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Govt. of Assam

OFFICE OF THE DISTRICT CHILD PROTECTION OFFICER

MAJULI :: GARAMUR

No.DCPU(MJL)2/PC/2024/ 145

Dated Majuli the 25th June,2026

SHORT NOTICE INVITING QUOTATION

Sealed quotation are invited affixing court fee of Rs. 8.25 (Rupees eight and twenty-five paise) from interested vendors/firms/Agencies/suppliers, fulfilling terms and condition mentioned at page no 2 (Two) for the supply of stationery items, other apparatus and services mentioned at ANNEXURE-II, to the Office of the District Child Protection Unit, Majuli.

| Sl. No. | Description | Place of Delivery |
|---------|--|---|
| 1 | Stationery items, other Apparatus and Services listed as ANNEXURE-II | Office of the District Child Protection Unit, Majuli and its branches including Child Helpline, Majuli; Specialized Adoption Agency, Majuli etc. Or stipulated place which will be informed as per requirement. |

The copy of SNIQ may be obtained from the office of the District Child Protection Unit, Majuli. The filled quotation with the supporting documents may be submitted by hand or by Post to "Office of the District Child Protection Unit, Majuli Garamur, Majuli-785104" within the SNIQ submission date i.e. not later than 4th July, 2026 at 3:00 PM. The SNIQ will be opened on the same day at 3:30 P.M.

The envelope must be superscripting on the top "TO THE DISTRICT CHILD PROTECTION OFFICER " subject head "SUBMISSION OF QUOTATION FOR SUPPLY OF STATIONERY ITEMS, OTHER APPARTUS AND SERVICES TO THE OFFICE OF THE DISTRICT CHILD PROTECTION UNIT, MAJULI, GARAMUR, ASSAM-785104".

The SNIQ submission Date and Time : 4th July, 2026 at 3:00 P.M

The SNIQ Opening Date and Time : 4th July, 2026 at 3:30 P.M

District Child Protection Officer
District Child Protection Unit
Majuli

Memo No. DCPU (MJL)2/PC/2024/ 145-A

Dated Majuli the 25th June,2026

Copy to:

1. The District Information and Public relation officer, Majuli for wide publicity.
2. The ADIO, NIC, Majuli for uploading in the district website.
3. The PA to DC, Majuli for kind appraisal to DC, Majuli
4. Notice Board
5. Office Copy

District Child Protection Officer
District Child Protection Unit
Majuli

Terms and Conditions:-

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1. Bid Price

- a. Bidder has to quote the price as per prescribed format in Annexure-II.
 - b. The contract shall be for full quantity as per order. Corrections, if any in the bid, shall be made. by crossing out, initialing, dating and re writing
 - c. Any discrepancy between the unit price and the total price, between words and figures shall be re-computed the Purchaser. The unit price shall prevail and the total price shall be corrected, in case of any discrepancy. If the prospective vendor does not accept the final price based on re-computation and correction of errors, the bidder's quotation will be rejected.
 - d. All taxes and other levies payable on transportation & deliverable at site shall be include in the total price.
 - e. Quoted price should be including of GST.
 - f. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - g. The Prices shall be quoted in Indian Rupees only.
 - h. Partial quote will not be acceptable and such quotation shall be considered as non-responsive and shall be rejected.
2. Each bidder shall submit only one quotation. The Envelope should be super scribed with "TO THE DISTRICT CHILD PROTECTION OFFICER" subject head" SUBMISSION OF QUOTATION FOR SUPPLY OF STATIONERY ITEMS, OTHER APPARTUS AND SERVICES TO THE OFFICE OF THE DISTRICT CHILD PROTECTION UNIT, MAJULI, GARAMUR, ASSAM-785104".
3. Validity of Quotation.
- a. Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.
4. Evaluation of Quotations The purchase Committee will evaluate and compare the quotations determined to be substantially responsive i.e. which
- a. Are properly signed, and
 - b. Confirm to the terms and conditions
 - c. Bids should be evaluated all the items together.
 - d. Rates will be considered for all the items together in all and shall be evaluated item wise.
 - e. Submission of all documents mention in point No.5.
 - f. Status of GST in the GST Portal i.e Nature of Business Activities, Dealing in Goods and status of return filling.
5. Documents to be submitted:
- a. Complete address of the vendors/firms/Agencies/suppliers/ with Telephone, Mobile No, Email id.
 - b. Name & Address of the Proprietor/Managing Partner/etc.
 - c. Copy of Valid Trade License/ Registration.
 - d. Copy of GST Registration Certificate (Updated GST)
 - e. Copy of PAN Card
 - f. Copy of Tax return file (Updated)
 - g. Copy of last 3 years working experience certificate of the vendors/firms/Agencies/suppliers.
 - h. ANNEXURE-I
 - i. ANNEXURE - II
 - j. ANNEXURE - A

All documents of each page should be duly stamped and signed by the authorized signatory.

Failure to submit the above-mentioned documents will be a cause to disqualify the quotation.

6. Award of contract:

- a. The Purchase Committee will award the contract to the suppliers whose quotation has been determined to be substantially responsive.
- b. Notwithstanding the above, The Purchase Committee reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract without specifying any reasons.
- c. The service provider/s whose quotation is accepted will be notified of the award of contract by the Purchasing Committee, Majuli prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
- d. In case of a tie, the Authority may ask the bidders, who are tied to submit the revised quote with all the conditions of the quotation remaining unchanged.

7. Payment term:

- a. Payment shall be made on Bank transfer only.

8. Duration of Contract:

- a. The service contract is for the Financial Year 2026-27.

9. Termination:

- a. The purchase committee may terminate the contract with 1(one) month prior notice, without assigning any reason thereof.

10. Supply:

- a. The Supply Order Should be issued as and when required basis.
- b. Supply order will be usually issued Two (2) day prior to the programme.
- c. The empanelled agency shall have to provide good quality of goods and services.



District Child Protection Officer
District Child Protection Unit
Majuli