भारतसरकार
GOVERNMENT OF INDIA
गृहमंत्रालय
MINISTRY OF HOME AFFAIRS
जनगणनाकार्यनिदेशककाकार्यालय,असम
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, ASSAM
अच्योतप्लाज़ा, जी. एस. रोड, भंगागड़, गुवाहाटी - 781005
ACHYUT PLAZA, G. S. ROAD, BHANGAGARH, GUWAHATI - 781005
Ph & Fax No.: 0361-2524396
e.mail : dco-ass.rgi@censusindia.gov.in

No.DCO/E/463/70/Pt.VII/2540 Dated: 15.10.2015

# Tender Notice

**Sub: Tender Notice for Supply of Office Furniture**

Sealed Quotations are hereby invited from interested reputed registered firms/dealers/agencies/distributers of furniture for supply of Almirah, News Paper stand, Computer Table and Chair to this Directorate. Required specifications are furnished below:-

## PRICE BID

| *Sl. No* | *Particulars (Model No.)* | *Brand/Make* | *Quantity in pieces* | *Rate per unit* | *Taxes* | *Total* |
|---|---|---|---|---|---|---|
| 1. | Steel Almirah | Godrej Storwel Plain | 01(one) | | | |
| 2. | Computer Table | Godrej Caliber 201 | 07(Seven) | | | |
| 3. | Computer Chair | Godrej Starr 5D02R | 12 (twelve) | | | |
| 4. | Officer Chair | Godrej Pemium Executive High Back | 01(one) | | | |
| 5. | News Paper Reading Stand | | 01(one) | | | |

Interested registered firms/dealers/agencies/distributers of furniture may quote their rates showing the actual price and taxes in details, which will be deducted at source. Quotations in sealed cover super-scribing "Quotation for supply of Office Furniture" be submitted to Shri B. Rabha, Assistant Director (HO) before 3 p.m. of 19th November, 2015 through Post/Courier/By Hand and the same will be opened at 4 p.m. on 19th November, 2015 (same day) by the Chairman and Member of Purchase Committee. The quotations or their representative may attend or be present, if they desire so, during the opening of their quotations on the date and time mentioned at above.

**Terms & Conditions of the contract will be as follows:-**

1. The Firm will have to supply at their own arrangement during office hours.
2. Firm will have to submit a copy of VAT Clearance Certificate upto date, a copy of Trade License/ Registration Certificate of the firm and a copy of the performance Certificate, if any, from concerned Deptt. alongwith tender documents.
3. Rates should be inclusive of all kinds of taxes, etc, whatsoever and Directorate will not pay any claims of the firm in this respect. Taxes will be deducted at source (TDS) from bills as per prevailing rules. A copy of VAT Registration and Clearance Certificate should also be enclosed. Firm have to submit attested copy of Pan Card of the owner.
4. The payment will be made only after successful completion of the job and after due verification.
5. The materials to be used must be of required quality and specification and if the materials supplied do not conform to the specified quality, the same will be rejected and the cost of which will bear by the firm.
6. All the pages of the tender document should be signed with stamp by the authorized signatory before submitting.
7. Tender document should be sealed.
8. Firms are also advised not to erase or mutilate the figures etc. otherwise the quotation may be ignored. Any overwriting will not be allowed.
9. Firm/agencies should submit a self certificate to the effect that the tenderer is not blacklisted by any Central Govt./State Govt./PSU/Semi Private/Private Organizations.
10. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending /submitting their quotations.
11. This Directorate reserves the right to reject any or all the quotations without assigning any reasons thereof and is not bound to accept the lowest rate.
12. In case of any dispute, the decision of this Directorate shall be final.
13. Canvassing in any form will prejudice the quotation.

(BHARATI CHANDA)
Joint Director
Dated:15.10.2015

Memo No.DCO/E/463/70/Pt.VII/2540-A

Copy to:

1. The Chairman & Members, Purchase Committee, DCO, Assam
2. Office Superintendent
3. The Office Notice Board
4. Official Website of ORGI( censusindia.gov.in)
5. M/s.....
6. M/s.....
7. M/s.....
8. M/s.....

15/10/15
Joint Director