



GOVERNMENT OF ASSAM

STATE PROJECT MANAGEMENT UNIT, NEER NIRMAL PARIYOJANA, ASSAM

RWSSP-LIS, World Bank Project, 5th Floor, Redstone Building, G.S Road, Dispur, Guwahati – 781006

Website: www.nnpplhdassam.org

Phone No. 0361 - 2334345

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No. SPMU/PROC/STATIONERY/5/2014-15/ 4216

Date: 28 December 2017

INVITATION FOR QUOTATIONS FOR PROCUREMENT OF GOODS UNDER SHOPPING METHOD

To:

Subject: INVITATION FOR QUOTATIONS FOR “PROCUREMENT OF OFFICE STATIONERY FOR STATE PROJECT MANAGEMENT UNIT, NEER NIRMAL PARIYOJANA-ASSAM (REF. NO. IN-SPMU-ASSAM-41001-GO-RFQ)”

1. You are invited to submit your most competitive quotation for the following goods:

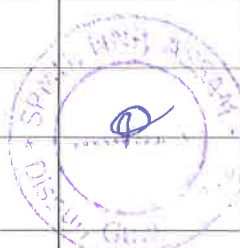
S. No.	Particulars of Items	Unit	Quantity in No.	Delivery Period	Place of Delivery	Installation Requirement if any
1	A3 paper (JK Easy Copier equivalent- A3, 1 Packet = 500 Sheets, 70 GSM)	packet	3	30 days from the date of issue of Supply Order	State Project Management Unit, Neer Nirmal Pariyojana, Assam, 5th Floor, Redstone Building, G.S. Road, Dispur, Guwahati – 781006	Demonstration and installation are not required.
2	A4 Paper (JK Copier Paper equivalent- A4, 1 Packet = 500 Sheets, 75 GSM)	packet	300			
3	Legal Paper (JK Ledger equivalent - 216 x 356 mm, 1 Packet = 500 Sheets, 75 GSM)	packet	200			
4	Note sheet Paper (JK Ledger equivalent FS - 215 x 345 mm, 1 Packet = 500 Sheets, 80 GSM)	packet	15			
5	Glossy paper (180 GSM A-4 size 1 Packet = 20 sheets)	packet	20			
6	Excel bond paper (90 GSM, 1 Packet = 100 sheets, A4 size)	packet	5			
7	A4 Envelop (A4 Size Yellow Envelope with good quality Lamination for courier)	each	500			
8	Envelop (225x125 mm craft paper) (super quality) 1 Packet = 100 no.	packet	10			
9	A4 Stick files (Type-Stick File With Line Embossing -Blue, Material-Polypropylene, Size : A4)	each	500			
10	Stick file (Type-Stick File With Line Embossing -Blue, Material-Polypropylene, Size: Legal size)	each	300			
11	Note Pad (A5 size, spiral bound, 80 pages with NNP cover page)	each	500			
12	Plain Art Paper	each	50			
13	Blue Classmate Octane Ball Pens or	each	1000			



S. No.	Particulars of Items	Unit	Quantity in No.	Delivery Period	Place of Delivery	Installation Requirement if any
	equivalent					
14	Gel pen (Blue Pilot V7 Hi-tecpoint Pen with cartridge system or equivalent)	each	500			
15	Red/ green/ black ball pens (Pilot V7 Hi-tecpoint Pen with cartridge system or equivalent)	each	50			
16	Eraser/rubber	each	200			
17	Pencil, sharpener	each	400			
18	Blank CD	each	50			
19	Bucket with mug (Unbreakable Plastic Bucket With Mug (18 l)	set	3			
20	File tag (175 mm long cotton tag both side tin mounted (containing 50 tags per bundle)	bundle	15			
21	Calculator (Casio MJ-12Sa Electronic Calculator or equivalent)	each	5			
22	Cash Book register (300 pages each)	each	2			
23	Cello Tap Big size (Seal Pack CT1825 BOPP Self Adhesive Clear Transparent Cello Tape, 18mm x 25mtrs) or equivalent	each	20			
24	Tape (iStoreDirect or equivalent 60 MTRS - 2 Inch Wide - Transparent Tape for courier packing)	each	20			
25	Self-adhesive tape (Mounting Tape, High Adhesive, Long Lasting gum on both sides 25x4500 mm)	each	25			
26	Whitener/correction fluid (Oddly or equivalent Correction Pen Metal Tip, 8ml)	each	25			
27	Highlighter (Brighter marking with super fluorescent ink, Chisel tip for 3 line widths Refillable with Faber-castell or equivalent text liner ink)	each	15			
28	Binder Clips 41mm, 1 Packet = 10 no.	packet	10			
29	Binder Clips 19mm, 1 Packet = 10 no.	packet	10			
30	Binder Clip 15mm, 1 Packet = 10 no.	packet	12			
31	Gem clips (30 mm), 1 Packet = 100 no.	packet	7			
32	Alpin (1 Packet = 100 gm)	packet	2			
33	Dustbin (7.8 l capacity, 240 mm Height * 225 mm diameter)	each	5			
34	Carry bags for dustbin (Shalimar Premium or equivalent Garbage Bags (Large) Size 600 mm x 810 mm 6 Rolls (90 Bags) (Trash Bag/ Dustbin Bag)	packet	2			
35	Electric Calling bell (Wireless Battery-Operated Bell , 150 meters Operating Radius, IP44 Waterproof Bell-Push)	each	7			
36	Floor mat (16"x24", Brown and Grey)	each	6			
37	Floor Wiper (Cotton Handle Mop)	each	5			
38	Glue stick /Fevi stick (15 grams)	each	30			



S. No.	Particulars of Items	Unit	Quantity in No.	Delivery Period	Place of Delivery	Installation Requirement if any
39	Guard files/Index files (Enwraps Blue Premium Quality Paper Board Lever Arch File FC, 75 mm Chromium Fitted Ring * Clip Fitted With Aluminium Rivets And Making It Rust Free * Super Thick Poly Board)	each	50			
40	Glass set (6 Pieces per set) 320 ml	set	10			
41	Chitrnola (100 ml)	each	20			
42	Colin glass cleaner (500 ml)	each	40			
43	Dettol or equivalent hand wash - 200 ml	each	10			
44	Dettol or equivalent refill Liquid hand wash - 175 ml	each	60			
45	Harpic or equivalent Toilet Cleaner Rose, 500 ml	each	50			
46	Lizol or equivalent Disinfectant Surface Cleaner 500 ml	each	25			
47	Nepheline ball, 1 Packet = 100 gm	packet	10			
48	Odonil or equivalent 50 gm toilet freshener	packet	20			
49	Pen stand (base 130x260 mm, 4 pens holder)	each	5			
50	Peon Book, 200 pages	each	10			
51	Plastic folders (Equivalent item: Brand-Data King, Type- My Clear Bag, Material-Polypropylene, Holds Upto pages 180)	each	600			
52	Double puncher (Equivalent item: Kangaroo 480)	each	5			
53	Punching machine (single) Punching Capacity 10 sheets, Punching diameter - 4.5mm, Punches minimum of one hole)	each	10			
54	Permanent marker (Multipurpose marker-writes on OHP sheet, CD, glass, diamond, plastic, metal, wood and film, Waterproof ink, Integrated ink eraser for instant mess free cleaning)	each	20			
55	Room Freshener (Automatic Air/Room Freshener Time Interval Slot Genuine Quality and Performance) device with 250 ml room freshener	each	5			
56	Refill for automatic room freshener (Lavender Flavor) – 250 ml	each	20			
57	Register (100 leaves, Length, 13.5 Height(Inch), 2 , Width, 8.6)	each	25			
58	Asset register 300 pages	each	2			
59	Dak dispatch register (No 30, 210x330 mm 70 gsm, size elite)	each	2			
60	Dak receipt register (No 30, 210X330 mm 70 gsm, size elite)	each	2			
61	Ruler/ scale (Plastic transparent with commercial measurement of cm, length 30 cm)	each	10			
62	Rubber Band, 1 Packet = 100 gm	packet	2			
63	Stapler (Equivalent item: Kangaro stapler HD-10)	each	20			



