

OFFICE OF THE
ASSAM HIGHER SECONDRY EDUCATION COUNCIL
BAMUNIMAIDAM:: GUWAHATI-21

AHSEC/STORE/TENDER/3/14/ 665

Date: 09/12/2021

SHORT NOTICE INVITING QUOTATION

Assam Higher Secondary Education Council invites quotation in sealed on plain paper affixing non refundable court fee stamp of Rs: 8.25 (Rupee eight and twenty five paisa) only from the reputed firms for determining the rates of specific items as mentioned below and for engagement of competent Agencies for printing & supply to the Council.

Interested bidders may collect the Quotation from the store branch of the Council from 10/12/2021 to 18/12/2021 on deposition of non refundable bid processing fees of Rs: 1000/- (Rupee One thousand) only in the form of Demand Draft or Council Challan in fevor of Secretary, Assam Higher Secondary Education Council, Bamunimaidam, Guwahati-21, or download the proposal document form the office Website WWW.ahsec.assam.gov.in of the Council.

The Quotation will be received **up to 3.00 p.m. on 18/12/2021 December, 2021.**

Sl. No.	Name of Works	Earnest Money Deposit	Tender Cost
1.	Carriage of Examination Materials by Truck (6 Wheeler & 4 Wheeler)	Rs. 15,000/-	Rs. 1,000/-
2.	Carriage of Examination materials by Tempo Traveller & Light motor Vehicle(LMV)	Rs. 15,000/-	Rs. 1,000/-
3.	Binding works : a) Tabulation Register b) Manuscripts Register	Rs. 5,000/-	Rs. 1,000/-
4.	Supply of Office Stationary articles	Rs: 15,000/-	Rs: 1,000/-
5.	Supply of Gunny Bags Length : 120cm Breath 75cm.	Rs. 5,000/-	Rs. 1,000/-
6.	Printing of various form & Graph Paper.	Rs: 15,000/-	Rs: 1,000/-

Terms & Condition

Indenting firms shall drop quotations into the Quotation Box in the office of Assam Higher Secondary Education Council, Bamunimaidam, Guwahati-21. AHSEC reserves the right to cancel any or all of the quotations without assigning any reason thereof.

1. Intending firm must submit quotation with the following documents complete in all respect and duly self –attested. Failure to enclose any one of the documents or invited documents shall invite rejection of the quotation.
 - i. Valid trade licence issued by competent authority.
 - ii. GST Registration.
 - iii. PAN Number.
 - iv. Bank Account Number.
 - v. Copy of IT Returns of last 03 financial years.
 - vi. Past Experience.

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2. Quotation should be clearly typed or written and rates should be written both in figure and words. There should not be any over writing, use of erasure in the rates. In case of over writing or use of erasure or any such alteration, the quotation shall be rejected outright.
3. Rates quoted by the bidder should be based on market price. The rates should be quoted inclusive of GST and other Taxes and service charges. Rates quoted should be valid during the financial year 2021-2022.
4. Quantity of items will be decided as per requirement of office of the AHSEC.
5. If work allotted to any firm, then it will have to supply and carry out the specific work at the approved rate and as per approved specification.
6. No Advance payment will be made against supply of the items. Payment will be made after completion of the work.
7. The sealed cover envelope should be super scribed the item name along with contract No.

Secretary
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21

AHSEC/STORE/TENDER/3/14/665(A)

Date: 09/12/2021

Copy to....

1. The Chairman, AHSEC for favour of his kind information.
2. The Jt. Secretary (Admn.) for information.
3. The Dy. Secretary (F) for information
4. The Supdt. Estt. Branch for information and published the Notice in daily News paper.
5. Notice Board.
6. Office file.

