



GBP/4.11/2024-25/ 5731

Date: 19.6.2024

NOTICE INVITING QUOTATION FOR SUPPLY OF FILE COVERS

Guwahati Biotech Park invites sealed quotations from manufacturer/ dealers/suppliers for supply of the following item as specified below;

Sl. No.	ITEM	Specification	Quantity
1	FILE COVER	Color: Green Size: Standard Sheet size: Standard Others: Logo and Address of Guwahati Biotech Park to be printed	50

Terms and Conditions

1. Quotations will have to be submitted in a Sealed Envelope and should be addressed to Guwahati Biotech Park, Technology Incubation Centre, Amingaon, Guwahati-781031, Assam, India and reach the office of the Guwahati Biotech Park on or before 25th June 2024 at 2 PM
2. Rates quoted should be on Door Delivery Guwahati Biotech Park Basis
3. Rates should be quoted as per proforma in price schedule (**APPENDIX I**)
4. Information of the bidder to be submitted as per **APPENDIX II**.
5. No representation for the enhancement of the prices of the accepted quotation or alteration of the terms and conditions will be entertained at any stage.
6. Quoted rates must be valid for 45 days from the date of submission of the quotation.
7. Delivery Time: 1 week from the date of issue of Purchase Order.
8. Payment Terms: 100% payment shall be made within 2-3 weeks from the date of successful delivery and installation of the items.

Sd/-

(Smt. Keerthi Jalli, IAS)
Chief Executive Officer
Guwahati Biotech Park

PROFORMA FOR PRICE SCHEDULE

Sl. No.	Description item	Qty.	Unit Price in Rs.	GST	Total price in Rs.
1.	File Cover	50			

It is hereby certified that I/we have understood all the terms and conditions specified in the NIQ document and are thoroughly aware of the nature of job required to be done and goods/items to be supplied. We agree to abide by all the tender terms and conditions. I/We hereby offer to carry out the job and supply the goods/items detailed above as per the tender terms and conditions.

(Signature and seal of Bidder)

Date:

GENERAL INFORMATION ABOUT THE BIDDER

To be filled & signed by the authorized signatory of the firm

1	Name of the Bidder	
2	Postal Address	
3	Telephone	
4	E-mail address	
6	PAN No	
7	GST Registration	

(Signature and seal of Bidder)

Date: