



**OFFICE OF THE CHIEF ENGINEER
WATER RESOURCES DEPARTMENT**

Assam Water Centre, 5th floor,
BasisthaChariali, Guwahati-29
e-mail: cewrdassam@yahoo.co.in

অসম চৰকাৰ



GOVERNMENT OF ASSAM

মুখ্য অভিযন্তাৰ কাৰ্যালয়

জলসম্পদ বিভাগ

অসম জল কেন্দ্ৰ

৫ম মহলা, বশিষ্ঠ চাৰিআলি, গুৱাহাটী - ২৯

ই-মেইল: - cewrd.assam@yahoo.co.in

NO.CEWR/TB-II/951/2022-23/2

Dated : 6/08/2022

NOTICE INVITING QUOTATION

Sealed quotation affixing court fee stamp of Rs.8.25(*Rupees Eight and Twenty Five paise*) only is here by invited from reputed Govt. registrar firm/Contractors for supply of following Stationery/Non-Stationery items/articles as detailed in the Schedule-A enclosed and will be received by the undersigned up to **2:00 pm** of **30/08/2022** at his office. The quotation will be opened at **3:00 pm** on the same date and place. If the last day of receiving of quotation happens to be an unscheduled holiday/ bandha, the next working day will be considered as the date of receiving quotation.

Detailed quotation papers may be obtained from the official website <https://waterresources.assam.gov.in/> or may collect from the office of the undersigned during office hours of all working days upto 12.00 noon on 30/8/2022.

The quotationers or their authorized agents may present at the time of opening of quotation, if they desire so.

SCHEDULE-A :-

Sl.No.	Stationery/Non-Stationery items/articles	Rate Per Unit/Piece Including GST	Rate of GST	Rate Per Unit/Piece excluding GST
1	Ball Pen Reynolds			
2	Pilot Pen05			
3	Pilot PenV-5			
4	Pilot PenV-7			
5	Pen Uniball Eye micro			
6	Pen MontexGel-05			
7	Pen Cello Pointec 0.5Gel			
8	Clips Gem(Steel)			
9	Clips Gem(Plastic) Pkt			
10	Cello Tape(Small)			
11	Brown Tape			
12	Candle(12stickPkt)			
13	GumTube-Kores-30ML			
14	Ink White Fluid			
15	Ink Stamp Pad			
16	Machine Stapler 24/6(Big)			
17	Machine Stapler10(Small)			
18	Green Note Sheet (good quality)			
19	Short hand notebook			
20	Punch Single			
21	Punch Double			
22	Pen Highlighter			
23	Paper cutter			
24	Dak Pad			
25	Signature Pad			
26	Pin Cushion			
27	Pin Packet(AwlPin)			
28	Poker			

29	Table Cleaning Bruch			
30	Pencil HB (Branded)			
31	Pencil Reporter(Branded)			
32	Paper Wight(Branded)			
33	Pen & Pencil Tray			
34	Plastic folder			
35	Refill Reynolds			
36	RefillCelloPointeck05			
37	Ruler Plastic			
38	Rubber bands Small			
39	Rubber bands medium			
40	Rubber bands large			
41	Sealing Wax			
42	Scissors Small			
43	Scissors Big			
44	Room Freshener (Sandal)			
45	Sharpener (good quality)			
46	Safety Match Box			
47	Staple Pins24			
48	StaplepinsNo.10			
49	Tags good quality			
50	Waste paper basket			
51	GumStickPad2x3			
52	GumStickPad3x3			
53	GumStickPad3x4			
54	GumStickPad3x5			
55	Colourflag1x3			
56	Plastic folder (solo)A-4size			
57	Plastic folders FS size			
58	White Fluid Pen (Uni)			
59	File movement Register			
60	Section Diary(Eng.)			
61	Despatch Diary			
62	Logbook			
63	Attendance Register Medium size			
64	Attendance Register large size			
65	Peon Book			
66	Ruled Register(1 Quire)			
67	Ruled Register(2 Quire)			
68	Ruled Register(3 Quire)			
69	Ruled Register(4 Quire)			
70	Ruled Register(6 Quire)			
71	Ruled Register(8 Quire)			
72	Full Index (2 Quire)			
73	A4size(Branded)80GSM			
74	FS Size(Branded)80GSM			
75	B-4Size(Branded)			
76	A-3size(Branded)			
77	A-4size(75GSM)(JK)			
78	Calculator Casio12Digit			
79	Towel Full size white			
80	Towel Colored full size			
81	Towel Car Size			
82	Doormat			
83	File Board			



