



MORAN AUTONOMOUS COUNCIL
DISTRICT:::: TINSUKIA

No. MAC.1/2021-22/PT/32

Dated Tinsukia the 19th December, 2022

QUOTATION FOR SUPPLY OF FURNITURE

Sealed Quotation in prescribed form affixing non-refundable court fee stamps Rs. 8.25 (Rupees Eight & paisa twenty five) only with a validity period of 7 (Seven) days are invited from the Registered Firms/Dealers/Suppliers for supply of furniture items for Moran Autonomous Council, Tinsukia, for the Financial year 2022-2023.

SL. NO	FURNITURE ITEMS
1	Secretariat Office Desk
2	Revolving Chairs
3	Office chair
4	Conference Table
5	Almirah
6	File Cabinet
7	Air Conditioner
8	Desktop
9	Printer
10	Scanner
11	Xerox Machine
12	Projector
13	Camera
14	CCTV
15	Generator (25KVA)
16	Sound System
17	File Cover & Board
18	Note sheet paper
19	Legal size paper
20	A4 size paper
21	Paper puncher
22	Stapler (Big size)
23	Stapler (Small size)
24	Stapler pin
25	Flag
26	Tag
27	Dust bin
28	Pen (blue, red, black)

29	Calculator (Big)
30	Paper weight
31	Paper clip
32	Fevi stick
33	Brown Cello Tape
34	Transparent Cello tape
35	Register
36	Brown envelope (Big size)
37	Envelope
38	Guide file
39	Stick file
40	Clear Bag
41	Stamp Pad
42	Marker
43	Highlighter
44	Printer toner
45	Hard disk
46	Pen drive
47	Whitener
48	Account Register
49	Water dumper
50	Scale
51	Carbon paper

Intending Firms/Dealers/Suppliers may send their quotations along with contact details, address, name of the Firms/Dealers/Suppliers, Trade License, MSME Registration, GST Certificates, PAN No., having minimum annual turnover of Rs. 1.00 Crore, IT Return for F.Y. (2019-20, 2020-21, 2021-22) certified by CA , VAT/GST as per prevailing Govt. norms must be shown separately in the Quotation Value, etc.

The cover containing the Quotation should be superscribed **"Quotation for Furniture"**

The last date of receipt of the Quotation in this office is 1.00 PM on 27/12/2022. The Quotation will be opened on the same day at 3.00 PM in the presence of the quotationers or their authorized representatives who may be present at the time. Late and incomplete quotations will not be considered.

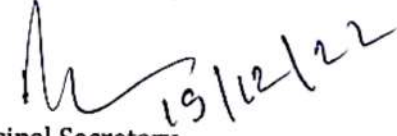
Satisfying all the other conditions, the lowest rate quoted will be accepted. The successful quotationers should supply the furniture within 5(five) days of the receipt of order.

The undersigned has the full authority to accept, reject or postpone the quotation without assigning any reasons thereof. Payment will be effected by means of Bank Account.

The Quotation can be downloaded online at Tinsukia district website:
www.tinsukia.nic.in

Other conditions:

1. A notarized self- declaration that the Firms/Dealers/Suppliers has not been black listed/legal suit by any institution of the Central or State Govt. / Bank or any financial institution.
 2. Notarized Self Declaration stating that there is no pending Judicial Litigations.
 3. Original Quotation shall be duly filled in, signed and stamped by the Quotationer or his authorized representative.
 4. Telegraphic/Telex/ Fax/ Email and letter head quotations are not acceptable and will be rejected.
 5. The Quotationer shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in quotation document. Any failure on the part of the Firms/Dealers/Suppliers to observe the prescribed procedure and any attempt to canvas for the work will prejudice the Contractors' Tender.
 6. In case, the date of opening of Quotations is declared a holiday for unexpected reasons, the Quotations shall be opened at the same time on the next working day.
 7. All documents submitted should be self-attested with seal of the Quotationer.
 8. All enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the quotatiner or his authorized representative.
- Offers received without signature and seal on all pages are liable to be rejected.


Principal Secretary
Moran Autonomous Council
Tinsukia

CHECKLIST OF QUOTATIONER

Sl. No.	Requirements to be checked by the Quotationer before submission of the Quotation	Compliance (To be indicated by the Quotationer with "YES" after compliance of the requirements)
1	Valid MSME Registration issued by the Competent Authority.	
2	Permanent Account Number; (PAN No.)	
3	GST registration.	
4	Minimum annual turnover of Rs. 1.00 Crore	
5	IT Return for F.Y. (2019-20, 2020-21, 2021-22) certified by CA.	
6	Experience of supplying such services to any Central / State Govt. Organization or a large Public Sector Undertaking / Board / Project Mission in Assam.	
7	Copy of valid Trade License.	
8	Notarized self-declaration that the Contractors has not been black listed/legal suit by any institution of the Central or State Govt. / Bank or any financial institution	
9	Notarized Self-Declaration stating that there is no pending Judicial Litigations	
10	All pages of the Quotation including all enclosures are numbered and duly filled in, signed and stamped by the Quotationer or his authorized representative.	

Signature of Quotationer



MORAN AUTONOMOUS COUNCIL
DISTRICT: TINSUKIA

No. MAC.1/2021-22/PT/33

Dated Tinsukia the 19th December, 2022

SHORT NOTICE INVITING Quotation

Sealed Quotation in prescribed form affixing non-refundable court fee stamps Rs. 8.25 (Rupees Eight & paisa twenty five) are invited from the registered Firms/Dealers/Suppliers for the supply of Furniture Items for Moran Autonomous Council, Tinsukia.

For details of Eligibility criteria, other terms & conditions etc may be seen online at the

Tinsukia district website- tinsukia.assam.gov.in

Principal Secretary
Moran Autonomous Council
of Tinsukia



MORAN AUTONOMOUS COUNCIL
DISTRICT::::: TINSUKIA

No. MAC.1/2021-22/PT/35

Dated Tinsukia the 17th December, 2022

To,

The District Informatics Officer
NIC, Tinsukia

Sub: Publication of Short Notice Inviting Quotation.

Sir,

With reference to the subject cited above, please find herewith the copy of Short Notice Inviting Quotation.

I am to request you to kindly arrange to publish the Short Notice Inviting Quotation by uploading the same in the District Website.

This is for your kind information and necessary action.

Enclosed: As stated above

Yours faithfully,

Principal Secretary
Moran Autonomous Council
Tinsukia