



**GOVT. OF ASSAM**  
**SKILL, EMPLOYMENT & ENTREPRENEURSHIP DEPARTMENT**  
**OFFICE OF THE SR. PRINCIPAL, INDUSTRIAL TRAINING INSTITUTE**  
**NAGAON, ASSAM**

**Details Notice inviting Quotation**

Sealed quotations affixing minimum COURT FEES of Rs. 8.25 (Rupees Eight & Twenty Five Paise) only are invited from local registered firms/suppliers/contractors for supply of Office materials/stationery items, Training materials, Electrical, Electronic & Computers etc. as per attached list may be submitted to the Office of the Sr. Principal, ITI Nagaon, S.M. Road, Panigaon, P.O- Itachali, P.S – Sadar, Dist.- Nagaon, Assam, Pin- 782003 within 21/01/2023 upto 2PM. While submitting Quotations, the following procedure may kindly be observed.

1. The Quotation should be submitted in a sealed cover marked "QUOTATION" on the outer side of the envelope.
2. The Quotations will be open at 3:00 PM on 21<sup>st</sup> Jan'2023 in presence of Proprietor /Partners /Contractor or one of their representatives.
3. The Cover letter must enter Reference No & Date of Notice inviting Quotation.
4. Quotation received after the date of opening will not be accepted.
5. The Bidders shall have to submit their Bids in two separate sealed envelope containing the technical part and financial part.
6. Items quoted should be confined to the specifications indicated in the attached list, when and where full, no specification are indicated against items in the list, kindly furnish full specifications in accordance with each items quoted and necessary reference to relevant catalogue may be accepted in the Quotation.
7. All Quotation should be made for new items unless specification mention otherwise.
8. The items must be supplied within 30 days from the date of issuing work order.
9. The rates should be F.O.R Destination (ITI Nagaon).
10. The Amount should be quoted exclusive of all taxes.

11. The bidders shall have to submit following documents in their technical bid
  - i. Up-to-date GST Registration Certificate, ii. Copy of Pan Card along with IT returns for last Three (3) years and iii. Labour License wherever applicable.
11. The supplier/suppliers to whom the order will be placed by this Office will have to submit Triplicate Copies of Delivery Challan along with Triplicate Copies of Bills to the Sr. Principal, ITI Nagaon. Payment will be made only on receipt of the (FOC), articles in full and perfect condition and as per specification of the supply order.
12. The Quotation will remain valid for the financial 2022-23.
13. The undersigned reserved the right to reject any Quotation part or whole without assigning any reason thereof.

Encl: - List of Items.

*Sd/-*  
Sr. Principal  
Industrial Training Institute  
Nagaon, Assam.

Memo NO.NITI/Q/1/22-23/89/ 1201-A

Dated, Nagaon, the 05/01/2023.

Copy to:-

1. Chairman, DLPC ITI, Nagaon & ADC (Dev.) Nagaon for favour of kind information.
2. Director of Employment & Craftsmen Training, Assam for favour of kind information.
3. All concerned Members for favour of information.
4. District Information & Publication Relation Officer, Nagaon, Assam for favour of kind information. You are requested to publish the above Quotation Notice (NIQ) in leading Assamese and English Newspapers at the earliest.
5. Notice Board, DC Office, Nagaon.
6. Notice Board, ITI Nagaon.
7. Notice Board, DICC, Nagaon.
8. Notice Board, DEE, Nagaon.

*Ambi Ran Malakar*  
5/1/2023  
Ambi Ran Malakar,  
Sr. Principal  
Industrial Training Institute  
Nagaon, Assam  
5/1/2023