S. No.	Particulars of Items	Unit	Quantity in No.	Delivery Period	Place of Delivery	Installation Requirement if any
64	Stapler (Small Size: 49x22mm)	each	10			
65	Stapler pin (small size/ big size)	each	30			
66	Stick note (3m, 75x75 mm, 100 Sheets)	each	10			
67	Sticky notes/file flags (Small size) (1 packet = 10 no.)	packet	55			
68	Scissors (Length: 200 mm; Blade Size: 140 mm, Large size)	each	5			
69	Soap (75g)	each	15			
70	Sitting Stools (Length (450 mm), Width (370 mm), Height (320 mm) Primary Material: Plastic, Size: 300 mm)	each	5			
71	Tissue paper (single sheets Highly Absorbent) (300x300 mm) 1 Packet = 100 sheets	packet	35			
72	Towel (White Color 1200x600 mm DCM / Bombay dyeing or equivalent)	each	15			
73	Toilet towel (small size 400x600 mm)	each	8			
74	Vim Bar (200 gm)	each	35			
75	Battery (AA pencil battery)	each	50			
76	Battery (AAA)	each	60			
77	Bell Remote battery (23A, 12 volt, MN 21)	each	14			
78	Knife (set of 6) 250 mm	set	1			
79	Multi purpose Screw driver set (Equivalent brand: Taparia)	set	1			
80	Cup plate set of 6 bone china	set	6			
81	Extension Board (Anchor or equivalent 16 amp, 6 users)	each	5			
82	Hit or equivalent Spray (for Cockroach, 225 ml)	each	5			
83	Lock & Key (Brass or steel, 50 mm, 7 level link or godrej)	each	3			
84	Paper cutter (75 mm length stainless steel blade, adjustable with plastic frame)	each	10			
85	Poker (Wooden handle with iron jack)	each	10			
86	Room heater 1000 watts. Single rod	each	5			
87	Sketch pen (standard brand containing 12 pens in the packet of 12 different colour)	each	20			
88	Spoon (steel) Tablespoon	dozen	6			
89	Stamp pad (88x54 mm)	each	5			
90	Tracing paper (60/70 gsm per roll gateway or equivalent A1 size 1 Packet = 20 sheets)	packet	2			
91	Visiting card box	each	5			
92	Wall pin	packet	3			
93	White Board marker	each	5			
94	Paper coffee / tea cup (80 ml)	each	2000			
95	Plastic packing rope roll	each	3			

2. Government of India has received a credit from the International Development Association equivalent to US\$500 billion towards the cost of the Rural Water Supply and Sanitation Project for Low Income States, now renamed as Neer Nirmal Pariyojana. The State Project Management Unit, Neer Nirmal Pariyona, Assam (SPMU, NNP-Assam), an implementing agency, intends to apply a part of the proceeds of this credit to eligible payments under the contract for which this Invitation for Quotations is issued.

3. Bidding will be conducted under Shopping procurement method, specified in the World Bank's "Guidelines - Procurement of Goods, Works and Non-Consulting Services under IBRD Loans and IDA Credits and Grants by World Bank's Borrowers dated January 2011" and is open to all eligible bidders.

4. Bid Price:

- (a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
- (b) Goods and Services Tax (GST) shall be shown separately.
- (c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- (d) The Prices shall be quoted in Indian Rupees only.

5. Each bidder shall submit only one quotation. Bidder shall not contact other bidders in matters relating to this quotation.