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84	File Cover			
85	EnvelopesBrown9"x4"			
86	EnvelopesBrown10"x4½"			
87	EnvelopesBrown11"x5"			
88	EnvelopesBrown16"x6"			
89	EnvelopesWhite9"x4"			
90	EnvelopesWhite10"x4½"			
91	EnvelopesWhite11"x5"			
92	EnvelopesWhite16"x6"			
93	EnvelopesWindowWhite10"x4½"			
94	Pencil Cell			
95	Duro Cell			
96	Printer Ink Canon G3010-Model GI-790 (C.Y,M,B)			
97	Printer Ink Epson 664 (C.Y,M,B)			
98	Printer Ink Model-HP 750 (GT53x1,GT52 (C.Y,M,B)			
99	Printer Ink Epson L130-T664 (B,C,M,Y)			
100	Printer Laser Cartridge refill, Model-Canon PL C-337			
101	Printer Laser Cartridge refill, Model- Canon PL H-278/			
102	Photostat Machine toner, Canon Image Runner 2006N			
103	Photostat Machine toner, Konica, bizhub 206			
104	Photostat Machine toner, Kyocera, ECOSYS M2040dn			
105	Thermo steel 24 Hours Hot and Cold Water Bottle , 1 Litre,Milton			
106	Officers pen stand 4 Pen (Bestquality)			
107	Marker Pen (Bestquality)			
108	Marker Ink (Bestquality)			

Terms & Conditions:

1. The quotation is to be submitted in sealed envelopes with proper marking on the body of the envelopes.
2. The quotationers / suppliers/firm should quote rate for the mention items/articles per unit/piece only and both in figures and words including GST, showing the GST rate separately.
3. The quotationers / suppliers/firm must furnish self-attested copy of the GST Registration Certificate along with GST Return minimum up to the month of April, 2022, Firm Registration Certificate, Municipality Trade License, PAN Card along with the quotation, failing which the quotation will be treated as cancelled/rejected.
4. The quantity of items/articles to be supplied will be stated in the work order.
5. Payment will be made as per availability of fund and received from the Govt.
6. The order for supply / work will only be based on requirements and no clam for non allotment of work will be entertained.

7. The undersigned reserves the right to accept or reject any or all quotation and also to accept any quotation other than lowest one, without assigning any reason thereof.

Sd/-
Asstt. Chief Engineer
Water Resources Department
5th Floor, Assam Water Centre
Basistha , Guwahati-29

MEMO NO. CEWR/TB-II/951/2022-23/2-A

Dated : 6/08/2022

Copy forwarded to the:-

- 1) Secretary to the Govt. of Assam, Water Resources Department, Dispur, Guwahati-6 for favour of kind information.
- 2) Chief Engineer, Water Resources Department, AWC, Basistha, Guwahati-29 for favour of kind information.
- 3) Deputy Chief Engineer, Water Resources Department, AWC, Basistha, Guwahati-29 for favour of kind information.
- 4) Director, information and Public relation, Assam, Dispur, Guwahati-6, for favour of information. He is requested to kindly publish this N.I.Q (enclosed) in two widely circulated local English and Assamese daily news paper in one issue only.
- 5) Sri Pankaj Kakati, J.E. (TB-II) Upload details on departmental web sites and to issue quotations with proper records.
- 6) Accounts Officer for favour of kind information. He is request to attend in the quotation opening meeting on 30/08/2022 at 3.00 P.M.
- 7) Superintendent (Budget Branch) for favour of kind information. He is request to attend in the quotation opening meeting on 30/08/2022 at 3.00 P.M.
- 8) Notice Board.
- 9) Concern file

Sd/-
Asstt. Chief Engineer
Water Resources Department
5th Floor, Assam Water Centre
Basistha , Guwahati-29