



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

Ref no: ASTC/H.O/STY/02/22-23/ 2063

Date: 03.11.2022

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.

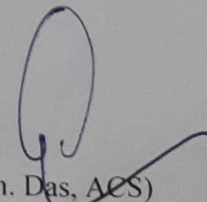
Sl no	Name of the items	Date of Tender form issue	Last date of receipt
1	Computer Stationery Item	09-11-2022	29-11-2022
2 ✓	General Stationery Item	09-11-2022	29-11-2022
3	Cash Book (Traffic), Cash Book (General), D/Oil Memo Book, Time Sheet (JnNURM), Numerical Ledger Sheet, Bin Card/Tyre Card/Attendance Card, Vehicle Log Sheet, Inventory Form, Money Receipt Book, Time Sheet (ASTC), Summary Sheet, Vehicle Log Book (P.O.B.), Uberization Log Book.	09-11-2022	29-11-2022

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" 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.

N.B.:-

1. Technical Committee may visit the bidder's firm if it is felt necessary.
2. The Interested firms or their authorized representative may remain present at the time of opening of bids.
3. The bidders should mention the technical details of their products.


(Rahul Ch. Das, ACS)
Managing Director,
A.S.T. Corporation, Guwahati



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Ref. No.: ASTC/HO/STY/02/2022-23/ 2063

Date: 08/11/2022

QUOTATION FOR SUPPLY OF GENERAL STATIONERY ITEMS
LIST OF ITEMS

Sl. No.	Description	Make	Unit	Rate	Remarks
1	White paper DFC, 8 kg	Best Quality	P/Ream		
2	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.		
3	File Board	Best Quality	Do		
4	Note Sheet 10.4 Kg	Sirpur	P/Reem		500 Sheets
5	Pencil Carbon Blue Single	Do	P/Pkt		
6	Flate File (Plastic Coated)	Ambassador	P/Pcs.		
7	Bound Register (Best Quality)	Best Quality	P/No.		
8	Bound Register (Azulaid)	Best Quality	Do		
9	Ledger Book (Azulaid) A4 Size	Best Quality	Do		
10	Ledger Book (Azulaid) DFC Size	Best Quality	Do		
11	Correcting Fluid (White)	Kores	P/Pcs.		
12	Office Pin	King	P/Pkt		
13	Envelope 10" x 4", 23 kg	Kraft	P/100		
14	Tag (Best Quality)	Best Quality	P/Mutha		
15	Stamp Pad	Best Quality	P/Pcs.		
16	Stamp Pad Ink 500 ml	GIL	P/Bottle		
17	Azulaid Paper DFC 8.9 kg	Sirpur	P/Ream		
18	Staple Pin 23/17	Kores	P/Pkt		
19	Staple Pin 23/12	Do	P/Pkt		
20	Staple Pin 24/6	Do	P/Pkt		
21	Sutly (Jute)	Jute	P/Kg		
22	Packing paper (480 sheet) 27 Kg	Best Quality	P/Ream		
23	Century Board	JK	P/Sheet		
24	Colour Demy Paper 49 GSM size = 45+55	Weight 5.8 Kg	P/Ream		
25	Glycerine 100ml	Best Quality	P/Bottle		
26	Punching Machine DP 480	Kores	P/Pcs.		
27	Guard File (Index File)	Best Quality	Do		
28	Cover File (for Bid)	Best Quality	P/Pcs.		
29	Gum 700 ml	Kores	P/Bottle		
30	Rubber Band	Best Quality	P/Kg		
31	Paper Pressure	Do	P/Pcs.		
32	Demmy Paper(6.9 Kg)	Best Quality	P/Ream		
33	Staple Machine HD 45	Kangaroo	P/Pcs.		
34	Wooden Pencil	Best Quality	P/Pcs.		
35	Gems Clip (Plastic Coated)	Best Quality	P/Box		
36	Envelope A4 size (Lamolated)	Best Quality	P/100		
37	Page Marker (Tri colour)	Best Quality	P/Pcs.		
38	Strick File A4 size	Best Quality	P/Pcs.		
39	L-folder A4 size	Best Quality	P/Pcs.		
40	L-folder F/5 size	Best Quality	P/Pcs.		
41	Glue Stick	Kores	P/Pcs.		
42	Pin Cushion	Best Quality	P/Doz		
43	Staple Pin No. 10	Kores	P/Pkt		



