



GOVERNMENT OF ASSAM

## DIRECTORATE OF INFORMATION TECHNOLOGY, ELECTRONICS AND COMMUNICATION

DITEC.7/2022/14

Dated 10/06/2022

**NOTICE INVITING QUOTATION**

Sealed quotations affixing court fee stamp worth Rs. 8.25 (Rs. Eight and Twenty Five Paisa) only from interested & eligible firms are hereby invited for **Supply of Stationeries** at Directorate of Information Technology, Electronics and Communication (DITEC). The details of this NIQ will be available in [www.ditec.assam.gov.in](http://www.ditec.assam.gov.in) from 10:00 AM of 10<sup>th</sup> June 2022 to 10:00 AM of 7<sup>th</sup> July 2022 and the **last date of submission of quotations is 2:00 PM, 7<sup>th</sup> July, 2022**. The top of the cover should be super-scribed as '**Quotation for Supply of Stationeries**' addressed to '**The Director, Directorate of Information Technology, Electronics and Communication, Assam Secretariat, Dispur-781006**'. Future correspondence, if any, shall be given only in the website [www.ditec.assam.gov.in](http://www.ditec.assam.gov.in).

In this regard you are requested to quote your best offer as per the format at **Annexure B** after satisfying all the Terms and Conditions as mentioned in the quotation.

Director, Directorate of Information  
Technology, Electronics & Communication,  
Govt. of Assam



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**Annexure A**

**SPECIFICATIONS, QUANTITY & DELIVERY SCHEDULE**

Sl. no.	Item name	UOM	Quantity
1	A4 size paper bundle - 75 GSM, 500 Sheets	Ream	20.00
2	Blue Ball Point Pen (pack of 5) smart gel	Pckts	10.00
3	Cello tape 1 Inch	Nos	5.00
4	Cello tape 2 Inch	Nos	5.00
5	Cotton Tags 10"	Bundle	2.00
6	File Folder – Stick file	Nos	30.00
7	Legal size paper - white, - 75 GSM, 500 Sheets	Reams	10.00
8	Gem pin	sets	1
9	Orange envelopes	Nos	100.00
10	Original Toner Canon MF244dw	Nos	3.00
11	Original Toner HP LaserJet Pro MFP M132 snw	Nos	2.00
12	Original Toner HP LaserJet Pro MFP M436 nda	Nos	5.00
13	Original Toner HP LaserJet Pro MFP M132 snw	Nos	2.00
14	Whitener (Correcting Fluid, 7 ml)	Nos	10.00
15	Fevicol Tube	Nos	10.00
16	Stapler medium size Pins (HP-45)	Pckts	15.00
17	Bond paper	sets	3.00
18	Envelope large size	nos	20
19	Register (More than 50 Pages)	Nos	10.00
20	National Flag (6ft*4 ft )	Nos	2.00
21	Hammer	Nos	1.00
22	Pencil	Sets	2.00
23	eraser	sets	1.00
24	Water Filter with 01 Extra/Additional Candle (20 litres, Non-electric and Storage, Gravity Based Water	Nos	1.00





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**TERMS AND CONDITIONS**

1. The quotation can be downloaded from the website **[www.ditec.assam.gov.in](http://www.ditec.assam.gov.in)**. No hard copies will be issued from the Directorate.
2. The quotation will be available on the website from 10:00 AM of 10<sup>th</sup> June 2022 to 10:00 AM of 7<sup>th</sup> July 2022 and the **last date of submission of quotations is 2:00 PM, 7<sup>th</sup> July, 2022**. Technical Bid will be opened on the same day, i.e., on **7<sup>th</sup> July, 2022 at 3:00 P.M.** at the Conference Hall of Directorate of Information Technology, Electronics And Communication, Assam Secretariat, Dispur- 06. Financial Bid Opening date & time will be intimated only to the technically qualified bidders at a later time.
3. **Validity of the Quotation**  
Quotation shall remain valid for a period of 180 days from the Original NIQ Closing date.  
In exceptional circumstances, DITEC may solicit the Bidder's consent to an extension of the period of validity.
4. **Earnest Money Deposit (EMD)**
  - i). Earnest Money Deposit (EMD) of **Rs. 7,000.00 (Rupees Seven Thousand Only)** must be submitted with the quotation. The EMD shall be addressed to the 'Director, Directorate of Information Technology, Electronics and Communication' drawn from any Nationalized Bank.
  - ii). The Earnest Money Deposit should be submitted only in the form of **Bank Guarantee** (in specified format) or **Banker Cheque** or **Demand Draft** issued by Nationalized/Scheduled Bank.
  - iii). No other mode of Earnest Money Deposit will be accepted other than those three options mentioned above. The Earnest Money Deposit shall not earn any interest to the bidder from the Organization.
  - iv). The Earnest Money Deposit shall be valid to a minimum of **210 (Two Hundred and Ten) days** (in case of **Bank Guarantee**) from the Original NIQ Closing date.
  - v). The EMD of unsuccessful bidders will be returned after the selection of the successful bidder. EMD of the selected bidder will be returned after the delivery of the Stationeries at the office of DITEC.
  - vi). The offer shall be rejected straightway if Original Earnest Money Deposit is not received within the stipulated date & time mentioned in the NIQ and/or if the Earnest Money Deposit validity is shorter than