Secretary
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21

**ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMAIDAM:: GUWAHATI-21**

DETAILS TERMS AND CONDITION FOR CARRIAGE OF EXAMINATION MATERIALS BY TRUCK

Sealed tender are invited as per following terms and conditions from intending owners (including firms) of the Vehicles for carrying of examination materials by Truck (407, 709, 909, 1109). Different Examination Centres of Higher Secondary Examination and other various works of the Council and will be received **up to 3.00 p.m. of 18/12/2021.**

TERMS AND CONDITIONS FOR TRUCK

1. An Earnest money of Rs. 15,000/- (Rupees fifteen thousand) only in the form of Bank Draft duly pledged in favour of the Secretary, Assam Higher Secondary Education Council payable at Guwahati shall accompany with the tender.
2. Rate to be quoted Rout wise (not day wise) including driver's allowance and fuel of Truck.
3. Tenderers are to furnish full particulars with attested copies of supporting documents regarding Trucks in their possession viz Truck Number, Capacity, Ownership Certificate, Road Tax (Insurance policy) clearance etc. with the tender.
4. Delivery of Examination Materials should be completed within 7 (Seven) days from the date of receipt of the order or as per instruction of the Superintendent, Store Branch.
5. Articles will have to be delivered at the exact destinations of the respective Institutions of the Centre's. All expenditure incurred in loading at the Council's Office and carrying the bags from the Truck to the Institutions will have to be borne by the party. For Unloading purpose, the party will have to take at least two labourers in the Truck at their own expenses.
6. Truck should be placed at the Council's Office on the exact date and time as fixed by the Superintendent Store Branch.
7. The party will have to pay compensation to the Council in case of loss, damage, theft etc, of the articles as to be determined by the Council.
8. The party will have to report immediately after completion of delivery of the articles of route.
9. Alteration of Centres or a Centre of a route (i.e. dropping of Centre or addition of new Centres) may be made by the undersigned at the time of according to convenience without previous notice to the party and without any extra payment.
10. The undersigned not bound to accept the lowest rates.
11. The undersigned reserves the right to cancel or reject order without paying any compensation on irresponsibility found in delivering the articles of a route by the party.

12. Payment will be made on production of bill after complete delivery of articles of the route and on receipt of all the receipts with seals of the Institutions from respective Centre- in-charges.
13. Copy of Registration Certificates should be submitted with tender copy.
14. A List of Route No enclosed herewith.

Secretary
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati 21

**ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMAIDAM:: GUWAHATI-21**

**TERMS AND CONDITION FOR TEMPO TRAVELLER, TATA SUMO, XYLO, BOLERO, INNOVA,
SCORPIO, TOYOTA ETIOS, SWIFT DZIRE, HYUNDAI ACCENT**

1. Tender should be accompanied with the earnest Money **of Rs. 15,000/-** (Rupees fifteen thousand) only in the form of Bank Draft in favour of the Secretary, Assam Higher Secondary Education Council.
2. Rate should be quoted per day (specify whether petrol driven/diesel driven vehicle)
3. Vehicle with Milo Meter in good working condition shall only be accepted.
4. Selected Tenderers must place the good conditioned vehicles at short notice as and when instructed.
5. Attested copies of ownership certificate and up to date Road Tax Clearance Certificate, Insurance policy and pollution Certificate must accompany with the tender.
6. Distance to be covered per litre of petrol/Diesel is to be mentioned clearly.
7. Copy of the registration certificate should be submitted with tender copy.
8. Tenders by hand are to be dropped in to the Office Tender Box placed in front of the Secretary's Chamber.
9. Last date of receipt of tender on 18/12/2021 up to 3.30 pm.

- N.B: 1. FUEL MEANS PETROL OR DIESEL OIL BUT NOT LUBRICANT (MOBIL/ENGINE OIL)
2. RATES ARE TO BE QUOTED SEPARATELY FOR ABOVE TYPES OF VEHICLES.**

Secretary
Assam Higher Secondary Education Council
Bamunimaidam:: Guwahati-21

**ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMAIDAM:: GUWAHATI-21**

**DETAILS OF THE QUOTATION WITH TERMS AND CONDITIONS FOR BINDING OF TABULATION
REGISTER, MANUSCRIPTS & BOOK, INVITED UNDER NOTICE.**

The articles mentioned in the tender notice should be thickly woven and in good condition. If the firm fails to supply the approved quality, the undersigned receives the right to cancel the order without sample no quotation will be accepted.

