


**ASSAM STATE TRANSPORT CORPORATION : GUWAHATI -8**  
**QUOTATION FOR SUPPLY OF STATIONERY ITEMS**  
**LIST OF ITEMS**

Sl. No.	Description	Make	Unit	Rate	Remarks
1	White paper DFC, 8 Kg.	HPC	P / Ream		
2	Duplicating Paper 2.5 kg.	Supreme	Do		
3	File cover (Triplex Bound with cloth inside)	B/Qty.	P/Pcs.		
4	File Board (Best Quality)	Do	Do		
5	Type paper (Full size)	HPC	P/Ream		
6	Note Sheet 10.4 Kg.	Sirpur	Do		
7	Stencil paper	Kores	P/Pkt.		
8	Type Carbon (Black )	Do	Do		
9	Pencil Carbon Blue Single	Do	Do		
10	Pencil Carbon Blue Double	Do	Do		
11	Plate File (Plastic Coated)	Ambassador	P/Doz.		
12	Bound Register (Best Quality)	B/Qty.	P/No.		
13	Bound Register (Azurlaid)	Do	Do		
14	Ledger Book (Azurlaid) A 4 size	Do	Do		
15	Ledger Book (Azurlaid)DFC size	Do	Do		
16	Duplicating Ink	Kores	P/Pkt.		
17	Correcting Fluid (White)	Do	P/Pcs		
18	Correcting Fluid (Red)	Do	Do		
19	Office Pen	King	P/Pkt.		
20	Envelope 10" x 4" 23 Kg	Kraft	P/100		
21	Tag (Best quality)	B/Qty.	P/Mutha		
22	Stamp Pad	Do	P/Pcs		
23	Stamp Pad Ink 500 ml.	GIL	P/Bottle		
24	Azualaid Paper DFC 8.9 Kg.	Sirpur	P/Ream		
25	Staple pin 23/17	Kores	P/Pkt		
26	Staple pin 23/12	Do	Do		
27	Staple pin 24/6	Do	Do		
28	Sutly (Jute)	Jute	P/Kg		
29	Packing paper (480 sheet) 27 Kg.	B/Qty.	P/Ream		
30	Type Ribbon	Kores	P/Pcs.		
31	Centry Board	JK	P/Sheet		
32	Century A 4 paper	Century	P/Pkt		
33	Glycerine 100 mg	B/Qty.	P/Bottle		
34	Punching Machine DP 480	Kores	P/Pcs.		
35	Gurd File(Index File)	B/Qty.	Do		
36	Cover File (for Bid)	Do	P/Doz		
37	Gum 700 ml	Kores	P/Bottle		
38	Rubber Brand	B/Qty.	P/Kg		
39	Paper Pressure	Do	P/Doz		
40	Demmy Paper (6.9 Kg.)	HPC	P/Ream		
41	Staple Machine HD 45	Kangaroo	P/Pcs		
42	Wooden Pencil	B/Qty.	P/Doz		
43	Refill ( Max writer)	Do	Do		
44	Gems Clip (Plastic Coated)	Do	P/Box		
45	Envelope A 4 size (Lamolated)	Do	P/100		
46	Page Marker (Tri colour)	Do	P/Set		
47	Strick File A 4 size	Do	P/10 Pcs.		
48	L -Folder A 4 size	Do	P/10 Pcs.		
49	L -Folder F/S size	Do	P/10 Pcs		
50	Glue Strick	Kores	P/Doz		
51	Pin Cushion	B/Qty.	P/Doz		
52	Staple Pin No. 10	Kores	P/Box		

## TERMS AND CONDITIONS

- 1) The tender must be in closed sealed cover "Quotation for ~~General~~ Stationery Items must be inscribed on the cover and name of the party.
- 2) The Earnest Money of Rs. 10,000.00 (Rupees ten thousand only), in the form of Demand Draft pledging in favour of the Managing director, ASTC, payable at Guwahati must be enclosed with the tender, without Earnest Money the tender will not be considered for acceptance.
- 3) G.S.T. No. of the firm must be enclosed with tender, else the tender will not be considered.
- 4) License No. and Registration No. of the firm must be situated without the Guwahati City, else tender will not be considered.
- 5) The rate of the items must be quoted inclusive G.S.T. Amount of the G.S.T. will be deducted as per rule from the bill amount.
- 6) Documentary evidence of the past performance must be enclosed with the tender.
- 7) Received of the tender will be closed at 2.00 P.M. on 14-05-18. No tender will be accepted after the closing date and time.
- 8) Earnest Money of the un-successful tenderer will be refunded after finalization of the work of allotment.
- 9) Income tax and sales Tax clearance Certificate must be enclosed with the tender.
- 10) Successful tenderer will be intimated after acceptances of their tender and job allotment will be issued. The Earnest Money of the successful tenderer will be converted in to Security Deposit.
- 11) The Managing Director, ASTC reserves the right to reject or accept any tender and cancel the tender notice without assigning any reason thereof.

  
Chief Engineer (A & T)  
ASTC, Paltan Bazar, Guwahati-8

**ASSAM STATE TRANSPORT CORPORATION  
GUWAHATI**

**TENDER FORM**

1. Name of the Owner :
2. Address for communication :
3. Name of the firm :
4. Location (in details) :
5. License No. with Registration  
Certificate etc. :
6. G.S.T. No. of the Firm :
7. Previous supply experience, if any :
8. Rate offered in Rupees inclusive G.S.T. :  
As per enclosed items list.
9. Particulars of E/Money :
10. List of documents enclosed with  
The tender. :

Seal and Signature of the Owner/  
Authorized person of the firm