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Earnest Money Deposit amount is lesser than the amount indicated in the NIQ.

5. **DOCUMENTS COMPRISING THE BID:** The bid documents shall be submitted in the following format:

**Scaled Packet – I** will be super scribed as **Technical Bid**. It will contain the following:

- a) Court Fee Stamp.
- b) Earnest Money Deposit / Bid Security.
- c) All pages of Tender Document duly filled, signed and stamped by the bidder.
- d) All supporting certificates / documents as demanded in Technical Bid Proforma duly signed and stamped.

**Scaled Packet – II** will be super scribed as **Financial Bid**. It will contain the following:

- a) Financial Implications Format (Annexure-B) duly filled, signed and stamped.

6. **SUBMISSION OF BIDS:**

Completed bid documents in two packets viz. Packet – I and Packet – II shall be sealed separately in envelopes super-scribing as Packet – I (Technical Bid) and Packet – II (Financial Bid) along with the name of the work. These two sealed envelopes and the envelope containing the Earnest Money (if applicable) and cost of bid documents (if applicable) shall further be sealed in a larger envelop super-scribing the name of the work. (Should be deposited at the following address before 2:00 PM on the Bid Closing date mentioned in the Forwarding Letter.)

**The Director**  
**Directorate of Information Technology, Electronics and**  
**Communication (DITEC),**  
**Janata Bhavan, Behind CM Block, Dispur,**  
**Guwahati-781006, Assam**

7. **LATE BIDS:**

Bidders are advised in their own interest to ensure that their quotations are submitted before the closing date and time. Any offer received after the Closing Date & Time stipulated by DITEC shall be rejected.

8. **MODIFICATION AND WITHDRAWAL OF BIDS:**

- i). No offer can be modified / withdrawn subsequent to the deadline for submission of NIQ.
- ii). No offer can be withdrawn in the interval between the deadline for submission of NIQ and the expiry of the period of quotation validity. Withdrawal of any offer within validity period will lead to forfeiture of





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his / her / their Earnest Money Deposit in full at the sole discretion of DITEC.

**9. EXTENSION OF NIQ SUBMISSION DATE:**

Normally no request for extension of NIQ Closing Date & Time will be entertained. However, DITEC at its discretion may extend the NIQ Closing Date and/or Time due to any reasons.

**10. The Bidder must submit valid documentary proof of the following -**

- i). Valid Trade License.
- ii). GST Registration Certificate.
- iii). PAN Card.

**11. The bidders must have successfully completed at least 03 (three) **similar work** of **"Supply of Stationeries"** in Govt. Organizations / Semi-Govt. Organizations / Corporations / Public Sector Undertakings or Govt. Institutions during **last 05 (five) years**. Self-attested copies of such experiences should be enclosed along with this bid.**

**12. The bidder have to quote for all the items mentioned in the quotation, otherwise, it shall be disqualified. The quotation must be duly signed on each page by the authorized person of the bidder.**

**13. GST/other applicable taxes should be clearly mentioned in the quotation, in absence of which, the rate quoted shall be considered as inclusive of taxes. GST/other taxes shall be deducted while making payments, as applicable, at source.**

**14. The rates quoted shall be inclusive of delivery, installing and commissioning at the office of DITEC, Assam Secretariat, Dispur, Guwahati- 781006.**

**15. Each bidder can submit only one quotation.**

**16. NIQ OPENING AND EVALUATION:**

- i). DITEC shall open the Technical Bid on **7<sup>th</sup> July, 2022 at 3:00 P.M.**, in the presence of Bidder's representatives who choose to attend at the date, time and place mentioned above. However, an authorization letter from the bidder must be produced by the Bidder's representative at the time of NIQ opening. Unless this Letter is presented, the representative will not be allowed to attend the NIQ opening. The Bidder's representatives who are allowed to attend the NIQ opening shall sign an attendance sheet evidencing their attendance. Only one representative against each offer will be allowed to attend. Financial Bid Opening date & time will be intimated only to the technically qualified bidders at a later time.
- ii). In case of any unscheduled holiday or Bandh on the NIQ Opening Date, the quotations will be opened on the next full working day. Accordingly, NIQ Closing Date / time will get extended up to the next full working day.





