

QUOTATION/EXPRESSION OF INTEREST

Assam Legislative Assembly Secretariat

No.LAN.31/2018.

Sealed quotation affixing non refundable Court Fee stamp of Rs.8.25 (Rupees eight and paise twenty five) only are invited from the interested Individual/Firm/Parties etc. to ascertain rates for binding of Library documents of Assam Legislative Assembly. The Quotation/Expression of Interest will be received up to 1.00 P.M. on 28/06/2018 in the Office of the Principal Secretary, Assam Legislative Assembly Secretariat. The Quotation will be opened on the same day. The rates quoted should be both in figure and word exclusive of taxes as applicable . Income tax will be deducted as applicable.

The Terms & Conditions, Annexure-I & Annexure-II may be obtained from Office Website www.assamassembly.gov.in

Sd/-
Principal Secretary,
Assam Legislative Assembly.

Terms and conditions for submission of Quotation/Expression of Interest for binding of Library documents of Assam Legislative Assembly.

Quotation/Expression of Interest should submit with the following documents.

1. Copy of latest Trade Licence certificate.
2. PAN card.
3. Up to date annual income tax return statement.
4. Firm registration Number (GST).
5. Experience Certificate.
6. Saving Bank A/C No.....with name of Public Sector Bank and Branch.
7. Earnest money of Rs.20,000.00 (Rupees twenty thousand) only in the form FD/NSC/IPO etc. to be pledged in favour of Principal Secretary, Assam Legislative Assembly Secretariat.
8. Firm/parties selected for rendering service/supply of items shall have to entered in to an agreement with the Assam Legislative Assembly Secretariat authority for a period of 2(two) years .
9. Parties submitted Quotation/Expression of Interest are required to be present at the time of opening of the Quotation/Expression of Interest.
10. Assam Legislative Assembly authority has reserve the right to reject/cancel after the agreement required.
11. Payment will be made after completion of work.
12. No rate will be enhanced during the agreed period.
13. Rates should be submitted as per prescribe format .

ANNEXURE-I

To

The Principal Secretary,
Assam Legislative Assembly,
Dispur, Guwahati-6.

Sub : Submission of Quotations/Expression of Interest for binding of Library documents of Assam Legislative Assembly.

Ref : Tender Notice No :.....,dated.....

Sir,

With reference to above, I/We hereby submit the quotation/Expression of Interest for binding of Library documents of Assam Legislative Assembly.

Sl. No.	Particulars	Period	Amounts
A	Binding of Library documents of Assam Legislative Assembly.	2 (two) years from the date of award.	

Date :

Place :

Signature of the bidder

ANNEXURE-II

DETAILS OF THE BIDDER

1. Name of bidder :
2. Address of the bidder :
3. Landline/Mobile No. :
4. Details of Earnest money
Deposit : DD No.....date.....
Bank.....
5. Valid Trade licence
(enclose photo copy) :
6. PAN (Enclose copy) :
7. GST Registration
(Enclose proof) :
8. Experience Details :
9. Licence No./Registration No. :

This is to certify that the information furnished above by me/us is true and correct. I/We also certify that I/We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being awarded the contract.

Date :

Place :

Signature of the bidder

Seal