

**OFFICE OF THE CHIEF CONTROLLER
VILLAGE DEFENCE ORGANISATION, ASSAM
ULUBARI::GUWAHATI-07**

TENDER NOTICE

Sealed tender affixing non-refundable court fee stamp of Rs. 8.25 /- (Rupees Eight and Twenty Five Paise) only is hereby invited from the registered firms supplier for supply of Trophy (Best CO,VDO) & Trophy (Best VDP) during the financial year 2023-2024 under the terms and condition stated below and the tender will be received in the office of the undersigned up to 1:00 p.m. on 08/01/2024. the tenders will be opened on 10/01/2024 in presence of tenderers or their authorized representatives who may like to be present. In case the office remains closed, the tenders will be opened on the next working day at the same time and venue. The list of items may be collected from the office of the undersigned on any working day during office hours by submitting requisition in writing under seal & signature of the Tenderer. A tender fee of Rs. 1000/- (Rupees One Thousand) only in the form of IPO/ demand draft in favour of the undersigned is required to be submitted in the concerned desk.

TERMS AND CONDITIONS

1. Tender without court fee stamp will not be accepted.
2. No tender will be received after the aforementioned scheduled time and date.
3. The rates should be furnished against each item inclusive of all taxes, accordingly GST will be deducted from the supplier's bill and the same will be deposited in to Govt. Treasury observing all formalities.
4. The Tenderers have to submit the following documents along with the tender, failing which no tender will be accepted.
 - a) Self attested copy of GST registration certificate in respect of active GSTIN No.
 - b) Updated Annual GST and Income Tax Return Certificate.
 - c) Self attested copy of Pan Card.
 - d) Self attested copy of Trade License for Financial Year 2023-2024.
5. The Tenderers must deposit Rs. 4800.00 (Rupees Four Thousand Eight Hundred) only as 2% earnest money in the form of call deposit pledge in favour of the Office of the Chief Controller, Village Defence Organisation, Assam, Guwahati-07 for each tender.
6. The earnest money of all un- successful tenders will be released after completion of tender process and earnest money of the successful tender will be retained as security money. The security money will be forfeited to the Govt. in case the selected supplier/ firm fails to supply as per indent.
7. The successful Tenderer will have to sign an agreement with the undersigned.
8. The selected Tenderer will be required to deliver the articles in the office of the undersigned on receipt of the proper indent immediately. No delivery charges will be paid to the supplier/ firm by the undersigned for delivery of the articles in this office.
9. The selected Tenderer will be bound to supply the articles at his quoted rates throughout the year and no representation whatsoever will be entertained for enhancement of rate subsequently.
10. Only the best quality articles/ materials will be accepted. The approved supplier will be required to take back the rejected articles at his own cost.
11. Payment of the bills will be made depending upon the availability of fund. No extra charge will be entertained if the payment is delayed due to non-availability of fund.
12. Earnest money of the successful Tenderer who refuses to supply after final selection by the undersigned will be forfeited to deposit the same to Govt. exchequer.
13. The undersigned is not bound to accept the lowest rate and reserves the right to reject any or all the tenders without assigning any reason thereof.


Chief Controller,
Village Defence Organisation,
Assam Guwahati.

Memo No. VDO/Observation/75th/2024/429-35

Dated Ulubari, the 5th Jan.../2024

Copy forwarded to :-

1. The Director General of Police, Assam, Guwahati for information.
2. The Director of Information and Public Relations, Assam, Guwahati-06 for information. He is requested to publish the above NIT in local daily News Papers for 02 (Two) consecutive days.
3. The Accountant General, Assam, Beltola, Maidamgaon, Guwahati for favour of kind information.
4. The Inspector General of Police (A) Assam, Guwahati for favour of kind information.
5. The Chief Public Relation Officer, Assam Police Headquarters, Guwahati-7 for information and necessary action.
- ✓6. I/C Assam Police website for uploading the notice (in pdf) for general public.
7. Office Notice Board and Guard File for Record.