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- iii). DITEC shall examine the offers to determine whether they are complete, whether requisite Earnest Money Deposits have been furnished, whether documents have been properly signed and whether the bids are generally in order.
- iv). DITEC shall prepare, for its own records, minutes of NIQ opening including the information disclosed to those present in accordance with the sub-clause (iii).
- v). To assist in the examination, evaluation and comparison of offers, normally no clarifications shall be sought from the Bidders. However, for assisting in the evaluation of the offers especially on the issues where the Bidder confirms compliance in the evaluation and contradiction exists on the same issues due to lack of required supporting documents in the NIQ (i.e. document is deficient or missing), or due to some statement at other place of the NIQ (i.e. reconfirmation of confirmation) or vice versa, clarifications may be sought by DITEC at its discretion. The request for clarification and the response shall be in writing and no change in the price or substance of the NIQ shall be sought, offered or permitted. DITEC reserves the right to ask for historical documents from bidders in case DITEC is not satisfied with the submitted documents even after the NIQ closing date. Failing to produce the documents within the stipulated time frame will result in the rejection of the bidder and forfeiting of the Earnest Money Deposit.
- vi). Prior to the detailed evaluation, DITEC will determine the substantial responsiveness of each offer to the requirement of the NIQ Documents. For purpose of these paragraphs, a substantially responsive offer is one, which conforms to all the terms and conditions of the NIQ Document without material deviations or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality or performance of work or which limits in any substantial way, inconsistent way the bidding documents, DITEC's right or the bidder's obligations under the contract, and the rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantial responsive offers. DITEC's determination of bid's responsiveness is to be based on the contents of the NIQ itself without recourse to extrinsic evidence.
- vii). An offer determined as substantially non responsive will be rejected by DITEC and cannot subsequently be made responsive by the Bidder by correction of the non-conformity.
- viii). DITEC may waive minor informality or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.



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- ix). The Items mentioned in the quotation will be evaluated item-wise. The bidder shall have to quote price for each item, failing which the quotation shall be rejected.
- x). If there is any discrepancy between words and figures the amount in words shall prevail prior to detailed evaluation.

17. **EVALUATION AND COMPARISON OF BIDS:**

The evaluation would consist of the following phases:

- a) **Phase I : Evaluation of Eligibility and Technical Criteria in the bids.**
- b) **Phase II : Selection of the Successful Bidder (L1).**

17.1 **Phase I : Evaluation of Eligibility and Technical Criteria in the bids**

In this part the bidder will be evaluated for the fulfillment of all the conditions specified in the Eligibility and Technical Criteria in the bidding documents.

The bidder needs to be qualified in each of the sections.

Financial bid of only those bidders who have been found to be substantially responsive shall be opened.

17.2. **Phase II : Selection of the Successful Bidder (L1)**

The bidder who has qualified the Phase 1 of the evaluation phase and has quoted the lowest overall rate among all the technically qualified bidders will be declared as the Successful (L-1) Bidder.

18. **AWARD CRITERIA:**

DITEC will award the **Supply of Stationeries** to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest overall price (L-1).

In case the L-1 bidder fails to deliver the **Supply of Stationeries** within the stipulated period including extension if any, the L-2 bidder will be given the chance to supply the products at the rate of the L-1 bidder. However, the decision of Director, DITEC will be final and binding on both the parties.

19. **DITEC's RIGHT TO VARY QUANTITIES:**

DITEC reserves the right at the time of award of the supply order or at a later stage to increase or decrease the quantity specified in the scope of work as per the need of the hour without any change in the quoted price of the offered quantity and other terms and conditions.





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**20. DITEC's RIGHT TO ACCEPT OR REJECT ANY BID:**

DITEC reserves the right to accept or reject any or all bids and to annul the bidding process and reject all bids, at any time without assigning any reasons and thereby without incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder of the grounds for DITEC's action.

