



GOVERNMENT OF ASSAM  
ASSAM STATE RURAL LIVELIHOODS MISSION SOCIETY  
PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT.  
SIVA NATH GOGOI PATH, PANJABARI, GUWAHATI, ASSAM-781037  
Landline: 0361-2330542 Email: [asrlms.india@gmail.com](mailto:asrlms.india@gmail.com) website: [www.asrlms.in](http://www.asrlms.in)

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**INVITATION OF BIDS UNDER LIMITED TENDERING PROCESS FOR SUPPLY OF OFFICE  
STATIONERY**

**Tender Reference No.** : ASRLMS/OS/555/2016-17/74  
**Date of issuing Tender** : 30-08-2017  
**Last Date and Time of receipt of Tender** : 14-09-2017 till 2 PM  
**Date and Time of opening Bid** : 14-09-2017 at 3 PM

**Place of opening Tender** : Office of the State Mission Director, Assam State Rural Livelihoods Mission Society, Sivanath Gogoi Path, Panjabari, Guwahati-37

**ADDRESS FOR COMMUNICATION:**

Office of the State Mission Director.  
Assam State Rural Livelihoods Mission Society.(ASRLMS)  
Panchayat and Rural Development Dept., Govt. of Assam.  
Sivanath Gogoi Path, Panjabari, Guwahati-37.  
Phone: 0361-2330542. Email ID: [asrlms.india@gmail.com](mailto:asrlms.india@gmail.com).  
Website: [www.asrlms.assam.gov.in](http://www.asrlms.assam.gov.in)

**NOTICE INVITING TENDER UNDER LIMITED TENDERING PROCESS FOR SUPPLY OF OFFICE STATIONERY**

Sealed tender affixing Court Fee Stamp of Rs 8.25 only are invited by ASRLMS, from the reputed Firms/Agencies dealing with stationery items for supply of Stationery items in annual contract basis. The detailed bid documents may be collected from office of undersigned or downloaded from official website [www.asrlms.assam.gov.in](http://www.asrlms.assam.gov.in). Interested parties are requested to submit their tender along with the specified documents which will be received till **14-09-2017 up to 2.00 P.M.** The tender may be sent by hand in sealed cover addressed to **“State Mission Director, Assam State Rural Livelihoods Mission Society (ASRLMS), Sivanath Gogoi Path, Panjabari, Guwahati-781037, Assam.”** Tender received after the closing date & time shall not be entertained. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.

**1. LAST DATE FOR RECEIPT OF TENDERS.**

Sealed Tenders in two separate covers {Technical Bid (Cover “A”) and Price Bid (Cover “B”)} under Single Envelop will be received till **14-09-2017 up to 2 PM** by the **State Mission Director, Assam State Rural Livelihoods Mission Society (ASRLMS), Nabajyoti Nagar, Panjabari, Guwahati-781037, Assam.**

**2. ELIGIBILITY CRITERIA**

The Eligibility Criteria and the documents required thereof are given in the table below:

<b>Sl. No.</b>	<b>Eligibility Criteria.</b>
<b>A</b>	The Legal status, place of registration and principal place of business of the company or firm or partnership, etc. (Proof of dealership /retailer/stockist/distributorship to be furnished).
<b>B</b>	Details of experience and past performance of the bidder on supply of Stationery Items during the last 3 years in State/Central Govt Sector/PSUs. Signed Photocopies of orders during last 3 years should be attached.
<b>C</b>	Bidder should have Average Annual Turnover of 25.00 Lakhs during the last three completed financial years i.e 2015-16, 2014-15, 2013-14. Photocopy of audited balance sheet should be attached.
<b>D</b>	The firm/Agency should have valid GST Registration Number and Permanent Account Number.
<b>E</b>	Earnest Money Deposit of Rs 50,000/- in the form of Demand Draft or Banker’s Cheque drawn in favour of “Assam State Rural Livelihoods Mission Society”.