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

Ref no: ASTC/H.O/STY/02/22-23/ 2068

Date: 03/11/2022

GENERAL INSTRUCTION TO TENDERERS

1. The tenderer should submit Tenders in sealed envelope super scribing the **Tender Notice No., and "Tender for General Stationery Items."** on the top of the envelope and it should be addressed to the Managing Director, ASTC.
2. Tenders received late will not be considered and postal delay will not be entertained in case the bidder sends his tender through post or courier.
3. The tenderer is requested to go through the instructions; Terms and conditions carefully before quoting the rates and comply with the same
4. The tenderer should satisfy & comply with all the terms and conditions and instructions, which are mentioned in the tender notice and in this tender document
5. The corporation reserves the right to delete any item or items or to increase or decrease the quantity of any item or items from the tender schedule.
6. The corporation reserves the right to accept or reject any / or all the Tenders without assigning any reason thereof.
7. **Tender document fee:-** Interested tenderers may collect the tender document for the category of item he is interested in from the office of the Managing Director, ASTC, Paltanbazar, Guwahati, Assam, on any working days during office hours on payment of Rs.500.00 (Rupees Five hundred) only in cash to the cash counter. The tender document can also be downloaded from our website: www.astc.assam.gov.in w.e.f. **09/11/2022 to 29/11/2022 till 1 PM.** In case, the tender document is downloaded from the website and tender is submitted, the tender document fee Rs. 500.00 (Rupees Five hundred) only in the form of bank draft drawn in favour of the Managing Director, Assam State Transport Corporation, payable at SBI, South Guwahati, Assam shall have to be submitted in separate DD. **The tender document fee is non refundable.**
8. **Earnest Money Deposit:** Rs. 10,000/- (Rupees Ten thousand) only, Demand draft in favour of Managing Director, Assam State Transport Corporation, Payable at SBI, South Guwahati Branch. It should be provided in the **Envelope along with the bid.** This amount is refundable.
9. **Procedure for submission of Tender :** Tenderer shall have to submit **single sealed envelope** as below:
 - I. **Envelope:** The envelope shall be addressed to the Managing Director ASTC, Guwahati. The tenderer should mention bidders address on the same envelope & clearly mark as **"Tender for General Stationery Items"** and shall superscribe tender notice number and should furnish and submit the following information and documents as per the **Format-Technical details** and **Format-Financial details** mentioned in the tender document. The sealed envelope should be submitted in the tender drop box in the office of the Managing Director, ASTC, Paltanbazar, Guwahati.



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Ref no: ASTC/H.O/STY/02/22-23/ 2069

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10. The Tenderer should quote the rates including GST duly signed with date and seal of the firm in and as per the **Format-Financial details** only. The rate should be quoted in both digits and letter and should not be overwritten. If done so, the tender will be rejected. The rate should be quoted in INR only.
11. If there is any correction in Tender, every correction/s in the rate should be initialized by the Tenderer or his authorized signatory.
12. Tenderer must follow all terms and conditions, instructions. If he fails to follow any of the conditions and instructions, his/her Tender is liable for rejection.
13. The tenderer who meets our technical specifications as well as quality of the item and having quoted the lowest rate will be considered as successful bidder.
14. Tenderer, whose rates are accepted as per specifications & quality, will be informed about the same.
15. All correspondences shall have to be made in English and the rates in INR only.
16. A copy of tender document duly sealed & signed by authorized signatory of the bidder on each page should be submitted along with the bid.
17. Each page of the bid submitted by the bidder should be duly sealed & signed by the authorized signatory.