6. The bidder shall submit the quotation as per format attached at **Appendix 1**. The quotation in the attached format should be sealed in an envelope and addressed to and delivered to the address given below. The envelope shall be prominently marked on top with "**PROCUREMENT OF OFFICE STATIONERY FOR STATE PROJECT MANAGEMENT UNIT, NEER NIRMAL PARIYOJANA-ASSAM**"

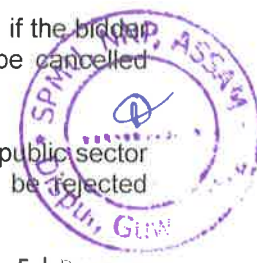
7. Incomplete or conditional quotation shall not be entertained. No quotation shall be accepted after closing date and time.

8. All the supplier participating in the bidding process must submit:

- (a) Power of Attorney to sign the quotation;
- (b) photocopy of Trade Licence;
- (c) photocopy of GST Registration Certificate;
- (d) photocopy of PAN Card;
- (e) documents in support of existence and experience of the firm/organisation for a minimum of three years;
- (f) a Certificate to the effect that the firm/organization is not blacklisted by any government department/semi-government/public sector organization; and
- (g) copy of all pages of Invitation for Quotations signed by the authorized signatory.

9. A bidder should quote price for a single Make/Brand for a particular item. In case, if the bidder quote price for multiple Make /Brands for the same item, then such quotations may be cancelled without further communication. Conditional quotation shall not be accepted.

10. Any firm/organization blacklisted by a government department/semi-government/public sector organization shall not be considered for this quotation process and the quotation will be rejected straightway.



11. **Validity of Quotation:** Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission and no request for any variation in quoted rates and/withdrawal of quotation on any ground by successful bidder shall be entertained during the validity period.

12. **Evaluation of Quotations:** The Client will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed ; and
- (b) conform to the terms and conditions, and specifications.

12.1. The Quotations would be evaluated for all the items together.

12.2. GST shall not be taken into account in evaluation.

12.3. In evaluating the quotations, the Client will determine the evaluated price for each proposal by adjusting the price quotation to correct any arithmetical errors as follows:

- (a) where there is a discrepancy between unit rates in figures and in words, the rates in words will govern; and
- (b) if a bidder refuses to accept the correction, his quotation will be rejected.

12.4. To assist in the analysis, evaluation and computation of the quotations, the SPMU, NNP-Assam may ask bidders individually for clarification of their quotations. The request for clarification and the response shall be in writing.

12.5. The SPMU, NNP-Assam may invite the lowest evaluated bidder for negotiations.

13. **Award of contract:** The Client will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

13.1. Notwithstanding the above, the Client reserves the right to accept or reject any of the quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.


13.2. The bidder whose quotation is accepted will be notified of the award of contract by the Client prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (format attached as **Appendix 2**).

14. Payment shall be made within 25 days after supply of the goods in good / acceptable conditions and receipt of the Invoice from the bidder.

15. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

16. You are requested to provide your offer latest by **15.00 hours on 11 January 2018**. Quotations will be opened immediately after deadline for submission of quotations in the presence of the bidders or their authorized representatives, who choose to attend.

17. We look forward to receiving your quotations and thank you for your interest in this project.


Project Director
State Project Management Unit
Neer-Nirmal Pariyojana, Assam
5th Floor, Redstone Building, G.S. Road, Dispur, Guwahati – 781006



APPENDIX 1

(To be given by the supplier in their official letter head)

FORMAT OF QUOTATION

Ref: IFQ No.