### 3. TECHNICAL BID- COVER "A"

The bidder should furnish the following in a separate cover hereinafter called "Cover A". *Court Fee Stamp of Rs 8.25 must be affixed.*

Sl. No.	Eligibility Criteria.
A	The Legal status, place of registration and principal place of business of the company or firm or partnership, etc. (Proof of dealership /retailer/stockist/distributorship to be furnished).
B	Details of experience and past performance of the bidder on supply of Stationery Items during the last 3 years in State/Central Govt Sector/PSUs. Signed Photocopies of orders during last 3 years should be attached.
C	Bidder should have Average Annual Turnover of 25.00 Lakhs during the last three completed financial years i.e 2015-16, 2014-15, 2013-14. Photocopy of audited balance sheet should be attached.
D	The firm/ Agency should have valid GST Registration Number and Permanent Account Number.
E	Earnest Money Deposit of Rs 50,000/- in the form of Demand Draft or Banker's Cheque drawn in favour of "Assam State Rural Livelihoods Mission Society".

The tender/bid document should be signed by the bidder in all pages with office seal and submitted with the bid.

### 4. PRICE BID - COVER "B"

Cover "B" shall contain the Price Bid of the bidder. The bidder shall submit the Price Bid in the format at **Annexure-V**.

(i) Signature and Seal on each page

Each page of the price bid should be duly signed by the bidder affixing the office seal.

(ii) Rates quoted:-

The rates quoted shall be inclusive of all taxes and any other charges. The component of Tax should also be shown separately.

- All duties, taxes and other levies payable by the supplier under the contract shall be included in the total price.
- The rates quoted by the bidder shall be fixed for the duration of 1 year from the date of awarding Contract and shall not be subject to adjustment on any account.
- The Prices should be quoted in Indian Rupees only.
- Applicable taxes should be clearly mentioned separately in terms of percentage and amount.

The bidder shall put the duly signed Annexure-V in a sealed cover super scribed as " PRICE BID COVER "B" and addressed to the State Mission Director, Assam State Rural Livelihoods Mission Society (ASRLMS), Sivanath Gogoi Path, Panjabari, Guwahati-781037, Assam.

## **5. COVER FOR TECHNICAL BID & PRICE BID**

The two separately sealed covers Technical Bid (Cover "A") and Price Bid (Cover "B") shall be placed together inside a Single Cover which shall be sealed and super scribed as NOTICE INVITING TENDER UNDER LIMITED TENDERING PROCESS FOR SUPPLY OF STATIONERY ITEMS and addressed to the State Mission Director, Assam State Rural Livelihoods Mission Society (ASRLMS), Sivanath Gogoi Path, Panjabari, Guwahati-781037, Assam.

## **6. OPENING OF COVER "A" AND COVER "B" OF TENDER**

- (a) Bidders or their authorized representatives are entitled to be present on the date and time of opening of Technical Bid - Cover "A".
- (b) Only those bidders whose Technical Bids are found acceptable after evaluation will be invited to be present at the date and time of opening of Price Bid - Cover "B". The price bids of bidders not found technically qualified will not be opened.

## **7. VALIDITY OF BID:**

Bids shall remain valid for acceptance for a period of 60 days after opening of Technical Bid i.e. Cover 'A'. Bids with shorter validity shall be rejected. Tender Inviting Authority may solicit bidders consent for an extension of validity period. A bidder may refuse extension request without forfeiting their EMD.

## **8. VALIDITY OF OFFER OF SUCCESSFUL BIDDER:**

The validity of offer of the successful bidder shall be for a period of One Year from the date of issuing order and the successful bidder will be bound to supply the items at the quoted rate without any changes.

## **9. ACCEPTANCE OF TENDER**

### **(i) Tender Evaluation**

Tenders will be evaluated with reference to various criteria of technical bid. The Purchase Order will be placed on the selected bidder (s) whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price in maximum items. The Quotations would be evaluated for all the item together.

