

GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION (NAZARAT) DEPARTMENT
ASSAM SECRETARIAT::DISPUR

No.S(N)155/2013/137,

Dated Dispur, the 28th February'2017

TENDER NOTICE

Sealed tenders affixing court fee stamp of Rs. 8.25 (Rupees eight and twenty five paise) only are invited from intending parties for supply of Light Refreshment, as and when called for, to various Govt. meetings/conferences in Assam Secretariat (Civil) for the financial years 2017-18 & 2018-19. The tenders will be received by the S.A.(N) Deptt. upto **2.00 P.M.** of **16th March'17** and will be opened at **3.30 P.M.** on the same date. The tenders should be submitted in Two Bid (**Technical Bid & Financial Bid**) system, in two separate envelopes and both the envelopes should be superscribed as "**Tender for supply of Light Refreshment in Govt. meetings/Conferences**".

The Technical Bid of each tender should contain the following :

1. Forwarding letter on the 'letter head' of the bidder with seal & signature affixing court fee stamp of Rs. 8.25 (Rupees eight and twenty five paise) only on the top.
2. An amount of Rs. 5000/- (Rupees five thousand) only as Earnest Money Deposit in the form of NSC/Bank Draft to be pledged in favour of Secretary/Commissioner & Secretary to the Govt. of Assam, SAD.
3. Firm Registration Certificate/Registration of Sole proprietorship.
4. Valid VAT Registration Certificate.
5. Trade Licence.
6. All papers of the tender documents duly signed by the Bidder. &

The Financial Bid of each tender should contain the following :

1. The Rate Schedule, quoting the rates (both in figures and words) of each item against Category I, II and III for light refreshment [as specified by the Govt. in Annexure-'A']

Tenders will be summarily rejected in the absence of the above.

Tenders submitted, not in conformity with the above terms and conditions and having erases, overwriting etc. will also be rejected.

The tender documents may be obtained from the SA(N) Department from 11.00 am to 4.00 pm on all working days.

Sd/- A. Hussain, IAS,
Commr. & Secy. to the Govt. of Assam
Secretariat Administration (Nazarat) Department.

Dated Dispur, the 28th February'2017

Memo No.S(N)155/2013/137 -A,

Copy to :

1. The Director, Information and Public Relation, Assam Dispur. He is requested to publish the Tender Notice in leading dailies, both vernacular and English, consecutively for three days and to send copies of the same to this deptt. in which the tender notice is published.
2. ✓ The Managing Director, AMTRON, Bamunimaidam, Guwahati-21. He is requested to display the Advertisement in the Assam Govt. Website.
3. Notice Board, Assam Secretariat(Civil).

By order etc..

Deputy Secy. to the Govt. of Assam
Secretariat Administration (Nazarat) Department.

Sd/- H. N. Nath AM