<u>Sl. No.</u>	<u>Name of Item</u>
1.	Rexin Binding
2.	Leather Binding
3.	Cloth pasted Binding

1. A Bank Draft of **Rs. 5,000/-** (Rupees five thousand) only duly pledged in favour of Undersigned should be submitted along with the quotation.
2. Rate should be inclusive of all taxes and other charges including delivery of the articles at the Council's Office
3. Articles will have to be delivered within 15 (fifteen) days from the date of receipt of the order. The Tenderers should have ready stock and will have to supply immediately on receipt of the order.
4. The undersigned reserves the right not to accept the lowest rate and may reject any or all the quotations without showing any reasons thereof.
5. If articles supplied are found to be inferior of not a per the sample accepted, the undersigned reserves the right to reject the articles without paying any compensation and may even cancel the order.
6. If the articles are not supplied within the stipulated time or if the firm expresses its inability to supply the articles at their quoted rate, the order will be cancelled and the earnest money will be forfeited.
7. Payment will be made after receiving the articles in proper specifications an on submission of bills in triplicate with challans.
8. Last date of receipt of Tender on **18/12/2021** up to 3.30 pm.

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Assam Higher Secondary Education Council
Bamunimaidam:: Guwahati-21

ASSAM HIGHER SRCONDARY EDUCATION COUNCIL
BAMUNIMAIDAM, GUWAHATI- 21
DETAILS OF TERMS AND CONDITION FOR SUPPLY OF STATIONERY ARTICLES ISSUEDE VIDE
TENDER NOTICE.

1. Quotation under sealed cover will be received **up to 3.00 p.m. on 18/12/2021.**
2. An earnest money of Rs. 15,000/- (Rupees fifteen thousand) only in the form of call deposit in the name of the firm duly pledged in favour of the Secretary, Assam Higher Secondary Education Council should be submitted along with quotation. No quotation will be entertained without the earnest money.
3. Rates once accepted will remain valid for a period of 12 month.
4. Tenders are to furnish attested copies of up to date Assam Govt. sale tax clearance Certificate/GST etc. and copies of Registration Certificate of the firm along with Register. Shops and Business establishment Govt. of Assam.
5. Firms with sufficient stock of stationery articles in hand located within the Guwahati city and regular supplier of stationery articles especially examination materials to similar organization/office will be given preference.
6. Articles will have to be delivered at the Council's office by the suppliers at their own cost and no part delivery would be accepted.
7. Rates should be quoted both in figure in words inclusive of all taxes except Assam Govt. sale Tax.
8. Rate should be quoted specifying quality. Brand and make of the articles.
9. Rate of the articles of inferiors quality will not be considered and be rejected straight way.
10. Samples of each item are to be furnished along with the quotation.
11. No rates of the articles without sample specifications will be considered.
12. The undersigned is not bound to accept the lowest rates.
13. The articles will have to be supplied within 07 (Seven) days from the date of receipt of order issued by the Council time to time.
14. Payment will be made on submission of bills with delivery challan's.
15. Serial number of items as per list enclosed invariable be shown in the quotation.
16. Tenders by hand are to be dropped in to the tender box placed in front of the Secretary's chamber.
17. A list of Stationery articles are enclosed herewith.

Secretary
Assam Higher Secondary Education Council
Bamunimaidam:: Guwahati-21

ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMAIDAM, GUWAHATI- 21

DETAILS QUOTATION WITH TERMS & CONDITIONS INVITED UNDER TENDER

SUPPLY OF GUNNY BAG: 1. LENGTH: 120 cm.
 2. BREEADTE: 75 cm.