### **(ii) Right to Reject Tender**

Tender Inviting Authority reserves the right to accept the tender or to reject the tender for all items or for any one or more of the items tendered at any point of time without assigning any reason.

### **(iii) Tender Acceptance**

The acceptance of the tenders will be communicated to the successful bidder in writing.

## **10. NON ASSIGNMENT OR SUB- LETTING**

The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons, whatsoever.

## **11. COMMUNICATION**

All notices or communications relating to or arising out of the agreement or any of the terms thereof shall be considered duly served on or given to the bidder if delivered to him or left at his premises, places of business or abode.

## **12. SUPPLY CONDITIONS**

### **a. Specifications and Quality**

The material supplied by the successful bidder shall be of the best quality and shall comply with specifications, stipulations and conditions specified at **Annexure -III**.

b. Delivery Period: Within 3 days of receipt of the Work Order.

13. The tenderer must have outlet(s) / showroom(s) and office(s) which must be made available for verification, if so required. Details of such outlet(s)/ showroom(s) / office(s) must be provided alongwith the bid document.

## **14. ARBITRATION**

Any dispute whatsoever in any way arising out of or relating to the contract shall be referred to arbitration of the State Mission Director, Assam State Rural Livelihoods Mission Society (ASRLMS), Sivanath Gogoi Path, Panjabari, Guwahati-781037, Assam or to the sole arbitration of some person nominated by him.. The award of the arbitrator shall be final, conclusive and binding on all parties.

## **15. SAVING CLAUSE**

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

## **16. Other Terms & Conditions**

- a) The tenderer shall have to quote the rate as per prescribed format (Annexure-I) in their letter head against the item(s), duly signed and stamped. Any other conditions are to be clearly mentioned.
- b) In case of any overwriting of rates, the bid will be rejected.
- c) Rate quoted should be inclusive of transportation charges to the Office of the Mission Director, Assam State Rural Livelihoods Mission Society, National Rural Livelihoods Mission, Nabajyotinagar Sivanath Gogoi Path, Panjabari, Guwahati-37.

- d) The payment will be made after full delivery of the materials as per the order and the approved specifications.
- e) The bill must be submitted in duplicate along with the copy of delivery challan and due receipt of materials acknowledged by the Store of ASRLMS.
- f) The cost for any damage to the items during transit will not be borne by the ASRLMS.
- g) Any item if found damaged on delivery/scrutiny will be rejected.

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## UNDERTAKING

To  
 State Mission Director,  
 Assam State Rural Livelihoods Mission Society (ASRLM), Assam

Tender No. \_\_\_\_\_  
 For \_\_\_\_\_

Sir,

1. I, Shri \_\_\_\_\_, on behalf of M/s \_\_\_\_\_ having registered office at \_\_\_\_\_ and branch office at \_\_\_\_\_, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance during the period of supply from the date of award of Order to us.
2. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
3. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
4. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

**Annexure-II**

**ANNUAL TURNOVER STATEMENT OF THE BIDDER (To be submitted with Audit report of last three Financial Years)**

The Annual Turnover of M/s \_\_\_\_\_ for the past three years are given below and certified that the statement are true and correct.

Sl No.	Year	Turnover in Lakh
1.	2013-14	
2.	2014-15	
3.	2015-16	
Total		- Rs. _____ Lakhs

Seal & Signature of Chartered  
Accountant/ Auditor  
Date:



**Annexure III:- List of Items.**

Sl No	Name Of Item	Description Of Item	UNIT
1	Adhesive pad	Self adhesive notes memos auto adhesive size 7.6 X 10.2 cm contain 100 sheets	Per pad
2	Alpin	100 Grm. Per Pkt, tower brand, king brand	Per Pkt
3	Oddy Pin	100 Grm. Per Pkt, tower brand, king brand	Per Pkt
4	Binder Clip	Normal (15,19,25,32,41 mm)	Per Box
5	Azulite register	Rules with Azulit paper contained 400 pages(200 leves)54 Gsm. With hard bound cover binding with hard board cover thickness of 3mm.	Per Register
6	Azulite register	Rules with Azulit paper contained 500 pages(250 leves)54 Gsm. With hard bound cover binding with hard board cover thickness of 3mm.	Per register
7 (a)	Ball Pen (Red/Blue/Black)	07 T.C ball Rotomac /Classmate/Kores etc	Per no.
7 (b)	Trimax Gold Pen (Reynolds) (Black/Blue)	0.5 mm	Per no
8	Blank CD	24X	Per Pkt of 10 Nos
9	Blank DVD RW	32X 4.7 GB	Per Pkt of 10 Nos
10	Bucket	18 ltrs Brite	Per no
11	Broom Grass/Nylon	Good Quality	Per No
12	Brown Tape 1"/2"	Good Quality	Per Pc
13	Calculator	10 digit Scientific, Casio	Per no
14	Calculator	12 digit casio	Per no
15	Card Holder	200 Cards (Good Quality)	Per no
16	CD Box for 50 CDs (CD Holder)	Good Quality	Per Box
17	Cello Tape ½", 1", 2" of 65 mtrs	Good Quality	Per Pc
18	Cello Tape Cutter machine	Good Quality (1/2", 1", 2" Size)	Per Pc

19	Chart Paper	White/Colour	Per Pc
20	Clip Board	Good Quality (Plastic)	Per Pc
21	Clip File	Plastic	Per Pc
22	Cobra File	Good Quality	Per Pc
23	Coloured Gems Clip	Plastic	Per Pkt of 50 pcs
24	Conference Folder (Plastic) (ASRLMS logo and Name to be printed)	Executive	Per No
25	Cup & Saucer (ASRLMS Logo Printed)	Bone China, Porcelain	Per Set.
26	Dak Dispatch register	No. 30, 210 x 330mm. Size Elite	Per register
27	Dak pad	Four side cover with plastic cover hard board	Per pad
28	Dak Receipt Register	No. 30, 210 x 330mm.size Elite	Per register
29	Doormat	Coir material, 2'X3' X 1 1/2"	Per no
30	Envelop (ASRLMS Address & Colour Logo Printed)	11" X 5" white or craft paper	Pkt Per 100
31	Envelop (ASRLMS Address & Colour Logo Printed)	12"x9.5"White or craft	Pkt Per 100
32	Envelop(ASRLMS Address & Colour Logo Printed)	A4/FS size. Cloth linked/Plastic layered.	Pkt Per 100
33	Eraser for Pencil	Apsara non dust	Per Pkt
34	Exercise book General size, ruled or un-ruled. 16 X19 cm	112 pages of 54 GSM with hard board thickness of 3mm	Per Book
35	Exercise book General size, ruled or un-ruled. 16 X19 cm	Hard binding contains 144 pages of 54 GSM with hard board thickness of 3mm	Per Book
36	Exercise book General size, ruled or un-ruled. 16 X19 cm	Hard binding contains 176 pages of 54 GSM with hard board thickness of 3mm	Per Book
37	Fax paper	30 Mts.length Desmat	Per roll
38	File	Four Side Cover File of Good Quality. (Ambassador/Delux/Eagle)	Per no
39	Stick File	Plastic P.P.file with binding stick solo	Per Pc
40	File Board with cover (ASRLMS Name & Address, File No & SFile Subject to be Printed)	14" X 10" size with file board of 5mm thickness hard board of corner cloth binding along with 2" rope cover file	Per Pcs