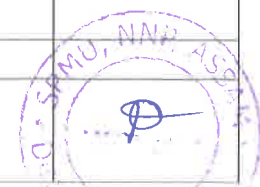
dated

S. No.	Particulars of Items	Unit	Quantity in No.	Quoted Unit Rate in INR Excluding GST	Total Amount in INR Excluding GST	
					In Figures	In Words
1	A3 paper (JK Easy Copier equivalent- A3, 1 Packet = 500 Sheets, 70 GSM)	packet	3			
2	A4 Paper (JK Copier Paper equivalent- A4, 1 Packet = 500 Sheets, 75 GSM)	packet	300			
3	Legal Paper (JK Ledger equivalent - 216 x 356 mm, 1 Packet = 500 Sheets, 75 GSM)	packet	200			
4	Note sheet Paper (JK Ledger equivalent FS - 215 x 345 mm, 1 Packet = 500 Sheets, 80 GSM)	packet	15			
5	Glossy paper (180 GSM A-4 size 1 Packet = 20 sheets)	packet	20			
6	Excel bond paper (90 GSM, 1 Packet = 100 sheets, A4 size)	packet	5			
7	A4 Envelop (A4 Size Yellow Envelope with good quality Lamination for courier)	each	500			
8	Envelop (225x125 mm craft paper) (super quality) 1 Packet = 100 no.	packet	10			
9	A4 Stick files (Type-Stick File With Line Embossing -Blue, Material-Polypropylene, Size : A4)	each	500			
10	Stick file (Type-Stick File With Line Embossing -Blue, Material-Polypropylene, Size: Legal size)	each	300			
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12	Plain Art Paper	each	50			
13	Blue Classmate Octane Ball Pens or equivalent	each	1000			
14	Gel pen (Blue Pilot V7 Hi-tecpoint Pen with cartridge system or equivalent)	each	500			
15	Red/ green/ black ball pens (Pilot V7 Hi-tecpoint Pen with cartridge system or equivalent)	each	50			
16	Eraser/rubber	each	200			
17	Pencil, sharpener	each	400			
18	Blank CD	each	50			
19	Bucket with mug (Unbreakable Plastic Bucket With Mug (18 l)	set	3			
20	File tag (175 mm long cotton tag both side tin mounted (containing 50 tags per bundle)	bundle	15			

S. No.	Particulars of Items	Unit	Quantity in No.	Quoted Unit Rate in INR Excluding GST	Total Amount in INR Excluding GST	
					In Figures	In Words
21	Calculator (Casio MJ-12Sa Electronic Calculator or equivalent)	each	5			
22	Cash Book register (300 pages each)	each	2			
23	Cello Tap Big size (Seal Pack CT1825 BOPP Self Adhesive Clear Transparent Cello Tape, 18mm x 25mtrs) or equivalent	each	20			
24	Tape (iStoreDirect or equivalent 60 MTRS - 2 Inch Wide - Transparent Tape for courier packing)	each	20			
25	Self-adhesive tape (Mounting Tape, High Adhesive, Long Lasting gum on both sides 25x4500 mm)	each	25			
26	Whitener/correction fluid (Oddy or equivalent Correction Pen Metal Tip, 8ml)	each	25			
27	Highlighter (Brighter marking with super fluorescent ink, Chisel tip for 3 line widths Refillable with Faber-castell or equivalent text liner ink)	each	15			
28	Binder Clips 41mm, 1 Packet = 10 no.	packet	10			
29	Binder Clips 19mm, 1 Packet = 10 no.	packet	10			
30	Binder Clip 15mm, 1 Packet = 10 no.	packet	12			
31	Gem clips (30 mm), 1 Packet = 100 no.	packet	7			
32	Alpin (1 Packet = 100 gm)	packet	2			
33	Dustbin (7.8 l capacity, 240 mm Height * 225 mm diameter)	each	5			
34	Carry bags for dustbin (Shalimar Premium or equivalent Garbage Bags (Large) Size 600 mm x 810 mm 6 Rolls (90 Bags) (Trash Bag/ Dustbin Bag)	packet	2			
35	Electric Calling bell (Wireless Battery-Operated Bell , 150 meters Operating Radius, IP44 Waterproof Bell-Push)	each	7			
36	Floor mat (16"x24", Brown and Grey)	each	6			
37	Floor Wiper (Cotton Handle Mop)	each	5			
38	Glue stick /Fevi stick (15 grams)	each	30			
39	Guard files/Index files (Enwraps Blue Premium Quality Paper Board Lever Arch File FC,75 mm-Chromium Fitted Ring * Clip Fitted With Aluminium Rivets And Making It Rust Free * Super Thick Poly Board)	each	50			
40	Glass set (6 Pieces per set) 320 ml	set	10			
41	Chitrnola (100 ml)	each	20			
42	Colin glass cleaner (500 ml)	each	40			
43	Dettol or equivalent hand wash - 200 ml	each	10			
44	Dettol or equivalent refill Liquid hand wash - 175 ml	each	60			
45	Harpic or equivalent Toilet Cleaner Rose, 500 ml	each	50			



