

GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER ::: CACHAR ::: SILCHAR
(NAZARAT BRANCH)

No.CNZ.08/ 2020/49

Dated Silchar, the 28 th July/ 2020.

TENDER NOTICE

1. Sealed Tenders affixing Court Fee of Rs.8.25 are invited on behalf of the Deputy Commissioner, Cachar for undertaking **photocopies of documents** as per requirement of the office of the Deputy Commissioner, Cachar.
2. All the rates shall be quoted in prescribed format enclosed at **Annexure -A (for photocopies)** of the tender notice. The interested firm may submit the tender document complete in all respects to the **Nazarat Branch of the office of the Deputy Commissioner, Cachar within 10/08/2020 up to 3-00 P.M.** The Deputy Commissioner, Cachar will not be responsible for the postal loss/ delay.
- 3.The conditional bids shall not be considered and will be out right rejected in very first step.
4. All Entries in the tender form should be legible and filled clearly. No overwriting or cutting is permitted in the Bid Form. The bid shall be opened on **10/08/2020 at 4-30 P.M.** in the Nazarat Branch of this office in presence of the representatives of the tenderers , if any wish to present on spot at that time.
- 5.The cost of the Tender is NIL. The tender documents are not transferable.
- 6.The undersigned shall be the accepting officer and herein after referred to as such for the purpose of this tender.
- 7.The tenderer shall submit the following with the bid :-
 - (a) Copy of PAN
 - (b) GST Registration No.
 - (c) Bank Account Number with IFS Code, Bank Name, Bank Branch.
 - (d) The tenderer who fails to submit the documents mentioned above stand disqualified for the price bid.
- 8.The Deputy Commissioner, Cachar reserves the right to accept or reject part or whole of the tender without assigning any reason whatsoever.
- 9.In case of any dispute, the decision of the Deputy Commissioner will be final & binding.
- 10.**The Selected Firm will have to provide the photocopies instantly , as & when asked for including Sundays & Holidays (if required).**
- 11.The rate of item should be inclusive of all taxes & transportation cost, if any.
- 12.Tender paper should be submitted in sealed cover & to be written clearly "**Tender for Photocopies**".
- 13.Payment will be made on receipt of fund from the Govt.

Sd/-

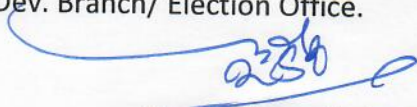
Deputy Commissioner
Cachar, Silchar.

Dated, Silchar, the 28 th July/ 2020.

Memo No.CNZ.08/ 2020/49-A


Copy to :-

1. The A.D.C., i/c- Nazarat Branch, Cachar, Silchar for information & necessary action.
2. The Deputy Director, Information & Public Relation, Barak Valley Zone, Silchar with a request to make wide publicity of the above quotation through local electronic & print media, as News Item.
- 3.The D.I.O., N.I.C., Silchar with a request to upload the Tender Notice in the **District website as well as in Social Media.**
- 4) Notice Board, DC's Office Rev. Building/ Dev. Branch/ Election Office.


Deputy Commissioner
Cachar, Silchar.

Annexure -A (rate for photocopies)

Sl.No.	Item	Quantity	Rate
1	Photocopy of A4 size documents	Per unit	
2	Photocopy of Legal size documents	Per Unit	
3	Photocopy of A3 size documents	Per Unit	
4	Photocopy of documents irrespective of size	Per Unit	


Deputy Commissioner
Cachar, Silchar.