		with 11 Kg pulp board paper.	
41	File Tray (Plastic)	Standard	Per Pcs
42	Gems Clip	Stainless steel 26 mm. Kores	Per Pkt
43	Gems clip	Stainless steel 35mm Kores	Per packets of 100 clips
44	Glue stick	Kores or others	Per Pc
45	Gum	Tube containing 30 ML. Camlin etc	Per Pc
46	Gum	Containing 700 m.l. shilpa	Per Pc
47	Hi tech pen ink	Luxor containing 5 ml per bottle	Per bottle
48	Highlighter Pen	Faber Castle of different colours	Per no
49	Index Gaurd file with iron jack	Ambassador/Super/ Anupam	Per Pc
50	Neptholine ball	Per pkt. Of 500 gm ( Bengal chemical)	Per pkt
51	Note pad	1/8 Size Neelgagan	Per pad
52	Note pad	A-4 size, Neelgagan	Per pad
53	Note sheet paper	Arzulaid paper FC size 210 x 330m.m. 2.6 Kg. In 500 sheets	Per ream
54	OHP Marker	Containing 6 pens per packet. Luxor in 6 different colour	Per packet
55	Punching Machine (Single)	Kangaroo SHP	Per Pc.
56	Paper cutter	75mm. Length stainless steel blade (adjustable) with plastic frame , Omega	Per no.
57	Peon book	Containing 100 pages with ajulite paper 13.5 Kg with hand bound Sangam	Per book
58	Pocker	Wooden handle with iron jack	Per no.
59	Punching Machine	DP-280- size- 61 X 105 X 58 mm, Kangaroo.	Per No
60	Register (300 cm X 19 CM)	Ruled containing 100 pages (50 leaves) 54 GSM with hard bound cover binding with hard board thickness of 3 mm. Sangam, Elite, Delux	Per no

61	Register (300 cm X 19 CM)	Ruled containing 200 pages (100 leaves) 54 GSM with hard bound cover binding with hard board thickness of 3 mm. Sangam, Elite, Delux	Per no
62	Room freshener	Containing 200 ml Rajanigandha or Sandal	Per bottle
63	Scale	Plastic transparent with commercial measurement of cm and inch (length 30 cm)	Per no
64	Scissors	Stainless steel blade plastic handle 21.5 cms.	Per no
65	Shapner	Nataraj	Per no.
66	Sketch pen	Faber,Camlin brand containing 12 pens in the packet of 12 different colour	Per Pkt
67	Stamp pad	Big size 90 X 159 mm	Per no.
68	Stamp pad	Chelpark	Per no.
69	Stamp pad ink	60 ml chel park	Per bottle
70	Staple machine	No. 12S/17, Kangaroo	Per Pc.
71	Stapler	No. 10 , Kangaroo	Per Pc
72	Stapler	No. 24/6 , Kangaroo	Per Pc
72	Staple Pin remover	Good Quality Size 10, 24/6 Heavy Duty.	Per Pc
74	Staple pin	No. 10, Kores contains 1000 pins per Pkt	Per Pkt
75	Stapler pin	No. 23/17 Kores containing 1000 pins per packet	Per packet
76	Stapler pin	No. 24/6 Kores contains 1000 pins per Pkt	Per Pkt.
77	Steno Book	Containing 160 pages Sangam	Per book
78	Tag (Cotton)	Good Quality	Per Pkt
79	Tag (Nylon)	Good Quality	Per Pkt
80	Towel	18" X 22" -DCM, Bombay Deying	Per No
81	Towel	48" X 24" DCM, Bombay Dying	Per no

