



GOVERNMENT OF ASSAM
OFFICE OF THE SUPERINTENDENT OF RAILWAY POLICE:::ASSAM:::PANDU
GUWAHATI - 12
Telephone No./FAX No.:-0361-2570255
E-mail:- srp-pandu@assampolice.gov.in

NOTICE INVITING TENDER

Sealed tender affixing Court Fee Stamp of Rs. 8.25 (Rupees eight and twenty five paise) only are hereby invited from the intending registered Contractor/Supplier for supply of (1) Office/Stationery articles, (2) Computer & Xerox articles, (3) Electrical articles, (4) Food & Refreshment items and (5) Miscellaneous articles (list enclosed) for the financial year 2024-25 in the Office of the Superintendent of Railway Police, Assam, Pandu, Guwahati-12. The tenders will be received by the undersigned on or before 26.03.2024 up to 2 PM and will be opened on the same day at 4 PM in presence of the tenderers/bidders or their authorized representatives. (tender paper/list of articles will available for collection from this office during office hours).

Terms and Conditions:-

(1) The tenders must be in sealed cover and should be superscribed as "**Tender for Supply of Office & Stationery/Computer & Xerox/Electrical/ Food & Refreshment items/ Miscellaneous articles for the financial year 2024-25 in the Office of the Superintendent of Railway Police, Assam, Pandu, Guwahati-12**" and to be deposited in the "**Tender Box**" placed in front of Office chamber of the Superintendent of Railway Police, Assam, Pandu, Guwahati-12.

(2) The rate of the items should be mentioned clearly both in figure and words against each item (i.e. no./each/dozen/kg./box/pkt./unit etc.), quality/brand of the items should be mentioned against each item. Any over writing, erasing etc. of the rate quoted will be rejected. Any alteration/correction of the rates should be duly signed by the tenderer/bidder.

(3) GST Registration is mandatory. A copy of GST Registration must be accompanied with the documents.

(4) The rates quoted against each item should be exclusive of GST.

(5) Each and every tenderer/bidder must furnish earnest money of Rs. 5,000/- (Rupees five thousand) only in the form of National Saving Certificate/Kishan Bikash Patra/Demand Draft/Bank FDR pledged in favour of the Superintendent of Railway Police, Assam, Pandu, Guwahati-12 along with the tender. Tender without requisite earnest money in the manner indicated above will not be considered. No Cheque/Cash will be accepted.

(6) The earnest money of the unsuccessful tenderers/bidders will be returned immediately after finalization of tenders. However, the earnest money of successful tenderers/bidders will be retained as security deposit.

(7) The successful tenderer/bidder shall have to furnish Rs. 5,000/- (Rupees five thousand) only as security deposit and shall furnish in the manner as in "**Clause-5**".

Contd.-2

(2)

(8) The tenderers/bidders must submit photocopies of the following documents along with the tender without which the tender will be liable for rejection.

- (i) Permanent Account Number (PAN) issued by the Income Tax Department,
- (ii) Up to date Municipal/Chauk Panchayat Trade License, (iii) Up-to-date GST return, (iv) Up-to-date Income Tax return, (iv) Certificate of GST/Income Tax Exemption from the competent authority, if any.

(9) The rates quoted once can not be altered/withdrawn after submission of the tender and will hold for the financial year i.e. 2024-25.

(10) The selected tenderers/bidders shall have to sign a contract agreement with the undersigned on receipt of information from this end; failing which the contract shall be liable to be cancelled and earnest money will be forfeited to the Govt.

(11) The selected tenderers/bidders will have to supply the articles as and when indented. The articles supplied must be of good quality and must conform to the specifications of brand as quoted.

(12) If any article is found to be of inferior quality, the same will be rejected out right and will be replaced by the tenderer/bidders as per quoted quality approved in tender. The tenderer/ bidders will be required to produce samples as and when called for.

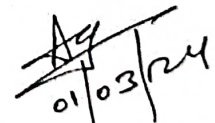
(13) In the event of successful tenderers failing to supply the indicated items within 7(seven) days from the date of receipt of supply order, the contract shall be liable to be cancelled without any notice.

(14) The undersigned reserves the right to reject any or all tenders without assigning any reason thereof. The lowest rate may not be compulsorily accepted and decision of the Tender Committee in this matter will be final.

(15) The tenderers/bidders has to submit departmental registration under **Assam Police H.Q. (Group "A" - Procurement of Good & Services etc.)**

(16) The entire documents submitted along with the tenders will have to be self attested.

The tenderer/bidders that do not fulfill the above conditions will not be eligible for the tender process. The approved firm/supplier will have to execute a deed of agreement immediately with the undersigned before supply of articles.


01/03/24

(AKSHAT GARG, IPS)
Superintendent of Railway Police,
Assam, Pandu, Guwahati-12

Dated Guwahati the 1st March, 2024

Memo No. GRP/STY./NIT/2024/548-53

Copy to:-

- (1) The Addl. Director General of Police,(CID), Assam, Ulubari, Guwahati for favour of information.
- (2) The Asstt. Inspector General of Police,(A), Assam, Ulubari Guwahati for favour of information.
- (3) The Chief Public Relation Officer, A.P. Hqrs. for information and necessary action. He is requested to publish the NIT in local leading News paper as well as to upload in Assam Police official website/Govt. e-Portal.
- (4) The Head Assistant, SRP's office, Assam, Pandu, Ghty. for information.
- (5) All local contractors for information.
- (6) Notice Board, SRP's office, Assam, Pandu, Guawahti-12.


01/03/24

(AKSHAT GARG, IPS)
Superintendent of Railway Police,
Assam, Pandu, Guwahati-12