

ASSAM TEA CORPORATION LTD

(A Govt. of Assam Undertaking)

Housefed Complex, C Block, 7th floor, Dr. B.N. Saikia Road, Dispur, Guwahati – 781006

Email: ssassam30@gmail.com Tel: 0361-2234058, Fax: 0361-2234058

SHORT QUOTATION NOTICE for supply of Apron and Umbrella

Sealed quotations are invited from interested registered Suppliers / Firms having Trade License, PAN, VAT / TIN No. etc for supply of APRON and UMBRELLA to our 15 tea gardens located in the districts of Nagaon, Sonitpur, Golaghat, Sibsagar, Jorhat and Karimganj as per specification hereunder which may be downloaded. Our gardens are located as under:

Gardens:	Location:
Cinnamara TE	P.O Cinnamara, Dist. Jorhat, Assam
Sycotta TE	P.O Kharikatia, Dist. Jorhat, Assam
Naganijan TE	P.O Nakachari, Dist. Jorhat, Assam
Deepling TE	P.O Bhojo, Dist. Sibsagar, Assam
Rajabarie TE	P.O Rajmai, Dist. Sibsagar, Assam
Negheriting TE	P.O Dergaon, Dist. Golaghat, Assam
Rungamatty TE	P.O Badlipar, Dist. Golaghat, Assam
Messamara TE	P.O Badlipar, Dist. Golaghat, Assam
Amluckie TE	P.O Salana, Dist. Nagaon, Assam
Loongsoong TE	P.O Chapanalla, Dist. Nagaon, Assam
Dejoovalley TE	P.O Salana, Dist. Nagaon, Assam
Bholaguri TE	P.O Gohpur, Dist. Sonitpur, Assam
Longai TE	P.O Chandkhira, Dist. Karimganj, Assam
Isabheel TE	P.O Isabheel, Dist. Karimganj, Assam
Bidyanagar TE	P.O Ramkrishna nagar, Dist. Karimganj, Assam

<u>Item</u>	<u>Specification</u>	<u>Approx Quantity</u>
1. Apron	Size: 90 cm X 120 cm made of good quality and durable Rexine water resistant material suitable for tea garden pluckers generally conforming to those supplied to gardens under ABITA/ SVBITA.	15,000 pcs
2. Umbrella	Size 26 - having strong / sturdy steel handle with plastic/ rubber grip and standard durable all weather synthetic cloth having good overall finish suitable for tea garden workers generally conforming to those supplied to gardens under ABITA/ SVBITA .	15,000 pcs

Quotations complete in all respects may be deposited in the tender box kept in the premises of the ATCL H.O at above address till **1:30 pm of 31st May 2016** which will be opened on the same day from 3:00 pm in presence of bidder representative/s if any. In case 31st May 2016 is a holiday, quotations will be opened on the next working day at the same time. Firms / suppliers having no trade license etc to supply the above items need not apply. Quotation must accompany sample of the items against which quotation is submitted. For any queries tenderers are requested to contact at 0361-2234058 during office hours..

The undersigned reserves the right to accept, reject any or all offers , to fragment job / supply order/s ,extend the tender in full or part, modify or to cancel the whole process without assigning any reason thereof.

Managing Director

General Information to be submitted

The applicants are required to furnish full information to the queries in this form with relevant supporting documents for evidencing the information furnished in the application.

1. Name of the firm :

2. Name of proprietor / owner:

3. Address in full :

Telephone No., :

Fax No. :

Email ID :

Cell No. :

4. Trade license No. with copy of license:

5. Dealership etc. certificate if any (attach valid copy):

6. Number of years in said business of item/s quoted for:

7. Factory location / particulars if any (attach copy of manufacturing license):

8. Sales Tax Registration No.(VAT / TIN) State/ Central with copy of certificate:

9. I.T. Permanent Account No.:

10. Details of experience in supply of quoted item/s to reputed organisations:

(Experience particulars during last two years along with supporting documents)

11. Delivery capacity within 7-10 days from order:

APRON:pcs

UMBRELLA:pcs

Declaration:

I / We hereby certify that the particulars furnished by me / us above are true to the best of my / our knowledge and belief and mis-representation of facts will render me / us liable to any action as may be deemed fit by Assam Tea Corporation Ltd and have sole discretion to reject or accept my / our tender / quotation.

