

Assam Rural Infrastructure and Agricultural Services Society (An Autonomous Body of the Govt. of Assam) Agriculture complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India) Tel: +91 361-2332125; email: spd@arias.in; website: www.arias.in

RFQ No. ARIAS/APART/OS/197/2017/Pt-II/5

Dated Guwahati the 27<sup>th</sup> October, 2021

# **REQUEST FOR QUOTATION (RFQ)**

**RATE CONTRACT** 

FOR

# SUPPLY OF STATIONERY ITEMS, CONSUMABLES ETC. AT THE OFFICE OF THE ARIAS SOCIETY, KHANAPARA

**ISSUED BY** 

STATE PROJECT DIRECTOR ARIAS SOCIETY, Agriculture complex, Khanapara G.S. Road, Guwahati-781022

# **ARIAS SOCIETY**

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body of the Government of Assam)

Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022

Tel: 0361-2332125; website: www.arias.in; Email: spd@arias.in

Dated Guwahati the 27<sup>th</sup> October, 2021

# IFB No. ARIAS/APART/OS/197/2017/Pt-II/5 Date REQUEST FOR QUOTATION (RFQ)

# For 'Rate Contract for supply of stationery items, consumables, etc.'

Sealed quotations are invited from interested & eligible bidders for 'Rate Contract for supply of stationery items, consumables, etc. at the office of the ARIAS Society'. Further details may be seen in the detail RFQ available at the URL - <u>http://www.arias.in/procurements.html</u>.

Sd/-State Project Director ARIAS Society

## **SECTION I**

#### **ARIAS SOCIETY**

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body of the Govt. of Assam)

Project Coordination/ Management Unit (PCU/ PMU) of the World Bank Financed Assam Agribusiness and Rural Transformation Project (APART) Assam Citizen-Centric Service Delivery Project (ACCSDP) Agriculture complex, Khanapara, G.S. Road, Guwahati-781022 Tel: +91 361-2332125; email: spd@arias.in; website: www.arias.in

RFQ No. ARIAS/APART/OS/197/2017/Pt-II/5-A

Dated Guwahati the 27<sup>th</sup> October, 2021

# **REQUEST FOR QUOTATION DETAILED PROCUREMENT NOTICE**

- 1. The Government of Assam (GoA), through the Government of India (GoI) has received loans from the International Bank for Reconstruction and Development (IBRD) [the World Bank] towards the cost of Assam Citizen-Centric Service Delivery Project (ACCSDP) and Assam Agri-Business Rural Transformation Project (APART). The ARIAS Society now intends to apply a portion of the aforementioned loans for 'Rate Contract for supply of stationery items, consumables etc. at the office of the ARIAS Society located at Agriculture Complex, G.S. Road, Khanapara-22', for which this Request for Quotation(RFQ) is issued.
- 2. The State Project Director (SPD), ARIAS Society now invites sealed quotations from interested and eligible bidders for providing the aforementioned service.
- 3. The RFQ document is attached to this detailed Procurement notice and it includes documents to facilitate preparation and submission of quotations, criteria for qualification, evaluation procedure, award of contract and relevant forms to be filled by bidders. The Procurement notice along with the RFQ document may be seen at the url <u>http://www.arias.in/procurements.html</u> and the bidders are requested to download the bid.
- 4. Quotations shall be submitted in a sealed envelope addressed to "The State Project Director, ARIAS Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022"on or before 2.00 PM on <u>12<sup>th</sup> November'2021.</u>
- 5. The sealed envelope should be super scribed as "Rate contract for supply of stationery items, consumables, etc.; Not to be opened before <u>12<sup>th</sup> November'2021</u> at 2.15 PM".
- 6. The quotations will be opened on the same day, i.e. <u>12<sup>th</sup> November'2021</u> at 2.15 PM in presence of the bidders or their representatives who choose to attend. If the office happens to be closed on the date of opening of the quotations as specified, the quotations will be opened on the next working day at the same time.
- 7. The SPD, ARIAS Society shall not be held liable for any delay in the receipt of quotations. No hard copy of the RFQ will be provided by the office to the bidder.
- 8. The SPD, ARIAS Society reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all the Bids at any time prior to Contract Award, without thereby incurring any liability to the Bidders.

Sd/-State Project Director ARIAS Society

#### SECTION-II INSTRUCTION TO BIDDERS

# The Office of the State Project Director, ARIAS Society, Assam would be referred in the document as the Employer and the firm/agency participating in the RFQ would be referred to as bidder.

- 1. This RFQ document is in connection with supply of stationery items, consumables etc. at the office of the ARIAS Society located at Agriculture Complex, GS Road, Khanapara-22 for a period of one (1) year from the date of issue of the work order.
- 2. Eligibility: A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or (ii) blacklisted or suspended by Central or any State Government Departments in India.
- 3. **Clarification**: A prospective bidder requiring any clarification may write to the office before the closing date and time of bid submission to get clarifications on the quotation.
- 4. Amendments or corrigendum to the Bidding document: The bidders are advised to periodically browse the website- <u>http://www.arias.in/procurements.html</u> for any amendments or corrigendum issued in connection with this bid and satisfy themselves before submission of the bid.
- 5. Preparation of Quotation:
  - a) Quotation shall be addressed to **"The State Project Director, ARIAS Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022 (Assam)."**
  - b) Quotations shall be submitted as per the format given at Section-IV along with other supporting documents as mentioned in the bid with a copy of the RFQ placed in a single sealed envelope, clearly marked as "Rate contract for supply of stationery items, consumables, etc.; Not to be opened before <u>November 12, 2021</u> at 2.15 PM"." The name of the bidder, address and contact no. should be mentioned on the reverse of the sealed envelope.
  - c) All pages of the quotation shall be signed and stamped by the authorized person to indicate that the bidder has agreed to all terms and conditions of the quotation. Overwriting, alterations, if any, in the quotation should be signed by the authorized signatory.
  - d) Quotation not accompanied by specified documents, self-declarations, signatures may be rejected by the office as non-responsive and may not be evaluated.
  - e) All duties, taxes and other levies payable by the bidder under the contract shall be shown separately.