S. No.	Particulars of Items	Unit	Quantity in No.	Quoted Unit Rate in INR Excluding GST	Total Amount in INR Excluding GST	
					In Figures	In Words
46	Lizol or equivalent Disinfectant Surface Cleaner 500 ml	each	25			
47	Nepheline ball, 1 Packet = 100 gm	packet	10			
48	Odonil or equivalent 50 gm toilet freshener	packet	20			
49	Pen stand (base 130x260 mm, 4 pens holder)	each	5			
50	Peon Book, 200 pages	each	10			
51	Plastic folders (Equivalent item: Brand-Data King, Type- My Clear Bag, Material-Polypropylene, Holds Upto pages 180)	each	600			
52	Double puncher (Equivalent item: Kangaroo 480)	each	5			
53	Punching machine (single) Punching Capacity 10 sheets, Punching diameter - 4.5mm, Punches minimum of one hole)	each	10			
54	Permanent marker (Multipurpose marker-writes on OHP sheet, CD, glass, diamond, plastic, metal, wood and film, Waterproof ink, Integrated ink eraser for instant mess free cleaning)	each	20			
55	Room Freshener (Automatic Air/Room Freshener Time Interval Slot Genuine Quality and Performance) device with 250 ml room freshener	each	5			
56	Refill for automatic room freshener (Lavender Flavor) – 250 ml	each	20			
57	Register (100 leaves, Length, 13.5 Height(Inch), 2 , Width, 8.6)	each	25			
58	Asset register 300 pages	each	2			
59	Dak dispatch register (No 30, 210x330 mm 70 gsm, size elite)	each	2			
60	Dak receipt register (No 30, 210X330 mm 70 gsm, size elite)	each	2			
61	Ruler/ scale (Plastic transparent with commercial measurement of cm, length 30 cm)	each	10			
62	Rubber Band, 1 Packet = 100 gm	packet	2			
63	Stapler (Equivalent item: Kangaroo stapler HD-10)	each	20			
64	Stapler (Small Size: 49x22mm)	each	10			
65	Stapler pin (small size/ big size)	each	30			
66	Stick note (3m, 75x75 mm, 100 Sheets)	each	10			
67	Sticky notes/file flags (Small size) (1 packet = 10 no.)	packet	55			
68	Scissors (Length: 200 mm; Blade Size: 140 mm, Large size)	each	5			
69	Soap (75g)	each	15			
70	Sitting Stools (Length (450 mm), Width (370 mm), Height (320 mm) Primary Material: Plastic, Size: 300 mm)	each	5			