The bags should be thickly woven and in good condition. If the firm fails to supply the approved quality. The undersigned reserves the right to cancel the order without paying any compensation to the firm and the Earnest Money of the firm will be forfeited. Without sample no quotation will be accepted.

1. A Call Deposit of Rs- 5,000/- (Rupees five thousand) only duly pledged in favour of the undersigned should be submitted along with the quotation.
2. Rate should be inclusive of all taxes and others charges including delivery of the articles at the Councils office.
3. Articles will have to be delivered within 20 (twenty) days from the date of receipt of the order. The tenders should have ready stock and will have to supply immediately on receipt of the order. Please note that no delivery articles in place mail way will be accepted.
4. The undersigned reserves the right not to accept the lowest rate and may reject any or all the quotations without showing any reasons thereof.
5. If the articles supplied are found to be inferior or not as per the sample accepted. The undersigned reserves the right to reject the articles without paying any compensation and Money will be forfeited.
6. If the articles are not supplied within the stipulated time or if the firm expresses its inability to supply the articles at their quoted rates. The order will be cancelled and the Earnest Money will be forfeited.
7. Payment will be made after receiving the articles in proper specifications an on submission of bills in triplicate with challans.
8. Last date of receipt of tender is up to of 18/12/2021 on 3.30 pm.
9. Tenders by hand are to be dropped in to the tender box placed in front of the Secretary's Chamber.

Secretary
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati- 21

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TERMS AND CONDITION FOR PRINTING OF VARIOUS EXAMINATION FORMS & GRAPH PAPER

1. Paper Weight minimum 60 GSM.
2. The item of the list of various forms issued herewith must not be altered by the tender. It should be noted that tender/quotations should be filled in and submitted in the prescribed form properly. Otherwise the tender will be liable to be rejected.
3. Sample of papers with the name of manufacture/brand, weight etc. Should be attached with the tender ere without which the tender will not be considered.
4. The time is the essence of the contract. If the contracture fails to be complete the supply of acceptable article within the time specified in the orders, he shall be able for any action that may be deemed fit by the Secretary, AHSEC.
5. The Tenderer must accompany an Bank Draft of Rs: 15,000/- (Rupee fifteen thousand) only in terms of Bank Draft duly pledge in favour of The Secretary, Assam Higher Secondary Education Council, Bamunimaidam, Guwahati-21. The Bank Draft of unsuccessful Tenderer will be released as soon as the period of contract is over satisfactory.
6. The Tenderers are hereby explicitly cautioned that individuals signing the tenders must specify as follows:-
 - i. Whether the signatory is a registered active partner or the firm.
 - ii. Whether the signatory is the sole proprietor of the firm.
7. Tenderer must be accompanied with up to date Income Tax Certificate. The Tenderer should state the number and date of Registration of the Firm including the place of operation as indicated in the registration.
8. The Tenderer is at liberty to tender for any or all the items shown in the list of virtuous forms.
9. The rates once quoted are final and no change/alteration thereof shall be allowed after submission of the tender on any ground whatsoever and the same will remain valid up to one year.
10. Rates to be quoted separately for separate particulars viz Single Side Printing (A4 and Legal), Both Side Printing (A4 and Legal), 2- page Printing (A4 and Legal), 4- Page Printing (A4 and Legal) and Graph Paper (A4).
11. Particulars in respect of make size and colours brand etc. T be used in different forms may be seen and verified in the office and the prescribed tender form may be obtained from Supdt. Store Branch up to 3.00 pm. On 18/12/2021.
12. Delivery of each (No. Part delivery) of articles must be made to the Jt. Secretary (Admn.) and on full satisfaction, The Jt. Secretary (Admn.) or his authorised officers will certify the challan No. Bill will be passed without such certificate on the challan. Articles of inferior quality will be rejected at the Tenderer cost. Form should be printed with Consecutive number.

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