# 6. The Quotation shall comprise the following:

- a) Letter of Quotation-Financial Part (Section-IV);
- b) Bid Security;
- c) Evidence in accordance with Section-III establishing Bidder's qualifications to perform the contract, if its quotation is accepted;
- d) Complete address and contact details of the Bidder having the following information:
  - i. Name of Bidder
  - ii. Registered address for communication in Guwahati
  - iii. Telephone No(s): Office
  - iv. Mobile No.
  - v. Electronic Mail Identification (E-mail ID)
- 7. **Bid Security:** The bidder shall furnish a bid security of **Rs. 5,000.00/- (Rupees Five Thousand)** only in the form of either a Demand Draft/Fixed Deposit/Term Deposit Receipt issued by a nationalized/ scheduled bank in favour of the "**ARIAS Society, Khanapara-22**" payable at Guwahati with 45 days validity beyond the bid validity period. Any Bid not accompanied by the Bid Security shall be rejected by the Department as non- responsive. The Bid Security will be returned to unsuccessful bidders after submission of Performance Security by the successful bidder(s). **The bid security of the successful bidder(s)**.

#### 8. The Bid Security may be forfeited -

- a) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Quotation form.
- b) If the successful bidder fails to furnish performance security.

## 9. Bid Prices:

- (a) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment/modification on any account.
- (b) Rates should be quoted for all items mentioned in the bid. Incomplete bid will be rejected.
- (c) Corrections, if any, shall be made by crossing out, initialing, dating and rewriting. Corrections done with correction fluid shall also be duly attested.
- (d) The rates quoted should be inclusive of taxes.
- (e) GST and any other taxes, which will be payable on the items at the time of invoicing in connection with the service, shall be shown separately. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.
- (f) While quoting the rates, the bidder must mention the brand/make/quality (whichever is applicable) for the items/articles for which the rates are quoted. The brand/make/quality should be of market standard must confirm to the specifications mentioned in the bid. However, for evaluation purpose only the rates shall be considered and not the brand/make/quality. The selected bidder shall have to supply items as per industry standard.
- (g) The Prices shall be quoted in Indian Rupees only.
- 11. **Validity of Quotation:** Quotation shall remain valid for a period not less than **45 days** after the deadline date specified for submission.
- 12. **Signing of Quotation**: The name and position held by person signing the quotation and related documents must be typed or printed below the signature.
- 13. **Conformity of Goods:** The Bidder shall furnish as part of the Quotation, documentary evidence that the Goods conform to the technical specifications and standards, as relevant for example catalogue, warranty/ guarantee etc.
- 14. **Quotation Submission**: Bidders may submit their sealed envelopes containing the bids by post or by hand or drop in the box earmarked by the Employer. The copies of all the supporting documents shall be signed/self attested by the Bidder.

#### 15. Evaluation of Quotations:

- a) The SPD, ARIAS Society shall evaluate and compare the quotations determined to be substantially responsive, i.e. which,
  - i. are properly signed and sealed;
  - ii. have submitted the required documents and meet the criteria specified as indicated above;
- b) The quotations would be evaluated item wise and supply order shall be placed to L1 bidder against the item.
- c) Mere submission of quotation does not entitle a bidder for award of contract.

#### 16. Award of contract:

- a) The State Project Director, ARIAS Society will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- b) If two or more Firms offer the same price for an item, in such scenario an approximate equal distribution of the purchase/supply/work order will be made among them during placing the order.
- c) Notwithstanding the above, the SPD, ARIAS Society reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

d) The bidder whose quotation is accepted will be notified of the award of the contract by the SPD, ARIAS Society prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the order.

## 17. Performance Security:

- a) The successful bidder shall be required to submit a **Performance Security Deposit** of **Rs. 5,000.00** (Five Thousand) only in the form of Bank Guarantee/Fixed Deposit/Term Deposit from any Nationalised/Scheduled Bank, drawn in favour of **"ARIAS Society, Khanapara-22"**. The Performance Security Deposit should have validity for at least 45 days beyond the contract period.
- b) The Performance Security Deposit will be retained during the entire contract period by the State Project Director, ARIAS Society, and will be returned after the completion of the contract period.
- c) The Performance Bank Guarantee is liable to be forfeited to the ARIAS Society, Khanapara without any prejudice to any other rights and remedies of the ARIAS Society, Khanapara in case the contractor fails to undertake the contract work, as per the terms and conditions given in the work order during the term of the contract including the extended period, if any.
- 18. **Contract Period**: The Contract Period is for 01 (One) year, which may further be extended based on the mutual understanding & satisfactory service delivery by the supplier.