S. No.	Particulars of Items	Unit	Quantity in No.	Quoted Unit Rate in INR Excluding GST	Total Amount in INR Excluding GST	
					In Figures	In Words
71	Tissue paper (single sheets Highly Absorbent) (300x300 mm) 1 Packet = 100 sheets	packet	35			
72	Towel (White Color 1200x600 mm DCM / Bombay dyeing or equivalent)	each	15			
73	Toilet towel (small size 400x600 mm)	each	8			
74	Vim Bar (200 gm)	each	35			
75	Battery (AA pencil battery)	each	50			
76	Battery (AAA)	each	60			
77	Bell Remote battery (23A, 12 volt, MN 21)	each	14			
78	Knife (set of 6) 250 mm	set	1			
79	Multi purpose Screw driver set (Equivalent brand: Taparia)	set	1			
80	Cup plate set of 6 bone china	set	6			
81	Extension Board (Anchor or equivalent 16 amp, 6 users)	each	5			
82	Hit or equivalent Spray (for Cockroach, 225 ml)	each	5			
83	Lock & Key (Brass or steel, 50 mm, 7 level link or godrej)	each	3			
84	Paper cutter (75 mm length stainless steel blade, adjustable with plastic frame)	each	10			
85	Poker (Wooden handle with iron jack)	each	10			
86	Room heater 1000 watts. Single rod	each	5			
87	Sketch pen (standard brand containing 12 pens in the packet of 12 different colour)	each	20			
88	Spoon (steel) Tablespoon	dozen	6			
89	Stamp pad (88x54 mm)	each	5			
90	Tracing paper (60/70 gsm per roll gateway or equivalent A1 size 1 Packet = 20 sheets)	packet	2			
91	Visiting card box	each	5			
92	Wall pin	packet	3			
93	White Board marker	each	5			
94	Paper coffee / tea cup (80 ml)	each	2000			
95	Plastic packing rope roll	each	3			
TOTAL EXCLUDING GST						
GST						
GROSS TOTAL INCLUDING GST						

***The evaluation will be done taking all the goods together**

Gross Total Amount: INR

We agree to supply the above goods in accordance with the technical specifications for a total contract price of INR (amount in figures) (INDIAN RUPEES).....(amount in words)) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/guarantee of months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Signature of Supplier



GOVERNMENT OF ASSAM

STATE PROJECT MANAGEMENT UNIT, NEER NIRMAL PARIYOJANA, ASSAM

RWSSP-LIS, World Bank Project, 5th Floor, Redstone Building, G.S Road, Dispur, Guwahati – 781006

Website: www.nnpphedassam.org

Phone No. 0361 - 2334345

Email ID: assam_worldbank@rediffmail.com

No.

Date:

SUPPLY ORDER

To:

Subject: PROCUREMENT OF COMPUTERS AND PERIPHERALS FOR STATE PROJECT MANAGEMENT UNIT AND DISTRICT PROJECT MANAGEMENT UNITS (Ref. No. IN-SPMU-ASSAM-33064-GO-RFQ)

Ref.: Your Quotation no. _____ dated _____

1. Your quotation no _____ of _____ (Date) _____ for the supply of _____ has been accepted. You are requested to supply the following goods at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

S. No.	Particulars of Items	Unit	Quantity in No.	Quoted Unit Rate in INR Excluding GST	Total Amount in INR Excluding GST	
					In Figures	In Words
TOTAL EXCLUDING GST						
GST						
GROSS TOTAL INCLUDING GST						

Gross Total Amount: INR

2. Delivery Period: 30 days from the date of issue of this Supply Order.
3. Place of delivery: Guwahati
4. Consignee Address:

Project Director
State Project Management Unit
Neer Nirmal Pariyojana, Assam
5th Floor, Redstone Building
G.S Road, Dispur
Guwahati – 781006



5. GST will be considered at actual prevailing on the date of supply.
6. Standard Manufactures commercial Warranty/Guarantee shall be months from the date of delivery and acceptance.
7. Payment shall be made within 25 days after supply of the goods in good / acceptable conditions and receipt of the Invoice from the bidder.

Project Director
State Project Management Unit
Neer Nirmal Pariyojana, Assam
5th Floor, Redstone Building
G.S Road, Dispur
Guwahati – 781006

