

GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF LAND REQUISITION ACQUISITION AND REFORMS  
ASSAM::ROOPNAGAR::GUWAHATI-32

No.DLRAR/Estt-7/88/Pt-IV/173

Dated, Guwahati the 29<sup>th</sup> June, 2021

**Short Tender Notice**

Sealed quotations are invited affixing Court Fee of Rs.8.25 on all working days from the intending local firms for supply of Stationary Items and others for this Directorate for the year 2021-22.

The Quotations will be received from 2/07/2021 between 9.30 AM to 3.00 PM in the office of the undersigned on all working days and shall be opened on 12/07/2021 at 3.00 PM on the same day with or without the presence of the tenderers.

**Terms and Condition :-**

1. The sealed envelope containing quotation shall be marked as **“Quotation for supply of Stationary items”** and the following documents must be annexed with the quotation.
  - a. Copy of PAN Card.
  - b. Copy of GST Registration Certificate.
  - c. Copy of upto date Municipal Board Trade License.
2. Payment shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. The decision of the undersigned, towards satisfaction of quality of material shall be final. Payment of the material supplied under purchase order will be paid on receipt of complete consignment and checking of the material and on production of following :
  - a. Invoice in Triplicate.
  - b. Delivery Challan duly signed by the consignee.
3. Rate quoted both in figure and words shall be inclusive of all taxes (including GST).
4. The undersigned is not bound to accept the lowest tender.
5. The undersigned reserves the right to terminate the purchase order at anytime by giving information in writing without assigning any reason.
6. The undersigned reserves the right to accept or reject any or all the Quotation without showing any reason thereof.
7. Payment shall be made only subject to availability of fund.
8. The undersigned shall not be responsible for payment of fund beyond his control and authority

Encl: Annexure – I

Director of Land  
Requisition Acquisition & Reforms  
Assam, Roopnagar, Guwahati-32

**Contd. Page 2**

Memo No.DLRAR/Estt-7/88/Pt-IV/ 173 -A,

Dated, Guwahati the 29<sup>th</sup> June, 2021

Copy to :

1. The Director, Information & Public Relations, Dispur, Ghy-06. He is requested to publish the Short Tender Notice in 2 (Two) leading English & Vernacular daily news papers.
2. All members, Procurement Committee for information & necessary action.
3. PS to the Principal Secretary to the Govt. of Assam, Revenue & DM Department, Dispur, Guwahati-32 for kind appraisal.
4. Notice Board of the O/o Director of Land Requisition Acquisition & Reforms Assam, Roopnagar, Guwahati-32
5. Website of O/o Director of Land Requisition Acquisition & Reforms Assam, Roopnagar, Guwahati-32

  
Director of Land

Requisition Acquisition & Reforms  
Assam, Roopnagar, Guwahati-32

o/c