## 19. Payments:

- a) Payment shall be made in full after the receipt of all the items against each supply order in good and satisfactory condition and after the same has been certified by the concerned authority of ARIAS Society. The bills should be raised in triplicate and should be addressed to the "State Project Director, ARIAS Society" along with the necessary challan signed by the concerned authority of ARIAS Society & order copy.
- b) All payments to the successful bidder shall be made by Account Transfer only.
- c) All taxes (including GST, etc.) shall be dealt with as per the Govt. laws
- d) No advance payment will be considered for supply of items mentioned in the quotation.
- 20. **Delivery:** The selected suppliers/firms shall ensure the quality of supplied material as per specifications given at the time of the supply order and will have to supply the items/articles immediately. If the items/articles are found to be inferior, the employer shall not make any payment to the supplier.
- 21. The bidder shall deliver items/consumables at the office of the ARIAS Society, Agriculture Complex, G.S. Road, Khanapara for which no transportation cost/incidental charges shall be paid by the office.
- 22. The SPD, ARIAS Society, Assam reserves the right to discontinue the engagement of the selected vendor at any time if the service is not found satisfactory. The decision of the SPD, ARIAS Society in this regard shall be final and binding to the bidder.
- 23. If any supplied articles/items are found to be of inferior quality, the same shall be rejected outright and must be replaced at the risk and responsibility of the selected bidder.
- 24. The bidders may be required to produce samples as and when called by the employer.
- 25. In case of non-fulfillment of any condition of the Supply Order, Employer shall have the right to forfeit the Performance Security or penalty may be imposed on the bills raised as may be decided by the ARIAS Society.

<u>Note:</u> Stationery/Consumables articles mentioned in the bid are day-to-day use by the office. Experience Certificate/Work Order relating to supply of Computer/Laptops/Printers shall not be considered. However, Stationery/Consumables articles together with IT equipment Work Order will be considered for evaluation.

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# SECTION-III ELIGIBILITY CRITERIA TO QUALIFY TECHNICALLY

Sl. no.	Eligibility Criteria	Supporting Document Required (Self attested)	Page no.
1)	The firm/agency must be in business for the past 5 years (i.e. 2016-17, 2017-18, 2018-19, 2019-20 & 2020-2021)	Certificate of registration/ Incorporation/Certificate by Shops & establishment	
2)	The firm/agency should have experience of doing business with Central/State Govt./ Corporation/PSU in similar capacity for atleast three (3) years (FY 2018-19, 2019-20 & 2020-21)	Attach copies of minimum three (3) Work orders/Completion Certificates for the period (starting from latest)	
3)	The firm/agency should have not been blacklisted/debarred/suspended/banned from business dealing by the world bank/any Ministry/Department of State/Central Government/PSU/Private sector as on date of filling the responses of this RFQ.	Self declaration on official Letter Head of the Agency as per Section V	
4)	Principal place of Business in Guwahati	Complete registered address of the Agency with communication details.	
5)	The firm/agency should have valid Pan Card	Attach self attested copy of Pan Card	
6)	The firm/agency should have valid GST Registration	Attach self attested copy of GST details	
7)	Trade License	Attach up-to-date copy of trade license.	
8)	Bid Security; Rs 5000/-	Details of bid security to be provided by the agency	

## SECTION-IV

## Letter of Quotation-Financial Part

(This proforma must be submitted using official letterhead of the agency only)

## RFQ no. ARIAS/APART/OS/197/2017/Pt-II/5 dated Guwahati the 27th October, 2021

Our reference no......dated.....

To,

State Project Director

ARIAS Society, Agriculture Complex, G.S. Road Khanapara, Guwahati-781022

**Sub:** Rate Contract for supply of stationery items, consumables, etc. at the office of the ARIAS Society, Khanapara.

Sir,

- 1. We, the undersigned, hereby submit our Quotation:
- 2. In submitting our Quotation, we make the following declarations:
  - (a) No reservations: We have examined and have no reservations to the RFQ document;
  - (b) **Conformity:** We offer to provide goods in conformity with the RFQ document and in accordance with the specifications specified in the RFQ document;
  - (c) **Quotation Validity Period:** Our Quotation shall be valid for the period of 45 days, from the deadline fixed for the Quotation submission;
  - (d) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices, and we will strictly observe all the laws against fraud and corruption in force in India including the "Prevention of Corruption Act 1988."
  - (e) I/We have read and understood the detailed terms & conditions mentioned in the quotation and shall abide by it in case being invited for the award of contract.
  - (f) It is hereby declared that particulars furnished herewith are true and correct as per my/our knowledge and belief. In the event of any particulars are found to be false, I/We shall be liable to such consequences/lawful actions as the State Project Director, ARIAS Society wish to take.

