

GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL SECRETARY::MISING AUTONOMOUS
COUNCIL GOGAMUKH, DHEMAJI

No. MAC/Statory/216/2020 /199

Date: 15/12/2022

Notice Inviting Quotation (NIQ)

Sealed quotation affixing court fee stamps of Rs. 8.25 (Rupees Eight Point Two Five Paisa) only are invited from the intending Firm/ Supplier for empanelling vendors to supply Stationary Articles/Electronic Goods/ Computer Peripherals/ Furniture etc. as and when required in the office of the Principal Secretary, Mising Autonomous Council as per terms and conditions given below. The quotation will be received in the undersigned till 2.00 PM of 29th of December, 2022 (Thursday) and will be opened on the same day at 3.00 P.M. in the presence of the bidders or their representatives.

Terms & Conditions:-

1. **Quotation Form:** Quotation form can be obtained from Sri. Bishnu Sarmah, Dealing Assistant, Mising Autonomous Council, on payment of Rs. 500.00 (Rupees Five Hundred) only per copy. The Amount is non-refundable.
2. **Earnest Money:** The intending vendor/bidder shall have to pay Rs. 10,000.00 (Rupees Ten Thousand) only as Earnest Money in form of Bank Draft pledged in favour of Principal Secretary, Mising Autonomous Council, payable at Gogamukh. The amount is refundable.
3. **Performance Security:** On successful selection and empanelment of a vendor, an amount of Rs.20,000.00 (Rupees Twenty Thousand) only shall have to be deposited as Performance Security. This amount will be released only after supply of all orders and settlement of payment at the end of the financial year for which this tender has been invited.
4. **Items:** The list of items is attached herewith as Annexure-L. The items are likely to be procured as per the purchaser's requirement from time to time. An item enlisted in the list or for which quotation has been invited may not be purchased in due course.
5. **Rate:** An intending vendor/bidder may quote rate for one item, group of items or all the items. The quoted rate should include GST and all other taxes and transportation cost up to Gogamukh Rates should be quoted both in figure and in words inclusive of all taxes/GST. The rates quoted shall have to be valid for one year from the date of submission of the tender.
6. **Documents:** The bidder must submit self-attested copies of - (i) MAC Contractor registration (ii) Dealership (if any) (iii) GST registration and (iv) PAN Card (v) Certificate of credential/experience (vi) MAC trade license.
7. The undersigned reserves the right to accept or reject any or all the quotations without assigning if any reason thereof.

Principal Secretary
Mising Autonomous Council
Gogamukh, Dhemaji
Date: 15/12/2022

Memo No. MAC/Statory/216/2020 /199 - A
Copy for favour of kind information and necessary action to:-

1. The Honourable Chairman, MAC, Gogamukh.
2. The Honourable Chief Executive Member, MAC, Gogamukh.
3. The Deputy Secretary (F), MAC, Gogamukh.
4. The Planning Officer, MAC, , Gogamukh.
5. The Accounts Officer, MAC, Gogamukh.
6. The OSD, MAC, Gogamukh.
7. Notice Board and web in- charge for uploading in www.macassam.org for wide circulation
8. Office Copy.

Principal Secretary
Mising Autonomous Council
Gogamukh, Dhemaji

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15/12/2022