**21. NOTIFICATION OF AWARD:**

Prior to the expiry of the period of the quotation validity or extended validity, DITEC will notify the successful Bidder in writing by registered letter or by cable or telex or fax or e-mail that its offer has been accepted.

**22. PERFORMANCE SECURITY**

Not Applicable.

**23. DELIVERY SCHEDULE**

Within 03 (three) weeks from the date of issue of Supply Order.

24. Penalty per day @0.5% on the residual value of delivery to be computed if the bidder fails to deliver within the schedule date. If delay is more than 7 days, remaining work shall be cancelled and payment will be made after deducting the penalty and forfeiture of Earnest Money Deposit. Director, DITEC may also extend the delivery schedule of the products if subject to approval of detailed justification by the bidder. However, the decision of Director, DITEC will be final and binding on both the parties.

25. Any loss or damage to the item(s) while handling/transporting till such time the items are delivered and handed over to this office is the responsibility of the bidder.

**26. PAYMENT TERMS**

i). On completion of successful supplies of ordered quantities, bills/invoices should be raised in triplicate in the name of the Quotation Inviting Authority.

ii). Payment will be made on satisfactory supply of items in full (subject to availability of funds) and no request for advance payment will be entertained.

27. All terms and conditions and other contents in the quotation shall be final and acceptable to the bidder.

**28. FORCE MAJEURE**

If any time, during the continuance of this contract / supply, the performance in whole or in part by either party of any obligation under this contract / supply is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to





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either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract / supply nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract / supply shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of DITEC as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract / supply is prevented or delayed by reason of any such event for a period exceeding 30 days either party may, at his option terminate the contract / supply.

29. Any dispute, if occurs, shall be under the jurisdiction of the Courts of Guwahati.

DITEC now looks forward to your active participation in the NIQ.

Director

Directorate of Information Technology,  
Electronics and Communication  
(DITEC)  
Government of Assam



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**Annexure B**

**Financial Implications**

**(To be submitted in the letter head of the company)**

To

The Director  
Directorate of Information Technology, Electronics and Communication  
Janata Bhavan, Behind CM Block, Dispur,  
Guwahati-781006,  
Assam

Sir,

I have carefully and thoroughly gone through the Document No: **DITEC.7/2022/Pt.1/14** dated **10<sup>th</sup> June 2022** regarding **"Supply of Stationeries"** for the Office of Directorate of Information Technology, Electronics And Communication (DITEC)" and have quoted the following rates against my offer.

Sl. No.	Description	UOM	Qty	Unit Rate (without GST)	GST	Unit Rate (with GST)	Total
			(a)	(b)	(c)	d = (b) + (c)	e = (a) X (d)
1	A4 size paper bundle - 75 GSM, 500 Sheets	Ream	30.00				
2	Blue Ball Point Pen (pack of 5) smart gel	Pckts	10.00				
3	Cello tape 1 Inch	Nos	5.00				
4	Cello tape 2 Inch	Nos	5.00				
5	Cotton Tags 10"	Bundle	2.00				
6	File Folder – Stick file	Nos	30.00				





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7	Legal size paper - white, - 75 GSM, 500 Sheets	Reams	10.00				
8	Gem pin	sets	1				
9	Orange envelopes	Nos	100.00				
10	Original Toner Canon MF244dw	Nos	3.00				
11	Original Toner HP LaserJet Pro MFP M132 snw	Nos	2.00				
12	Original Toner HP LaserJet Pro MFP M436 nda	Nos	5.00				
13	Original Toner HP LaserJet Pro MFP M132 snw	Nos	2.00				
14	Whitener (Correcting Fluid, 7 ml)	Nos	10.00				
15	Fevicol Tube	Nos	10.00				
16	Stapler medium size Pins (HP-45)	Pckts	15.00				
17	Bond paper	sets	3.00				
18	Envelope large size	nos	20				
19	Register (More than 50 Pages)	Nos	10.00				
20	National Flag (6ft*4 ft )	Nos	2.00				
21	Hammer	Nos	1.00				
22	Pencil	Sets	2.00				



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23	eraser	sets	1.00				
24	Water Filter with 01 Extra/Additional Candle (20 litres, Non-electric and Storage, Gravity Based Water Purification)	Nos	1.00				
<b>Total</b>							
<b>Total (in words) -</b>							

I further certify that I am an authorized signatory of my company and am, therefore, competent to quote the rates.

Thanking you,

Name of the Firm : .....

Authorized Signatory : .....

Signature : .....