Sl.	Items	Specifications	Quantity	Brand name to	Unit Rate	G	ST	Total amount
				be mentioned	exclusive of	In %	In Rs	inclusive of
				by the Agency	GST (In Rs)			GST
1.	1 1 ( )	75 GSM, 500 sheets	Per ream					
2.	1 1 ( 0 )	75 GSM, 500 sheets	Per ream					
3.	1 1 ( )	75 GSM, 500 sheets	Per ream					
4.	Note Sheet Paper	90 GSM, 500 sheets ( slightly-	Per ream					
	(Legal)	green-colored)						
5.	<b>-</b>	A4, 200 GSM	Per packet					
6.	Plastic Folder (General)	Hard Quality, Size: 14" x 10" (L x	Per unit					
		B), Type – Button, double folder						
7.	Transparent plastic	A4 size, General	Per unit					
	folder							
8.	Transparent plastic	A4 size, Button type	Per unit					
	folder							
9.	Writing Pad (Plain)	Size - A5, Pages-20 (10 leaves)	Per unit					
		excluding cover, Paper- 70 GSM,						
		Cover- Hard Board good quality.						
10.	Writing Pad (Plain)	Size-A5, Pages-40 (20 leaves)	Per unit					
		excluding cover, Paper- 70 GSM,						
		Cover- Hard Board good quality.						
11.	Writing Pad (Ruled)	Size - A5, Pages-20 (10 leaves)						
		excluding cover, Paper- 70 GSM,						
		Cover- Hard Board good quality.						
12.	Ball Point Pen	Red/Blue /Black/ Green (Good	Per unit					
		Quality)						
13.	Gel Pen	Red/Blue /Black/ Green (Good	Per unit					
		Quality)						

