Basic Rate (Rs.)</b>	<b>VAT in %</b>	<b>Rate inclusive of VAT 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>
79.	Engagement pad	Pc				
80.	Eraser	Pkt				
81.	Envelope Plastic coated A-4 size best quality	Pkt				
82.	Envelope A4 size	Per/ Hundred				
83.	Envelope SE 7 (plain)	Pkt				
84.	Envelope SE 8 plastic coated file cover size	Pkt				
85.	Executive Conference Folder	Pc				
86.	Executive Conference File	Pc				
87.	Executive Port Folio	Pc				
88.	Executive Port Folio with pad	Pc				
89.	Executive Document Case	Pc				
90.	Executive Folder Display Packet + Note	Pc				
91.	File board (14 X 9)	Pc				
92.	File cover with AERC printing	Pc				
93.	Flip Chart	Pc				
94.	Floppy Box	Pc				
95.	File size envelope (inner cloth)	Pc				
96.	Fax refill roll (SHARP – 5CR / 6CR)	Roll				
97.	File Bag (12"x16")	Pc				
98.	Foam File Bag (10"x14")	Pc				
99.	Foam File Bag (10"x16")	Pc				
100.	Gel pen (Red) Reynolds/Flair/Luxor/Natraj	Pkt				
101.	Gel pen (Black) Reynolds/Flair/Luxor/Natraj	Pkt				

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	VAT in %	Rate inclusive of VAT etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
102.	Gel pen (Blue) Reynolds/Flair/ Luxor/Natraj	Pkt				
103.	Gel pen (Green) Reynolds/Flair/ Luxor/Natraj	Pkt				
104.	Gems Clip (plastic)	Pkt				
105.	Glass Jug	Pc				
106.	Glass tumbler	Set				
107.	Gum liquid 700 ml (Kores)	Bottle				
108.	Glue stick	Pkt				
109.	Guard file 200 pages	Pc				
110.	Glossy paper	Pkt				
111.	Highlighter	Pkt				
112.	Hi-Tech pen (V-5 all colours)	Pkt				
113.	Hi-Tech point (pilot 05)	Pkt				
114.	Hassain cloth	Mtr				
115.	Handy Port Folio with Pad	Pc				
116.	Issue register	Pc				
117.	Index file (as per sample)	Pc				
118.	Jute Bag	Pc				
119.	Laptop Bag (Waterproof Nylon)	Pc				
120.	Laptop Bag(Leather)	Pc				
121.	Legal size paper (75 GSM)	Ream				
122.	Letter envelope (brown)	Pkt				
123.	Log book	Pc				
124.	L. Folder FC Pack of 15 pcs.	Pc				
125.	Lever Arch File Paper Lamination	Pc				
126.	Lever Arch Index File (Card Board)	Pc				
127.	Meeting Folder	Pc				
128.	Note sheet	Ream				
129.	Officer Dot Pen (Blue) Doctor	Pc				

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	VAT in %	Rate inclusive of VAT etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
130.	Officer Dot Pen (Red) Doctor	Pc				
131.	O.H.P. Marker	Pkt				
132.	Page marker	Pc				
133.	Paper clip	Pc				
134.	Paper cutter (9cm long)	Pc				
135.	Paper Weight (glass decorator)	Pc				
136.	Pen drive (4 GB) Moserbaer/HP/Transcend/Sandisk/Sony	Pc				
137.	Pen drive (8 GB) Moserbaer/HP/Transcend/Sandisk/Sony	Pc				
138.	Pen drive (16 GB) Moserbaer/HP/Transcend/Sandisk/Sony	Pc				
139.	Pen drive (32 GB) Moserbaer/HP/Transcend/Sandisk/Sony	Pc				
140.	Pen holder	Pc				
141.	Peon book	Pc				
142.	Permanent marker	Pc				
143.	Plastic Folder (Karani)	Pc				
144.	Plastic Folder (Infiniti)	Pc				
145.	Plastic Folder (Filemax FM 810 F)	Pc				
146.	Plastic Folder (Izen IDZF)	Pc				
147.	Plastic Folder (Ishi MC 212)	Pc				
148.	Plastic Folder (World one CA 608)	Pc				
149.	Punching machine (1 hook)	Pc				
150.	Punching machine (2 hook)	Pc				



Sl. No.	Particulars	Unit	Basic Rate (Rs.)	VAT in %	Rate inclusive of VAT etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
151.	Pin cushion (magnetic)	Doz				
152.	Paka binding register no.8 200 pages	Pc				
153.	Paka binding register no.12 300 pages	Pc				
154.	Paka binding register no.16 400 pages	Pc				
155.	Poker (plastic handle)	Pc				
156.	Photostat Paper FS, Power/JK/ITC	Ream				
157.	Photostat Paper A4, Power/JK/Century	Ream				
158.	Packing paper (56x 73.5)	Pkt				
159.	Photostat paper A-6 (2.8 kg) Power/JK/ITC	Ream				
160.	Plastic scale (12") Kores	Pc				
161.	Phenyle 5 lit. Jar	Pc				
162.	Presentation Folder	Pc				
163.	Paper Board 2D Ring with level pocket	Pc				
164.	Receipt register	Pc				
165.	Ring Folder	Pc				
166.	Removable page marker (sticker)	Pc				
167.	Room freshener	Pc				
168.	Roll over show file Landscape	Pc				
169.	Ring Binder (25 mm)	Pc				
170.	Ring Binder (17 mm)	Pc				
171.	Ring Binder (25 mm D ring clip)	Pc				
172.	Ring Binder Max (25 mm D Ring Clip)	Pc				
173.	Ring Binder 2 D Ring (17 mm)	Pc				
174.	Ring Binder 2 D Ring (1" ring rado lockx40mm)	Pc				