82	Transparent Folder with Button.	A4/FS-Good Quality	Per Dzn.
83	Waste paper box	Round shaped 9" diameter, plastic made, Brite	Per no
84	Wooden pencil	2B,3B,HB,HB2,HB3,HB4, Apsara	Per pkt of 10 pencil
85	Copier paper	A-4 size, J.K. 75 GSM per ream of 500 sheets (White & Colour)	Per ream
86	Copier paper	F/S size, J.K 75 GSM. containing 500 sheets per ream.	Per ream
87	Photo-Paper (a4 Size 180 GSM (Glossy Paper)	Best Quality	Per Set of 20 Sheets.
88	Roller pen with metallic cover	Peiri Cardin, Parker.	Per no
89	Paper weight	Ordinary /Standard	Per pc
90	Conference Note Pad Spiral	Size 14.8 cm X 21 cm	Per pad
91	Transparent L Folder (ASRLMS Logo Printed).	Good Quality.	Per no
92	Conference Bag (ASRLMS Logo Printed)	Rexin Cover, with good quality Chain, The Bag should have Inner pockets for placing A4 Size Note Book and Pen.	Per no
93	Sticky Note	Best quality	Per No
94	Rubber Band	500 gms	Per pkt
95	Spiral Binder Machine.	A4	Per pcs
96	Spiral 8 mm /14mm /20mm /25mm/32mm	Good Quality	Per kg
97	Spiral Sheet	Good Quality	Per Pkt
98	Royal Executive Bond/Excel Bond.	A4	Per ream
99	White Board	2' x 4'	Per Pc
100	White Board	3' x 4'	Per Pc
111	White Board	3' x 6'	Per Pc
112	White Board	4' x 6'	Per Pc
113	White Board Marker		per pkt
114	White Board Duster	Magnetic/Non Magnetic	Per pc
115	Wall Clock	Ajanta/Orpat/Citizen	Per pc
116	Stock Register cloth bound		Per No

117	Display felt Board	2' x 3', 2'X 4', 3'x 5', 3' x 6', 4'x 6'.	Per pc
118	(a) HP Lajerjet Toner Black	HP 88A, 12A	Per pc
	(b)HP Lajerjet Toner Black	HP 78A	Per pc
	(c) HP Lajerjet Toner Black	HP 55A	Per pc
	(d)HP laserjet Colour Ink Toner	CE 402A= Y, 403A=M, 401A=C and CE 400 XC=K.	Per pc
119	(a) Canon Lajerjet Toner Black	326 Starter	Per pc
	(b)Canon Lajerjet Toner Black	319	Per pc
	(c)Canon Laserjet Colour Ink Toner.	331(Y), 331(M), 331(C) and 331 (K)	Per pc
	(d)Samsung Laserjet Toner Black (Model No Samsung Proxpress M3820ND)	MLT-D 203 E	Per pc.
	(e)Samsung Laserjet Toner Black (Model No Samsung Proxpress M3320ND)	MLT-D 203 S	Per pc.
120	Mouse (Wireless)	Optical, Logitech, iBall, Dell.	Per pc
121	External Harddisk	1TB, 500GB, Seagate/WD Elements	Per pc
122	Key Board (Wireless)	iBall/Logitech/Dell	Per Pc
123	Multipoint Extension Chord	Good Quality	Per Pc
124	Pen Drive	8GB, 16GB, 32GB.	Per pc
125	Anti Virus Software	(Quick Heal Total Security) MultiUser	Per Pc
126	P.O.L Log Book		Per Pc
127	Dak Pad.	Leather Cover with State Mission Director Name embossed in golden letter.	Per Pc

**Annexure IV**

**COVER 'B' - PRICED BID**

**Tender No.**\_\_\_\_\_

**Rate inclusive of supply, transportation and other applicable Taxes as per specifications.**

<b>Sl. No.</b>	<b>Description Goods</b>	<b>Specifications</b>	<b>Qty.</b>	<b>Quoted Unit Rate</b>	<b>Taxes</b>	<b>Total Unit Cost</b>
				<b>(in Rs).</b>	<b>(in Rs).</b>	<b>(in Rs).</b>

(a) We agree to supply the above goods in accordance with the specifications within a period of 3 days from the receipt of purchase order.

(b) We agree to other terms and conditions of the tender and also confirm we will provide the materials as per the standard specified in the document.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM:

SEAL OF THE FIRM :