Interverse         Description         Description <thdescription< th=""> <thdescription< th=""></thdescription<></thdescription<>	Sl.	Items	Specifications	Quantity	Brand name to	Unit Rate	G	ST	Total amount
14.         Marker Pen         Red/Bhe / Transporent         Per unit         Image: Construct of the image of the			-		be mentioned		In %	In Rs	inclusive of
15. Highlighter     Transparent     Per unit     Image: Construction (Static) (Sigm)     Per unit       17. Percal     Wooden     Per unit     Image: Construction (Static) (Sigm)     Per unit       18. Fraser     Good Quality     Per unit     Image: Construction (Static) (Sigm)       19. Permanent Marker Pen     Black/Red/Plane     Per unit     Image: Construction (Static) (Sigm)       21. Stamp Ink     Good Quality     Per unit     Image: Construction (Static)					by the Agency	GST (In Rs)			GST
16. Corraction Pen (Stick)       15 prin       Per stick       Image: State in the image									
17. Pencil     Wooden     Per unit     Image: Constraint of the second		0	*						
18.       Fixager       Ford Quality       Per unit       Image: Construction of Construlin			-						
19.     Permanent Marker Pen     Blac/Red/Blac     Per unit       21.     Samp Ink     Blac/Blac/Red     Per unit       22.     White Doard Marker     Red/Blac/Red     Per unit       23.     White Board Marker     Red/Blac/Red     Per unit       23.     White Board Marker     Red/Blac/Red     Per unit       23.     White Roard Dustre     Magnetic (With 2 Pen Holding     Per unit       24.     Transparenzy Sheet     A 4 size     Per packet       25.     Binding Register     No. 6 (200 pages)     Per unit       26.     Binding Register     No. 10 (200 pages)     Per unit       28.     Binding Register     No. 10 (200 pages)     Per unit       29.     Binding Register     No. 12 (400 pages)     Per unit       20.     Pen Book     6 * x 8"     Per unit       21.     Log Book Noling     12" x 5"     Per unit       20.     Cahl Book Corel     Legal alize, Plastic:     Per unit       21.     Cabl Book Corelpe     10" x 4.5" good quality: Vellow     Per unit       23.     Cahl Book Corelpe     10" x 1.2" good quality: Vellow       34.     Envelope Laminated     10" x 1.2" good quality: Vellow       35.     Envelope Laminated     10" x 1.2" good quality: Vellow       <									
20.       Samp Pad       Good Quiliy       Per unit       Image: Constraint of the constr									
21. Stamp lak     Blue/Black/Green     Per unit     Image: Constraint of the stamp of the s									
22     White Board Marker     Red/Blue/Black/Green     Per unit       23.     White Board Duster     Magnetic (With 2 Pen Holding Mould)     Per unit       24.     Transparency Sheet     A * size     Per packet       25.     Binding Register     No. 6 (200 pages)     Per unit       26.     Binding Register     No. 6 (200 pages)     Per unit       27.     Binding Register     No. 10 (200 pages)     Per unit       28.     Binding Register     No. 10 (400 pages)     Per unit       29.     Binding Register     No. 10 (400 pages)     Per unit       20.     Binding Register     No. 10 (400 pages)     Per unit       21.     Log Book-Rolling     12"x5"     Per unit       22.     Vehicle Log Book     12" x5"     Per unit       23.     Cash Book Cover     Legal size, Plastic     Per unit       24.     Envelope Laminated     10" x 4.5" good quality; Brown     General)       25.     Envelope Laminated     10" x 1.2" good quality; Yellow     Per unit       26.     Envelope Laminated     11" x 5.5" good quality; Yellow     Per unit       27.     Rewelope Laminated     11" x 5.5" good quality; Yellow     Per unit       28.     Envelope Laminated     11" x 5.5" good quality; Yellow     Per unit									
Per (Ersable)         Magnetic (Wth 2 Pen Holding)         Per unit         Per unit           23.         White Board Duster         Magnetic (Wth 2 Pen Holding)         Per unit		-							
23.       White Board Dustr       Magnetic (With 2 Pen Holding Mold)       Per unit         24.       Transparency Sheet       A-4 size       Per packet         25.       Binding Register       No. 6 (200 pages)       Per unit         26.       Binding Register       No. 6 (200 pages)       Per unit         27.       Binding Register       No. 10 (200 pages)       Per unit         28.       Binding Register       No. 10 (200 pages)       Per unit         29.       Binding Register       No. 16 (400 pages)       Per unit         20.       Reon Book       6" x 6"       Per unit       Imagenetic (100 pages)         30.       Reon Book       6" x 6"       Per unit       Imagenetic (100 pages)       Imagenetic (100 pages)         31.       Lag Book-Rolling       12" x 5"       Per unit       Imagenetic (100 pages)       Imagenetic (100 pages)         32.       Vehicle Lag Book       10" x 4 5" good quality: Brown       Per unit       Imagenetic (100 pages)       Imagenetic (100 pages)         33.       Envelope Laminated       10" x 4 5" good quality: Wolw       Per unit       Imagenetic (100 pages)       Imagenetic (100 pages)       Imagenetic (100 pages)       Imagenetic (100 pages)       Imagenetic (100 pagenetic (100 pagene)       Imagenetic (100 pagenetic (100 pagene)			Real black dicen	i ci unit					
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32.       Vehicle Log Book       12" x 5"       Per unit       Per unit         33.       Cash Book Cover       Legal size, Plastic       Per unit       Per unit         34.       Service Envelope       10" x 4.5" good quality; Yellow       Per unit       Per unit         35.       Envelope Laminated       10" x 1.2" good quality; Yellow       Per unit       Per unit         36.       Envelope Laminated       10" x 1.2" good quality; Yellow       Per unit       Per unit         37.       Envelope Laminated       10" x 1.2" good quality; Yellow       Per unit       Per unit         38.       Envelope Laminated       11" x 5", good quality (Inner laminated); Yellow       Per unit       Per unit         38.       Envelope Laminated       10" x 1.2" good quality (Inner laminated); Yellow       Per unit       Per unit         40.       Stapler Machine       No. 10       Per unit       Per unit         41.       Staple Pin       No. 24       Per packet       Per unit         42.       Staple Pin       No. 24       Per packet       Per unit         43.       Staple Pin       No. 24       Per unit       Per unit         44.       Paper Punching       Punching capacity of min 30       Per unit       Per unit	30.	Peon Book		Per unit					