Chief Controller,
Village Defence Organisation,
Assam Guwahati.



SHORT NOTICE INVITING QUOTATION

Dated Ulubari, the 5th Jan / 2024

Sealed Quotation are invited from the leading Printing Press affixing Court Fee Stamp of Rs. 8.25 (Rupees eight and paise twenty five) only for printing 1000 copies of Souvenir containing around 112 pages and 72 nos. of Certificate in connection with the 75th Village Defence Organisation Foundation Day, 2024 at Kamrup, Assam. The rate should be given separately.

Interested Printing Press may collect the details from the office of the undersigned during the working hours on or before 08/01/2024. The last date of submission of quotation is 10/01/2024 up to 1.00 p.m. and will be opened on the same day at 3.00. p.m. The quotationers or their representatives may remain present during the opening of the quotation.

The authority reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

TERMS AND CONDITIONS

1. Tender without court fee stamp will not be accepted.
2. No tender will be received after the above schedule date and time.
3. The rates should be furnished against each item inclusive of all taxes but GST will be deducted from the supplier's bills and that will be deposited in to Govt. Treasury observing all formalities.
4. The tenderers will have to submit the following documents along with the tender failing which no tender will be accepted.
 - a) Self attested copy of GST registration certificate.
 - b) Self attested copy of Pan Card.
 - c) Self attested copy of Trade License for the Financial Year 2023-24.
5. The successful tenderer will have to sign agreement with the undersigned.
6. The selected tenderer will be required to deliver the articles in the office of the undersigned on receipt of the proper indent immediately. No delivery charges will be paid to the supplier/firm by the undersigned for delivery of the articles in his office.
7. The selected tenderer will be bound to supply the articles at his quoted rates throughout the year and no representation whatsoever will be entertained for enhancement of rate subsequently.
8. Payment of the bills will be made depending upon the availability of fund. No extra charge will be entertained if the payment is delayed due to non-availability of fund.
9. The Tender must be accompanied with Rs. 4400/- (Rupees Four Thousand Four Hundred) only as earnest money(2% of the total amount i.e. Rs 2,20,000/- Rupees Two Lakhs Twenty Thousand) only in the form of call deposit of any recognized Bank of India/NSK/KVP duly pledged in favour of the Office of the Chief Controller, Village Defence Organisation, Assam, Ulubari, Guwahati-07.

Cont.....2/-

10. The undersigned is not bound to accept the lowest rate and reserves the right to reject any or all the tenders without assigning any reason thereof.
11. The undersigned may increase or decrease the quantity of the Souvenir.

SPECIFICATION OF THE SOUVENIR.

Quantity	1000 copies
Size	Double Crown 1/8 Size
Paper	Best quality book print, (80 Black & White 28 Multi-coloured + Cover 4 pages)
Volume	Around 112 pages (Pages may be increased or decreased)

SPECIFICATION OF THE CERTIFICATE.

Certificate for best COVDOs	36 copies (glossy paper)
Certificate for best VDPs	36 copies (glossy paper)

Chief Controller,
Village Defence Organisation,
Assam Guwahati.

Memo No. VDO/Observation/75th/2024/420-427 Dated Ulubari, the 5th Jan./2024
Copy forwarded to:

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- 2) The Director of Information and Public Relations, Assam, Guwahati-06 for information. He is requested to publish the above NIT in local daily News Papers for 02(Two) consecutive days.
- 3) The Inspector General of Police (Admin.), Assam, Guwahati for kind information.
- 4) The Accountant General, Assam, Beltola, Maidamgaon, Guwahati for favour of kind information.
- 5) The Inspector General of Police (A) Assam, Guwahati for favour of kind information.
- 6) The Chief Public Relation Officer, Assam Police Headquarters, Guwahati-7 for information and necessary action.
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