

**OFFICE OF THE STATE COORDINATOR, NRC, ASSAM
BHARALUPAR, BHANGAGARH, G.S. ROAD ::: GUWAHATI- 05**

NOTICE INVITING QUOTATION

Sealed quotations affixing Rs. 8.25/- court fee stamp are hereby invited for the under mentioned work addressed to the Office of the State Coordinator, National Register of Citizens, Assam. Guwahati- 781005. The top of the cover should be superscribed as 'Quotation for Printout of Documents for Inter-State Verification in Connection with NRC Updation.'

Sl. no.	Name of the Work	Specification	Quantity*
01.	Quotation for Printout of Documents for Inter-State Verification in connection with NRC updation.	As per Annexure II attached	7,00,000 (approx)

*the quantity may increase or decrease.

In this regard you are requested to quote your offer in your letter head after satisfying the terms and conditions as mentioned in *Annexure I* of the Quotation.

Yours faithfully,

Sd/-

(Prateek Hajela, IAS)

State Coordinator, NRC, Assam

**OFFICE OF THE STATE COORDINATOR, NRC, ASSAM
BHARALUPAR, BHANGAGARH, G.S. ROAD ::: GUWAHATI- 05**

Annexure I

Terms and Conditions

1. The quotations will be issued from **12/03/2016 to 28/03/2016** and received up to **1500 hrs.** on **28/03/2016** and will be opened on the same day at **1600 hrs.**
2. The selected bidder shall be given soft copies of the contents in Pen Drive/CD/Hard Disk. The printing should be done in A4 size paper only. The selected bidder shall have to provide atleast 75 GSM A4 paper.
3. The printing of documents will be single sided in black and white colour.
4. The printed pages should be arranged in separate bundles as will be instructed while giving the Work Order. The bundles shall have to be stapled properly and no pages should be left loose.
5. The Office shall not be responsible for printing of documents in excess to the ordered quantity.
6. A printed sample copy is attached with the Quotation for ascertaining the quality of the work by the bidders. The sample copy should be signed and enclosed with the quotation as an acceptance.
7. The envelope shall contain following documents duly signed on each page-
 - a. Annexure I
 - b. Annexure II
 - c. Annexure III
 - d. Annexure IV
 - e. Annexure V
8. VAT/Service Tax, etc. if any, should be clearly mentioned in the quotation in absence of which the rate quoted shall be considered as inclusive of taxes.
9. The rates quoted shall be inclusive of delivery to the Office of the State Coordinator, NRC, Assam, Guwahati- 781005.
10. For quick disposal of work, the Office may split the works between/among the bidders.

11. Payment will be made on supply of the items in full and no request for advance payment will be entertained.
12. The quotation may be sent duly superscribed on the cover Quotation for 'Printout of Documents for Inter-State Verification in connection with NRC updation' and due date.
13. Rate quoted should be valid for minimum period of 12 (twelve) weeks.
14. The printouts should be in good condition and free from any defect/illegibility, spilled ink, etc. The pages so found have to be reprinted at the cost of the bidder.
15. The lowest bidder will be awarded after considering all other bidders on the basis of Gross Total.
16. Any loss or damage to the item while handling/transporting till such time the items are delivered and handed over to this office is the responsibility of suppliers/dealers.
17. Bidder may also download the Quotation from the official website- www.nrcassam.nic.in.
18. Payment shall be made after full delivery of the items through ECS. The bidders should give bank details for facilitating ECS payment. The format is given at Annexure III.
19. The Work Order shall be issued in parts based on the sets of documents finalized by the Office. The printout of that 'lots' of documents shall have to be supplied within 3 days from the date of issue of the Work Order. If the bidder fails to comply, 1% of the work value shall be deducted each day subsequent to the stipulated timeframe. If the delay is beyond 1 (one) week, the Work Order shall be null & void.
20. All terms and conditions and other contents in the published quotation shall be final and acceptable to the bidder.
21. The Office of the State Coordinator reserves the right to accept or reject any quotation/all quotations.

Financial Quote

Sl. no.	Name of Work	Specification	Quantity*	Rate (per page)	Tax, if any	Gross Total
01.	Quotation for Printout of Documents for Inter-State Verification in connection with NRC updation.	Paper-A4, 75 GSM Maplitho Paper, Single side printout in black & white ink.	7,00,000			

*Quantity may increase or decrease

(To be submitted in Letter Head)

BIDDER'S PROFILE

1. Name of the Bidder _____
2. Address of the Bidder _____

3. Mobile no. and email _____
4. Status of the bidder (whether Individual/Firm) _____ (enclose document in support)
5. PAN No. _____ (copy enclosed)
6. Printer Make & Model no.
 1. _____
 2. _____
 3. _____
7. Speed of printer (pages per minute) _____

ACCEPTANCE LETTER

(In the Letter Head)

To,

The Office of the State Coordinator
National Register of Citizens, Assam,
Achyut Plaza, Bhangagarh, Guwahati- 781005

Sir,

I/We hereby unconditionally accept the terms and conditions of the quotation for printing of documents for NRC updation. The contents of Annexure I have been noted and it is clarified that after unconditionally accepting the conditions, it is not possible to put any remarks/conditions/change in the quotation. In case this provision is found violated, I/We agree that my/our quotation shall be rejected.

Yours faithfully,

Name

Bidders's name

Signature of the quotationer(s).....

.....

Seal of the Bidder

ECS details

1. Name of the firm/individual :
2. Bank Account No. :
3. Bank Name :
4. Branch Name :
5. IFSC Code :

Name.....

Signature