33.       Cash Book Cover       Legal size, Plastic       Per unit       Image: Construct of the construction of the co				Per unit					
34.       Service Envelope       10" x 4" good quality; Brown       Per unit         35.       Envelope Laminated       10" x 4.5" good quality; Vellow       Per unit         36.       Envelope Laminated       10" x 12" good quality; Vellow       Per unit         37.       Envelope Laminated       10" x 12" good quality; Vellow       Per unit         38.       Envelope Laminated       11" x 5", good quality (Inner       Per unit         39.       Legal size envelop       Plain (Inner cloth)       Per unit       Per unit         40.       Stapler Machine       No. 10       Per packet       Per packet         41.       Staple Pin       No. 24       Per unit       Per unit         42.       Staple Pin       No. 24       Per packet       Per unit         43.       Staple Pin       No. 24       Per unit       Per unit         44.       Paper Punching       Punching capacity of min 30       Per unit       Per unit         45.       Paper Punching       Punching capacity of min 50       Per unit       Per unit         46.       Punching Flat File       Medium Size       Per packet       Per unit         47.       Paper Clip       Nickel Plated-Rust Proof       Per packet       Per packet       Per	-	-							
IGeneral)       IO* x 4.5" good quality; Vellow       Per unit       IO* x 12" good quality; Vellow         35.       Envelope Laminated       10* x 12" good quality; Vellow       Per unit       IO* x 12" good quality; Vellow         37.       Envelope Laminated       16* x 12" good quality (Inner laminated); Yellow       Per unit       IO* x 12" good quality (Inner laminated); Yellow         38.       Envelope Laminated       11* x 5", good quality (Inner laminated); Yellow       Per unit       IO* X 12"         39.       Legal size envelop       Plain (inner cloth)       Per unit       IO* X 14"         41.       Staple Pin       No. 10       Per packet       IO* X 14"         42.       Staple Pin       No. 24       Per packet       IO* X 14"         43.       Staple Pin       No. 24       Per packet       IO* X 14"         44.       Paper Punching       Punching capacity of min 30       Per unit       IO* X 14"         45.       Paper Punching       Punching capacity of min 30       Per unit       IO* X 14"         46.       Punching Flat File       Medium Size       Per unit       IO* X 14"         47.       Paper Clip       Nickel Plated-Rust Proof       Per packet       IO* X 14"         47.       Paper Clip       Nickel Plated-Rust Pro									
35.       Envelope Laminated       10" x 4.5" good quality; Yellow       Per unit         36.       Envelope Laminated       10" x 12" good quality; Yellow       Per unit         37.       Envelope Laminated       16" x 12" good quality; Yellow       Per unit         38.       Envelope Laminated       11" x 5", good quality; Yellow       Per unit         38.       Envelope Laminated       11" x 5", good quality (Inner       Per unit         39.       Legal size envelop       Plain (Inner cloth)       Per unit       Per unit         40.       Staple Machine       No. 10       Per packet       Per unit         41.       Staple Pin       No. 24       Per unit       Per unit         42.       Staple Pin       No. 24       Per unit       Per unit         43.       Staple Pin       No. 24       Per unit       Per unit         44.       Paper Punching       Punching capacity of min 30       Per unit       Per unit         45.       Paper Punching       Punching capacity of min 50       Per unit       Per unit         46.       Punching Flat File       Medium Size       Per unit       Per unit         47.       Paper Clip       Nickel Plated-Rust Proof       Per packet       Per packet       Per Ba	34.	-	10" x 4" good quality; Brown	Per unit					
36.       Envelope Laminated       10" x 12" good quality (Filow       Per unit         37.       Envelope Laminated       11" x 12" good quality (Inner laminated); Vellow       Per unit         38.       Envelope Laminated       11" x 5", good quality (Inner laminated); Vellow       Per unit         38.       Envelope Laminated       11" x 5", good quality (Inner laminated); Vellow       Per unit         39.       Legal size envelop       Plain (inner cloth)       Per unit          40.       Stapler Machine       No. 10       Per unit           41.       Staple Pin       No. 24       Per packet           42.       Staple Pin       No. 24       Per packet            43.       Staple Pin       No. 24       Per packet             44.       Paper Punching       Punching capacity of min 30       Per unit              45.       Paper Punching       Punching capacity of min 50       Per unit                         <	25	. ,		<b>D</b>					
37.       Envelope Laminated       16" x 12" good quality (Inner laminated); Yellow       Per unit         38.       Envelope Laminated       11" x 5", good quality (Inner laminated); Yellow       Per unit         39.       Legal size envelop       Plain (inner cloth)       Per unit       Per unit         40.       Stapler Machine       No. 10       Per unit       Per unit         41.       Staple Machine       No. 10       Per unit       Per packet         42.       Staple Pin       No. 10       Per packet       Per packet         43.       Staple Punching       Punching capacity of min 30       Per unit       Per packet         44.       Paper Punching       Punching capacity of min 50       Per unit       Per unit         45.       Paper Punching       Punching capacity of min 50       Per unit       Per packet         46.       Punching Flat File       Medium Size       Per unit       Per packet         47.       Paper Clip       Nickel Plated-Rust Proof       Per packet       Per packet         48.       Wall Pin       Brass made       Per packet       Per packet         50.       Binder Clips       15 mm       Per packet       Per packet       Per packet         51.       Binder Clips	-	-							
aminated); Yellow     Per unit       38.     Envelope Laminated     11" x 5", good quality (Inner laminated); Yellow     Per unit       39.     Legal size envelop     Plain (Inner cloth)     Per unit     Image: Close Clos			• • •						
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60.     Sutli plastic (Ball)     Core Thread     Per unit			Core Thread	Per kg				ł	
								1	
62.     Adhesive Tape     24 mm x 65 meters (brown)     Per unit		-						1	