(Name & Signature of Applicant)

Office Stamp / Seal

Place:

Date:

List of enclosures:

General Terms & Conditions:

Materials are to be delivered at garden (site) mentioned and are to be quoted as FOR destination basis

1. Quoted rate should be all inclusive; but VAT/Sales tax, delivery cost should be shown separately as per proforma / format per garden/ site.
2. The rate should remain firm during pendency of the contract
3. Payment will normally be made by garden/ Head Office within **30 days** from the date of receipt of material in acceptable condition at the garden / site:
 - i. Decision for awarding contract / job is vested with the Managing Director so as to reject, split / fragment as deemed fit. Managing Director reserves the right to fragment the job / order without assigning any reason thereof. In all matters, decision of the Managing Director will be final and binding.
 - ii. To ensure smooth supply throughout the contractual period so as to avoid disruption of supply and based on location etc., the total quantity of order may be fragmented among L1/L2/L3 etc at accepted rate.. However preference to higher allocation will be given to the L1 and so on. For new / qualified bidder, allocation of trial order may be considered.

- iii. For the sole reason that L1 rate is the lowest, bidder cannot claim award of contract. The undersigned gives no assurance to the L1 bidder to award the supply order at his / her quoted rate. If it is found that the L1 rate is on the higher / lower side, the undersigned may negotiate the rate / price with L1 bidder to arrive at acceptable rate or altogether reject the L1 offer without assigning any reason thereof.
- iv. Delivery schedule: Within 7-10 days at site from date of order.
- v. Goods will have to be delivered at site in good / acceptable condition. Goods, packages found in damaged condition will not be accepted. The Corporation is not liable to compensate any transit loss, damages, pilferages etc.
- vi. Risk purchase: In the event of failure on the part of the supplier to complete the supply within agreed delivery schedule, ATCL reserves the right to cancel the order with or without notice or arrange balance material from alternative source at the cost and risk of supplier.
- vii. Earnest money deposit: The tenderers are required to ensure that earnest money is deposited along with the quotation in the following manner.

EMD amount: _____ Rs. 10,000/- against each quotation.

EMD to be submitted by DD favouring Assam Tea Corporation Ltd payable at Guwahati.

No interest will be paid on EMD

EMD will be forfeited if the successful bidder withdraws after opening of tender / award of contract.

Successful bidders will have to deposit security amount of Rs. 20,000/- only. The EMD of successful bidders will be converted into security deposit on written request of the bidder. The EMD will be released on completion of the delivery of the goods.

- viii. Incomplete quotation/ offer or without earnest money is liable to be rejected.
- ix. The offers must be valid for our acceptance for 30 days from the date of quotation.
- x. Submission of quotation by any firm / supplier confirms his acceptance of the terms and conditions.
- xi. All notices / corrigendum and correspondence to the bidder/s shall be sent by email. Hence bidders are required to ensure that valid mail Id is provided.
- xii. All disputes subject to Hon'ble Gauhati High Court jurisdiction only
- xiii. The rates are to be quoted as per following format only. Rates quoted in any other manner are liable for rejection.

xiv. Price sheet for APRON & UMBRELLA:

Item description	Delivery location	Basic rate Rs. per piece	VAT %	VAT in Rs. per pc	Others in Rs.	All inclusive rate per piece (Rs)-FOR Destination basis
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APRON	Cinnamara TE					
	Negheriting TE					
	Amluckie TE					
	Longai TE					
UMBRELLA	Cinnamara TE					
	Negheriting TE					
	Amluckie TE					
	Longai TE					