

**ASSAM STATE TRANSPORT CORPORATION  
::GUWAHATI::**

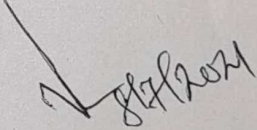
**TENDER FORM**

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:

## 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 30.07.2021 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. 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 Carbron (Black)	Do	Do		
Pencil Carbon Blue Single	Do	Do		
Pencil Carbon Blue Double	Do	Do		
Flate 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		
Aiuálad 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		
Centry 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		
Demmy Paper (6.9 Kg.)	Best Quality	P/ream		
Staple Machine HD 45	Kangaroo	P/Pcs		
Wooden Pencil	B/Quty	P/Doz		
Refill ( Max writer)	Do	Do		
Gems Clip (Plastic Coated)	Do	P/Box		
Envelope A 4 size (Lamolated)	Do	P/100		
Page Marker (Trj 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 Pln No. 10	Kores	P		



**ASSAM STATE TRANSPORT CORPORATION**  
**PALTAN BAZAR, GUWAHATI - 8**  
**TENDER FOR SUPPLY OF COMPUTER STATIONARY ITEMS**  
**LIST OF ITEMS**

Sl. No.	Description	Make	Unit	Rate	Remarks
1	Inkjet Printer Cartridge HP-21	HP	P/PC		
2	Inkjet Printer Cartridge HP-22	HP	P/PC		
3	Inkjet Printer Cartridge HP-27	HP	P/PC		
4	Inkjet Printer Cartridge HP-28	HP	P/PC		
5	Inkjet Printer Cartridge HP704 (Black)	HP	P/PC		
6	Inkjet Printer Cartridge HP704 (Colour)	HP	P/PC		
7	Inkjet Printer Cartridge HP802 (Black)	HP	P/PC		
8	Inkjet Printer Cartridge HP 802 (Colour)	HP	P/PC		
9	Inkjet Printer Cartridge 810 (Black)	HP	P/PC		
10	Inkjet Printer Cartridge 811 (Colour)	HP	P/PC		
11	Inkjet Printer Cartridge Canon 741	Canon	P/PC		
12	Inkjet Printer Cartridge Canon 740	Canon	P/PC		
13	Inkjet Printer Cartridge HP 678 (Black)	HP	P/PC		
14	Inkjet Printer Cartridge HP 678 (Colour)	HP	P/PC		
15	HP Laserjet Tonner 36A	HP	P/PC		
16	HP Laserjet Tonner P1007 (88A)	HP	P/PC		
17	HP Laserjet Tonner 05A	HP	P/PC		
18	Samsung SCX-4521 D3 Tonner	Samsung	P/PC		
19	Canon 912 Tonner	Canon	P/PC		
20	Laserjet Tonner Cartridge HP 12A	HP	P/PC		
21	Laserjet Tonner Cartridge P2030 (Service)	HP	P/PC		
22	Canon Tonner Cartridge 303	Canon	P/PC		
23	DMP (Ribbon Cartridge) TYS MSP-240	Prodor	P/PC		
24	Ex 1000 Printer Ribbon HQ1040	Prodor	P/PC		
25	Brother Tonner TN-2365	Brother	P/PC		
26	Tonner Cartridge SCX 4300	Samsung	P/PC		
27	Mouse (Wired Optical Sensor) USB X50	HP	P/PC		
28	KeyBoard KB216 (HVG5J) Multimedia	Dell	P/PC		
29	C.D. (W)	Sony	P/PC		
30	C.D. (R.W)	Sony	P/PC		
31	Pen Drive 8 GB V220W, USB 2.0	HP	P/PC		
32	Pen Drive 16 GB V237W, USB 2.0	HP	P/PC		
33	Pen Drive 32 GB V220W, USB 2.0	HP	P/PC		
34	Copy Printer Ink (DX-2430)	Gestetner	P/Box		
35	Copy Printer Master (Model No DX-2430)	Gestetner	P/Roll		
36	Refilling Ink (Prodor) 200 ml	Prodor	P/Bottle		
37	G.T 51 XL Ink 135 ml	HP	P/Bottle		
38	G.T 52 XL Ink Cyan 135 ml	HP	P/Bottle		
39	G.T 52 XL Ink Magenta 135 ml	HP	P/Bottle		
40	G.T 52 XL Ink Yellow 135 ml	HP	P/Bottle		
41	Inkjet Printer Paper A4	Century	P/PKT		
42	Inkjet Printer Paper A4	J.K.	P/PKT		
43	Inkjet Printer Paper F/S	Century	P/PKT		
44	Executive Board Paper 8" X 12" A4	J.K.	P/PKT		
45	Photo Glossy Paper (20 Sheet)	B/Quality	P/PKT		
46	Calculator MJ-120 Two Way Power (12 digit)	Casio	P/PC		
47	Cartridge 925 Starter (Cannon)	Canon	P/PC		
48	Cartridge M. No. (HL-5450 DN)	Brother	P/PC		