be mentionedexclusive of by the ÅgencyIn % 6ST (In Rs)In Rsin63.Adhesive Tape48 mm x 65 meters (transparent) 65.Per unit64.Adhesive Tape48 mm x 65 meters (transparent) 65.Adhesive Tape50 mm x 120 meters (trown) Per unitPer unit65.Adhesive Tape50 mm x 120 meters (trown) Fight Per unitPer unit66.Adhesive Tape50 mm x 120 meters (trown) Fight Per unitPer packet67.Page Marker25 mm x 75 mm x 60 corsPer packet </th <th>Sl. Items</th> <th>Specifications</th> <th>Quantity</th> <th>Brand name to</th> <th>Unit Rate</th> <th>G</th> <th>ST</th> <th>Total amount</th>	Sl. Items	Specifications	Quantity	Brand name to	Unit Rate	G	ST	Total amount
63.         Adhesive Tape         44 mm x 65 meters (transparent)         Per unit            64.         Adhesive Tape         48 mm x 65 meters (torwn)         Per unit            65.         Adhesive Tape         50 mm x 120 meters (torwn)         Per unit             66.         Adhesive Tape         50 mm x 120 meters (torwn)         Per unit             67.         Page Marker         25 mm x 75 mm, radius, (colors Per packet              68.         Post it Pad         3" x 3", 100 Sheets in a packet         Per packet             69.         Glue Stick         25g         Per unit              70.         Gum liquid         150 ml         Per unit              71.         Gurd liquid         700 ml         Per unit              72.         Dendrite/Fevicol         20 ml         Per unit              73.         Calculator         12 Digits.         Per unit              74.         Calculator         12 Digits.         Per unit				be mentioned	exclusive of	In %	In Rs	inclusive of
64.       Adhesive Tape       48 mm x 65 meters (brown)       Per unit          65.       Adhesive Tape       50 mm x 120 mtrs. (transparent.)       Per unit          66.       Adhesive Tape       50 mm x 120 mtrs. (transparent.)       Per unit          67.       Page Marker       25 mm x 75 mm, 4 colors       Per packet           68.       Post if Pad       3" x 3", 100 Sheets in a packet       Per unit           69.       Glue Stick       25g       Per unit            70.       Gum liquid       150 ml       Per unit             71.       Gun liquid       150 ml       Per unit				by the Agency	GST (In Rs)			GST
65.         Adhesive Tape         50 mm x 120 meters (transparent)         Per unit            66.         Adhesive Tape         50 mm x 120 meters (trown)         Per unit            67.         Page Marker         25 mm x 75 mm, 4 colors         Per packet            68.         Post it Pad         3" x 3", 100 Sheets in a packet         Per packet            69.         Glue Stick         25g         Per unit             71.         Gum liquid         700 ml         Per unit             72.         Dendrit/(Fevicol         20 ml         Per unit             73.         Calculator         10 Digits.         Per unit              74.         Calculator         12 Digits.         Per unit              75.         Pastic Scale         30 cm         Per unit               76.         Blank CD         4 X + 10X, 80 Min, 700 MB         Per unit               77.         Lever Index File (Caard         Best Quality Index File (Arch), Per unit	-							
66.         Adhesive Tape         50 mm x 120 meters (brown)         Per unit            67.         Page Marker         25 mm x 75 mm, 4 colors         Per packet             68.         Post IF Pad         3'x 3', 100 Sheets in a packet         Per packet             69.         Gum Iiquid         150 ml         Per unit              70.         Gum Iiquid         150 ml         Per unit              71.         Gun Iiquid         700 ml         Per unit              72.         Dendrite/Fevicol         20 ml         Per unit              73.         Calculator         12 Digits.         Per unit               74.         Calculator         12 Digits.         Per unit                                      <	•							
67.       Page Marker       25 mm x 75 mm, 4 colors       Per packet         68.       Post it Pad       3" x 3", 100 Sheets in a packet       Per packet         69.       Glue Stick       25g       Per unit       Image Marker         70.       Gum liquid       150 ml       Per unit       Image Marker         71.       Gum liquid       700 ml       Per unit       Image Marker         72.       Dendrite/Fevicol       20 ml       Per unit       Image Marker         73.       Calculator       10 Digits.       Per unit       Image Marker         74.       Calculator       12 Digits.       Per unit       Image Marker         75.       Plastic Scale       30 cm       Per unit       Image Marker       Image Marker         75.       Plastic Guard       Best Quality Index File (Arch).       Per unit       Image Marker       Image Marker         76.       Blank CD       4 X - 10X, 80 Min, 700 MB       Per unit       Image Marker       Image Marker         76.       Blark CD       4 X - 10X, 80 Min, 700 MB       Per unit       Image Marker       Image Marker         76.       Blark CD       4 X - 10X, 80 Min, 700 MB       Per unit       Image Marker       Image Marker       Image Marker <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>								
68.       Post it Pad       3" x 3", 100 Sheets in a packet       Per packet         69.       Glue Stick       25g       Per unit         70.       Gum liquid       150 ml       Per unit       1         71.       Gum liquid       700 ml       Per unit       1         72.       Dendrite/Fevicol       20 ml       Per unit       1         73.       Calculator       10 Digits.       Per unit       1         74.       Calculator       12 Digits.       Per unit       1         75.       Plastic Scale       30 cm       Per unit       1       1         76.       Blank CD       4 X - 10X, 80 Min, 700 MB       Per unit       1       1       1         76.       Blank CD       4 X - 10X, 80 Min, 700 MB       Per unit       1								
69. Glue Stick       25g       Per unit       Image: Comparison of the standard stand standard sta			•					
70.       Gum liquid       150 ml       Per unit		· · · ·	-					
71.       Gum liquid       700 ml       Per unit          72.       Dendrite/Fevicol       20 ml       Per unit          73.       Calculator       10 Digits.       Per unit          74.       Calculator       12 Digits.       Per unit          75.       Plastic Scale       30 cm       Per unit           76.       Blank CD       4 X - 10X, 80 Min, 700 MB       Per unit           76.       Blank CD       4 X - 10X, 80 Min, 700 MB       Per unit            77.       Lever Index File / Guard       Best Quality Index File (Arch), Per unit             78.       File Tray (Plastic)       385x285x565 mm       Per unit             79.       Poker       Plastic Handle       Per unit		0	Per unit					
72.       Dendrite/Fevicol       20 ml       Per unit			Per unit					
73.       Calculator       10 Digits.       Per unit			Per unit					
74.       Calculator       12 Digits.       Per unit       Image: Constraint of the second secon			Per unit					