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	VAT in %	Rate inclusive of VAT etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
175.	Ring Binder 2 O Ring	Pc				
176.	Ring Binder 2 D Ring	Pc				
177.	Ring Binder 2 D Ring with front view	Pc				
178.	Ring Binder 3 D Ring	Pc				
179.	Ring Binder 4 D Ring	Pc				
180.	Scale	Pc				
181.	Scissors (Big)	Pc				
182.	Scissors (Small)	Pc				
183.	Sharpener (Natraj)	Pkt				
184.	Sketch Pen	Pkt				
185.	Stamp Pad (Kores)	Pc				
186.	Stamp Pad Ink	Pc				
187.	Steno Book (200 pages)	Doz				
188.	Steno Hand pencil (Apsara)	Pkt				
189.	Stylus pen	Pkt				
190.	Sealing wax	Pkt				
191.	Sponge	Pc				
192.	Stencil paper No.62	Doz				
193.	Staple machine (24/6)	Pc				
194.	Stapler machine (No.10)	Pc				
195.	Stapler pin (24/6)	Pkt				
196.	Stapler pin (No.10)	Pkt				
197.	Signature pad	Pc				
198.	Service envelope (28x12 cm)	Per hundred				
199.	Stick Folder (with printing)	Pc				
200.	Stick Folder (without printing)	Pc				
201.	Special folder for VIP meetings and seminars (as per sample)	Pc				
202.	Stock register	Pc				
203.	Suitcase	Pc				
204.	Sutli (loose)	Bndl				
205.	Sutli (ball)	Bndl				
206.	Self inking stamp pad	Pc				
207.	Special Executive Double Pocket Folder	Pc				

Sl. No.	Particulars	Unit	Basic Rate (Rs.)	VAT in %	Rate inclusive of VAT etc.	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
208.	Special Executive Single Pocket Folder	Pc				
209.	Secure Folder with twin pocket	Pc				
210.	Torch light (2 cell)	Pc				
211.	Torch light (3 cell)	Pc				
212.	Table stand (with glass top)	Pc				
213.	Table glass (6mm thick 2"x4")	Pc				
214.	Table glass (6mm thick 1 x4")	Pc				
215.	Table glass (6mm thick 2x3)	Pc				
216.	Transparency	Pkt				
217.	Tag (Nylon)	Bndl				
218.	Tag (cotton)	Bndl				
219.	Thread ball	Pc				
220.	Type ribbon black	Pc				
221.	Type Paper, JK/HPC	Ream				
222.	Type eraser	Pc				
223.	Tissue paper	Pkt				
224.	Tray of tea set (plastic)	Set				
225.	Thermos flask (1 litre)	Pc				
226.	Tracing paper (60/70 GSM 1016 mm x18.2 mtr)	Roll				
227.	Visiting card holder	Pc				
228.	White tap	Pc				
229.	Wooden roller (18")	Pc				
230.	Wall pin (Brass made)	Doz				
231.	White towel (approx 60x120 cm.) fine quality	Pc				
232.	Wall pin	Pkt				
233.	White board	Pc				
234.	White board marker	Pc				
235.	Wooden pencil	Pkt				
236.	Writing pad (big)	Pkt				
237.	Writing pad (medium)	Pkt				
238.	Writing pad (small)	Pkt				

<b>Sl. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Basic Rate (Rs.)</b>	<b>VAT in %</b>	<b>Rate inclusive of VAT 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>
239.	Zipper Pouch B5	Pc				
240.	Zipper Pouch A5	Pc				
241.	Zipper Pouch B4	Pc				
242.	Zipper Pouch A4	Pc				
243.	Zipper Pouch A4 high quality	Pc				
244.	Certificate Holder	Pc				

*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
-----------------------------	--------------	-------------------------------------	----------------------

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 2010-11 :

2011-12 :

2012-13 :

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 (2010-11, 2011-12 and 2012-13)**

## **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 VAT/TIN. A copy of certificate of PAN and registration under VAT/TIN should be enclosed.
3. Should submit self attested copy of the up to date tax clearance certificate.
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. No form of exemption/concession from sales tax/octroi etc would be issued to the bidder.
6. "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.
7. Samples should be submitted for the items quoted, as and when sought by the undersigned.
8. 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.
9. GAD approved rates for 2013-2014 and 2014-2015 will be taken into consideration for the items approved by General Administration Department, Govt. of Assam.

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