



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER:::UDALGURI
(TRANSPORT)

Telephone No.03711-224433

email: dc-udalguri@nic.in

NOTICE INVITING TENDER

Sealed quotations affixing court fee stamps worth Rs. 8.25 (Rupees eight and paise twenty five only) are hereby invited from the reputed suppliers/ firms for **Fixation of rates and supply of various items for District Road Safety Committee (DRSC) to the O/o the District Commissioner, Udalguri, for the Financial Year 2024-25**. The quotations will be received upto **02:00 PM of 24.09.2024** and will be opened at **03:00 PM** on the same day. The bidders/ representatives may remain present while opening the quotation.

Details of items: At Annexure-A

The Terms & Conditions:

1. The Bid is to be submitted (by hand) following 1(one) envelope system in sealed envelope affixing Court fee stamp of Rs. 8.25 (Rupees eight and twenty-five paise) only and to be dropped in the Tender Box of the office of the undersigned. The sealed cover shall be superscribed as given below:

“BID FOR FIXATION OF RATES AND SUPPLY OF VARIOUS ITEMS FOR DISTRICT
ROAD SAFETY COMMITTEE (DRSC) TO THE O/O THE DISTRICT
COMMISSIONER, UDALGURI, FOR THE FY2024-25”
(TENDER NO. ECF No. 64551/440-A)
Name & Address of the Bidder: XXXXXXXXXX

2. The rates fixed shall remain valid at least for one year from the date of acceptance and the O/o the District Commissioner, Udalguri, reserves the right to extend the application of the rates even beyond this.
3. Over writing in the quotation paper will not be entertained.
4. Rate against each item should be clearly written both in figure and words.
5. It is not binding on the undersigned to accept the lowest rate.
6. The undersigned reserves the right to accept or reject any or all quotations without showing any reason thereof.
7. The rates should be genuine and reasonable and at the prevailing market rate and rates should be quoted as inclusive of GST and any other taxes/ charges. The rates once quoted cannot be altered/ withdrawn after submission of the Bid.
8. Items offered shall be of good quality. Supply of substandard, inferior quality materials shall be rejected with forfeiture of security money subsequent legal action.
9. Supplier should mention their PAN/ GST numbers along with the quote.
10. Supplier should mention their address for correspondence along with the contact number.
11. Payment will be only be made as and when funds are received from Govt. under appropriate Head of Account, and the bidders shall have no right to any advance payment. In the event of delayed payment due to administrative reason, the bidder will have no legitimate right to claim for any kind of compensation.
12. The Bidders should furnish the following documents duly self-attested along with the bid documents, failing which, the Bid will be liable for rejection.
 - a. Copy of AADHAAR Card
 - b. Copy of PAN Card
 - c. Copy of GST Registration Certificate

- d. Copy of Bank Passbook/ cancelled cheque against the firm
 - e. Copy of Tax Clearance Certificate (GST and IT)
 - f. A Certificate to the effect that the Bidder has not been blacklisted by any Govt. (Central/State) Department, Institution or Public Sector Undertaking (PSU) Organisation.
 - g. Copy of Registration of NGO/Society, wherever applicable.
13. Every page of the bid must be serially numbered, indexed, stamped and signed by the authorized representatives of the bidder, failing which, it is liable to be rejected.

District Commissioner,
Udalguri

Memo No. 64551/440-A

Copy to:

1. The Circle Officers (All), Udalguri District, for information and necessary action. They are requested to display the NIT in their Notice Board or any area for public display.
2. The DIPRO, Udalguri, for information and necessary action.
3. DIO, NIC, Udalguri, for information and necessary action.
4. Notice Board, DC's Office, Udalguri, All Circle Officer's Office of Udalguri district.
5. Office file.

(e-Signed)
District Commissioner,
Udalguri.

Annexure –A

SI No	Name of the item	Unit	Rate (inclusive of all taxes)
1	TV 32" (On hire basis)	Per no. per day	
2	Song Writing (Duration – 05:00 minutes)	Per No.	
3	Editing & Recording of Song including hire charges of singer, musician etc. (Duration – 05:00 minutes)	Per No.	
4	PA System (On hire basis)	Per no. per day	
5	Printing of Flex Banner (With Iron framing/without iron framing)	Per sq. ft.	
6	Printing of Leaflet (A7/A6/A5/DL)	Per No.	
7	Street Play including all incidental and transportation cost (Minimum duration of 15 minutes)	Per No.	
8	Design of digital poster	Per No.	
9	Refreshment Packets (01 no. small packet of Juice, 01 no. samosa, 01 no. sweet)	Per No.	