



OFFICE OF THE MANAGING DIRECTOR  
ASSAM STATE TRANSPORT CORPORATION, PALTANBAZAR  
GUWAHATI-781008

Ref no: ASTC/H.O/STY/21-22/ 2015

Date: 25/08/2021

**RE-TENDER NOTICE**

Sealed tender are invited from interested reputed authorised firm for supply of the following group of items, which will be received by the undersigned up to 1 pm on the last date shown against item given below and will be open on the same day at 3 pm.

Sl no	Name of the items	Date of Tender form issue	Last date of receipt
1	General Stationery Items	01-09-2021	23-09-2021

The bidder must submit their bid documents in prescribed forms and details which may be collected from the Stationery Section, ASTC, H.O, Paltanbazar, Guwahati-08 on payment of Rs.500/- (Rupees Five Hundred Only) in Cash as tender fee (non Refundable) for each group of items or else the tender document can be downloaded from the website of ASTC, "[www.astc.assam.gov.in](http://www.astc.assam.gov.in)" and the tender fee of Rs.500/- (Rupees Five Hundred Only) can be submitted in the form of demand draft in favour of "**Managing Director, Assam State Transport Corporation**", which must be submitted along with the bid documents.

The bidder who has already submitted their bids need not participate again or they may withdraw their earlier bids and may submit fresh bids against this notification.

Chief Engineer (A&T)

ASTC, Paltanbazar, Guwahati-08

25/8/21

## TERMS AND CONDITIONS

1. The tender must be in closed sealed cover "Quotation for Computer stationery items" must be inscribed in the cover and name of the party.
2. Earnest money of Rs.10,000/- (Rupees Ten Thousand) only in the form of Demand Draft pledging in favor of the Managing Director, ASTC payable in Guwahati must be enclosed with the tender. Without the earnest money, the tender will not be considered for acceptance.
3. Income tax and sales tax clearing certificate must be enclosed along with the tender.
4. GST number of the firm must be enclosed with the tender.
5. Documentary evidence of past performance of similar assignments must be enclosed along with the tender.
6. Receipt of the tender will close on 23.09.2021 at 1 PM. No tender shall be accepted after the closing date and time.
7. License No. and Registration No. of the firm must be enclosed along with the tender, else the tender will not be considered.
8. Earnest money of unsuccessful tenderer will be refunded after the finalization of the work of allotment.
9. Successful tenderers will be intimated after acceptance of their allotment and job order will be issued. The earnest money of the successful tenderer will be retained by the Corporation as security deposit. Security Deposit will be forfeited if any tenderer fails to carry out the work after allotment of printing order.
10. The Managing Director, ASTC reserves the right to accept or reject any tender and cancel the tender notice with assigning any reason whatsoever.
11. The tender offers must be given in the prescribed tender format.
12. Bidders may also submit their bids by post
  - The bids received after last date of submission will not be considered for acceptance.
  - The Corporation is not responsible for any postal delay.
13. All future correspondences, if any, will be published as corrigendum / notification in the official ASTC website [www.astc.assam.gov.in](http://www.astc.assam.gov.in) only. It is the bidder's responsibility to go through the website frequently for any updates.

Chief Engineer (A&T)

ASTC, Paltanbazar, Guwahati – 8

**ASSAM STATE TRANSPORT CORPORATION : GUWAHATI - 8**

**TENDER FOR SUPPLY OF STATIONERY ITEMS**

**LIST OF ITEMS**

Description	Make	Unit	Rate	Remarks
White paper DFC, 8kg	Best Quality	P/Ream		
File cover (Triplex Bound with cloth inside, Front side of the file cover must be printing as per direction by the A.S.T.C)	Best Quality	P/Pcs.		
File Board (Best Quality)	Do	Do		
Note Sheet 10.4 Kg.	Sirpur	Do		
Type Carbon (Black)	Do	Do		
Pencil Carbon Blue Single	Do	Do		
Pencil Carbon Blue Double	Do	Do		
Plate File (Plastic Coated)	Ambasudor	P/Doz		
Bound Register (Best Quality)	Best Quality	P/No.		
Bound Register (Azurlaid)	Do	Do		
Ledger Book (Azurlaid) A4 size	Do	Do		
Ledger Book (Azurlaid) DFC size	Do	Do		
Correcting Fluid (White)	Kores	P/Pcs.		
Office Pen	King	P/pkt		
Envelope 10" x 4", 23 Kg	Kraft	P/100		
Tag (Best quality)	Best Quality	P/Mutha		
Stamp Pad	DO	P/Pcs		
Stamp Pad Ink 500 ml.	GIL	P/Bottle		
Azurlaid Paper DFC 8. 9 Kg.	Sirpur	P/Ream		
Staple pin 23/17	Kores	P/Pkt		
Staple pin 23/ 12	Do	Do		
Staple pin 24/6	Do	Do		
Sutly (Jute)	Jute	P/Kg		
Packing paper (480 sheet) 27Kg.	Best Quality	P/Ream		
Centre Board	JK	P/Sheet		
Colour Demy paper 49 GSM size=45+55	Weight (5.8) kg	P/ream		
Glycerine 100mg	Best Quality	P/ream		
Punching Machine DP 480	Kores	P/Pcs		
Gurd File(Index File)	Best Quality	Do		
Cover File (for Bid)	Do	P/Doz		
Gum 700 ml	Kores	P/Bottle		
Rubber Brand	Best Quality	P/Kg		
Paper Pressure	Do	P/Doz		
Demy Paper (6.9 Kg.)	Best Quality	P/ream		
Staple Machine HD 45	Kangaroo	P/Pcs		
Wooden Pencil	B/Qty	P/Doz		
Refill ( Max writer)	Do	Do		
Gems Clip (Plastic Coated)	Do	P/Box		
Envelope A 4 size (Laminated)	Do	P/100		
Page Marker (Tri colour)	Do	P/Set		
Strick File A 4 size	Do	P/ 10 Pcs.		
L-folder A 4 size	Do	P/ 10 Pcs.		
L-Folder F/S size	Do	P/ 10 Pcs.		
Glue Strick	Kores	P/Doz		
Pin Cushion	Best Quality	P/Doz		
Staple Pin No. 10	Kores	P		

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 :-
6. PAN No. of the firm (enclose PAN card) :-
7. G.S.T. No. of the firm (enclose GST certificate) :-
8. Latest Income Tax return details :-  
(enclose document)
9. Previous printing experience if any :-  
(enclose work order)
10. Rate offered in Rupees Inclusive G.S.T.  
as per enclosed item list :-
11. Particulars of Tender Fee :-
12. Particulars of E/Money :-
13. List of enclosed documents with the tender :-

Seal and Signature of the  
Owner/Authorizes person of  
the press: