



GOVT. OF ASSAM
OFFICE OF THE CO-DISTRICT COMMISSIONER:: RAHA
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File No. NAZ-28/10/2024-CA-CD(RAH)/9

Date: 01-01-2025

NOTICE INVITING TENDER

Sealed quotation affixing a non-refundable court fee stamp worth Rs. 8.25 (Rupees Eight & Twenty-five paise) are invited by the Co-District Commissioner, Raha, Nagaon for the supply of Furniture at Co-District Commissioner's Office, Raha Co-District, Nagaon from the registered Govt. Manufacture/ Reputed firm/ Distributor/ Supplier of the following items. The rate should be quoted against each item inclusive of all Taxes. The interested parties may submit quotation in the Tender Box in CDC Room of O/o the Co-District Commissioner, Raha Co-District, Nagaon during office hours only on or before 2:00 PM of 08/01/2025 which will be open on the same day at 3:00 PM at the same place. No quotation submitted thereafter will be accepted under any circumstances.

Sl No	Name of Item	Complete Specification	Unit (in Nos.)	Price/unit (in Rs)	Items to be delivered
1	Executive Table	Big wooden Top Glass 6ft x 3ft table with drawers on both sides and an 18" x 36 " side table with Drawers.	01 Nos.		Co-District Commissioner's Office, Raha, Nagaon
2	Semi Executive Table	5ft x 2.5ft table with drawer and an 6" x 24" side table with Drawer (Top Glass)	02 Nos.		
3	Revolving Chair	Revolving Chair-HB (Executive)	02 Nos.		
4	Revolving Chair	NK Belgrade R/ chair-HB	03 Nos.		
5	Sofa Set	Wooden Good Quality 3+1+1 sofa set with center table.	01 Nos.		
6	Visitor Chair	Non-revolving, Medium Back with leatherite, ARMREST: Sleek Chrome Arm with soft Cushion; BASE: Chrome Base	07 Nos.		
7	Visitor Chair	Visitor Chair with Leatherite, ARMREST: Chrome Arms with soft cushion. BASE: Capsule Chrome Base; Non-revolving.	20 Nos.		
8	Steel Almirah	Steel Office Almirah 78x19x35. 22 swg with powder coated with 4 levels.	12 Nos.		
9	Glass Door Almirah	Filling Almirah 36x78x19 with glass door, powder coated color with 4 levels.	04 Nos.		
10	Computer Table	3ft x 2ft sheet of particle board (Begos Board)	08 Nos.		
11	Assistant Table	4ft x 2ft sheet of particle board (Begos Board)	15 Nos.		
12	Assistant Chair	Non- revolving Chrome arms with soft cushion with Capsule chrome base.	20 Nos.		

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13	Plastic Chair	Without arm	50 Nos.	
14	Metal Bench	3 seater chrome base beanch	03 Nos.	
15	Steel shelf	Open 8 shelf rack	07 Nos.	
16	Table Side Unit	16"x16" with single drawer	02 Nos.	
17	Conference Table	Oval shape Conference Table; CAPACITY: 7 people.	01 Nos.	

Particulars/ Documents required to be submitted by the bidder along with the quotation.

1. Name of the proprietor with the Firm.
2. Govt. Court fee stamp Rs. 8.25(Rupees Eight & Twenty-five paisa).
3. Self-attested Photocopy of GST registration & PAN Card (PAN card must be linked with vendor GST Registration).
4. Self-attested Photocopy of TAN in case of partnership firm etc.
5. Self-attested Photocopy of last three-year Income Tax Clearance Certificate.
6. Trade License from Municipal Board in case of urban areas & Gaon Panchayat in case of Rural areas.

Terms & Condition:

1. The rate will be finalized approved as per lowest and comparing all the relevant documents as sought.
2. Financially sound certificate and updated Bank statement copy of bidders to be submitted along with the bid document.
3. The rate should be quoted both in words and figures and inclusive of GST/IT deduction etc.
4. The materials instrument should be of good quality and also name of the manufacture band type etc. may be mentioned. If any.
5. Period of completion for providing supplying from the date of issue of work supply orders in 5 days.
6. No Bids shall be received via e-mail.
7. Supply of the intending articles must be of good quality, good conditions as per specification mentioned above. Any substandard quality items shall be returned/replaced and no concerned payment will be made.
8. The undersigned reserves/ holds all rights to accept or reject any one or all the Bids without assigning any reason(s) thereof.
9. The procurement will be done as per the provisions under Assam Procurement Rules, 2000.
10. EMD money of Rs. 55,000/- (Rupees Fifty-five Thousand) only as a demand draft payable to District Commissioner, Nagaon shall be enclosed along with the quotation which will be refunded.
11. No L1 quotationer can withdraw from the Tender process.
12. The EMD money will be forfeited in case of violation of Terms and conditions at point no. 7. In case of violation of Terms and conditions at point no. 11, the EMD money will also be forfeited, and the entity will be blacklisted for up to 5 years.
13. The supplier will submit bill in triplicate immediately after supply of ordered items along with the copy of Challan duly received by this office and original order copy.


 Co-District Commissioner,
 & Raha

Copy to:

1. The Addl. District Commissioner, Nazarat, Nagaon for kind information.
2. The TD & DIO, NIC, Nagaon. She is requested to upload the Tender Notice in the District Administration website.
3. The DI&PRO, Nagaon. She is requested to publish the Tender Notice in Two local Newspapers for wide publicity.
4. PA to DC for kind appraisal of District Commissioner, Nagaon.


Co-District Commissioner,

Raha