75.       Plastic Scale       30 cm       Per unit			Per unit					
76.       Blank CD       4 X -10X, 80 Min, 700 MB       Per unit       Image: Constraint of the set Quality Index File (Arch), Per unit         77.       Lever Index File       Laminated       Per unit       Image: Constraint of the set Quality Index File (Arch), Per unit       Image: Constraint of the set Quality Index File (Arch), Per unit       Image: Constraint of the set Quality Index File (Arch), Per unit       Image: Constraint of the set Quality Index File (Arch), Per unit       Image: Constraint of the set Quality Index File (Arch), Per unit       Image: Constraint of the set Quality Index File (Arch), Per unit       Image: Constraint of the set Quality Index File (Arch), Per unit       Image: Constraint of the set Quality Index File (Arch), Per unit       Image: Constraint of the set Quality Index File (Arch), Per unit       Image: Constraint of the set Quality Index File (Arch), Per unit       Image: Constraint of the set Quality Index File (Arch), Per unit       Image: Constraint of the set Quality Index File (Arch), Per unit       Image: Constraint of the set Quality Index File (Arch), Per unit       Image: Constraint of the set Quality Index File (Arch), Per unit       Image: Constraint of the set Quality Index File (Arch), Per unit       Image: Constraint of the set Quality Index File (Arch), Per unit       Image: Constraint of the set Quality Index File (Arch), Per unit       Image: Constraint of the set Quality Index File (Arch), Per unit       Image: Constraint of the set Quality Index File (Arch), Per Unit       Image: Constraint of the set Quality Index File (Arch), Per Unit       Image: Constraint of the set Quality Index File (Arch), Per Unit       Image: Constraint of the set		-	Per unit					
77.       Lever Index File/Guard       Best Quality Index File (Arch), Per unit       Per unit         78.       File Tray (Plastic)       385x285x65 mm       Per unit          78.       File Tray (Plastic)       385x285x65 mm       Per unit           79.       Poker       Plastic Handle       Per unit            80.       Table Calling Bell       Remote       Per unit            81.       Scissor       Size: 07, Stainless Steel       Per unit            82.       Scissor       Size: 97, Stainless Steel       Per unit             83.       Paper weight       Decorated Square Glass       Per unit              84.       Laminated File cover       For forer -14*x10*, 300 GSM,       Per unit	75. Plastic Scale		Per unit					
file/Box FileLaminatedPer unit78.File Tray (Plastic)385x285x65 mmPer unitImage: Constraint of the second secon	76. Blank CD	4 X -10X, 80 Min, 700 MB	Per unit					
79.       Poker       Plastic Handle       Per unit			Per unit					
80.       Table Calling Bell       Remote       Per unit       Image: Constraint of the c	78. File Tray (Plastic)	ic) 385x285x65 mm	Per unit					
81.       Scissor       Size: 10", Stainless Steel       Per unit         82.       Scissor       Size: 9", Stainless Steel       Per unit         83.       Paper weight       Decorated Square Glass       Per unit         84.       Laminated File cover       For Cover -14"x10", 300 GSM,       Per unit         (with printing ) & hard       Light Blue/Black color       Per unit       Per unit         85.       Pencil battery       Good Quality AA Battery       Per unit       Per unit         86.       Pencil battery       Good Quality AA Battery       Per unit       Per unit         87.       Lock & Key 5 liver       40 mm       Per unit       Per unit         88.       Lock & Key 7 liver       60 mm       Per unit       Per unit         89.       Pen stand       Mesh Pen Stand, Round Shape,       Per unit       Per unit         89.       Pen stand       Good Quality, Size: 23x18x28cm,       Per unit       Per unit         90.       Waste paper Basket       Good Quality       Per unit       Per unit         91.       Pen Drive       16 GB       Per unit       Per unit         92.       Hard Disk       2 TB       Per unit       Per unit         93.       Surgical Mask	79. Poker	Plastic Handle	Per unit					
82.       Scissor       Size: 9", Stainless Steel       Per unit       Image: Stein	80. Table Calling Bell	ell Remote	Per unit					
83.       Paper weight       Decorated Square Glass       Per unit         94.       Laminated File cover       For Cover -14"x10", 300 GSM,       Per unit         84.       Laminated File cover       For Cover -14"x10", 300 GSM,       Per unit         85.       Pencil battery       Good Quality AA Battery       Per unit       Image: Cover -14"x10", 200 GSM,         85.       Pencil battery       Good Quality AA Battery       Per unit       Image: Cover -14"x10", 200 GSM,       Per unit         86.       Pencil battery       Good Quality AA Battery       Per unit       Image: Cover -14"x10", 200 GSM,       Per unit         87.       Lock & Key 5 liver       40 mm       Per unit       Image: Cover -14"x10", 200 GSM,       Per unit         88.       Lock & Key 7 liver       60 mm       Per unit       Image: Cover -14"x10", 200 GSM,       Per unit         99.       Pen stand       Mesh Pen Stand, Round Shape,       Per unit       Image: Cover -14"       Image: Cover -14"         91.       Pen Drive       16 GB       Per unit       Image: Cover -14"       Image: Cover -14"       Image: Cover -14"         92.       Hard Disk       2 TB       Per unit       Image: Cover -14"       Image: Cover -14"       Image: Cover -14"       Image: Cover -14"       Image: Cover -14" <td>81. Scissor</td> <td>Size: 10", Stainless Steel</td> <td>Per unit</td> <td></td> <td></td> <td></td> <td></td> <td></td>	81. Scissor	Size: 10", Stainless Steel	Per unit					
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99. Automatic Sanitizer 1000 ml, white, Automatic wall Per unit	97. Sanitizer	WHO standard, 500 ml	Per unit					
	98. Sanitizer	WHO standard, 5 Ltr	Per unit					
Sanitizer		mounted Sensor Touchless Hand	Per unit					
100. Hand Gloves Good Quality Per unit	100. Hand Gloves		Per unit					

Yours faithfully,

(Authorized Signature)	
Name of Signatory	_
In the capacity of	[insert legal capacity of person signing the Quotation]
Name of the Bidder	_
Address	_
Telephone no	_
email id	
Dated on day of,	2021 [insert date of signing]

# SECTION V

# UNDERTAKING

## (This must be submitted in the official letterhead of the agency)

To,

State Project Director, Assam Agriculture Complex, Khanapara G.S. Road, Guwahati-781022

# Sub: Undertaking for not being blacklisted

Sir,

This is inform you that my/or agency/firm ......has not been blacklisted by Central/State Government/PSU and there has been no litigation with any Government agencies.

Yours faithfully,

(Authorized Signature)	
Name of Signatory	
In the capacity of	[insert legal capacity of person signing the Bid]
Name of the Bidder	
Address	
Telephone no	
Email id	
Dated on day of	, 2021 [insert date of signing]