

Government of Assam  
Directorate of Museums: Guwahati-1

Dated, Guwahati, 2<sup>nd</sup> May, 2022.

No. DMA.728/2022/7

**Short tender notice**

Sealed tenders affixing non refundable court fee of Rs 8.25 ( Rupees Eight and Paise Twenty five) only , are invited from registered firms by the office of the undersigned within 1400 hrs ,9<sup>th</sup> May 2022.

- A. Name of the work :** Celebration of International Museum Day 2022 at District Museum, Jorhat .
- B. Scope of work :** To undertake all arrangements for Celebration of International Museum Day 2022 at District Museum, Jorhat .
- C. Details of work:**

Sl.No	Schedule	Particulars
1.	Day 1 ( 17-05-2022)	Working tea and Lunch
2.		Publication of proceeding
3.		Printing of banners , certificates arrangements of kits etc
4.		Travel and accommodation of participants
5.		Miscellaneous
6.	Day 2 18-05-2022	Purchasing of Display material
7.		Printing of brochure
8.		Printing of banners, photographs, labels, flex etc
9.		Labour charge
10.		Miscellaneous
11.	Awareness kit	Remuneration of troop
12.		Printing of banner
13.		Lunch
14.		Miscellaneous
15.	General meeting	Hall booking
16.		Arrangement of High Tea
17.		Printing of banner, felicitation, flower decoration etc
18.		Miscellaneous
19.	Miscellaneous Expenditure	Travel and accommodation of officials
20.		Vehicle hire for two weeks
21.		Miscellaneous expenditure

**Note :** Price may be quoted in a separate column. Total bid shall include all taxes .

D. Value of work : Rs.3.50 lakh ( Rupees Three lakhs and fifty Thousand ) only including all taxes.

E. Documents to be submitted ( In order ) :

1. Price quotation inclusive of all taxes
2. Copy of valid Trade license
3. Copy of PAN
4. GST registration.

F. Terms and conditions :

1. All documents should be put in an envelope super scribed with the name of the work and addressed to the undersigned . The name of vendor with address and contact number be clearly written at left bottom of the envelope.
2. The materials to be supplied and services should be the best available .
3. The Office of the undersigned would not be held responsible in any way for any accidents during the work to the staff engaged by the vendor.
4. The undersigned is not bound to accept the lowest bid and reserves right to accept or reject any proposal without assigning any reason thereof .
5. Order shall be placed as per quoted price by successful bidder and strictly under budget provision. Local vendors from the District is preferred.
6. Subsequent payment on completion of work is subject to the Financial sanction and release of funds by higher authority as per Govt rules and procedures.
7. All disputes are subject to the jurisdiction in Kamrup ( Metro) Assam.

Director of Museums, Assam  
Guwahati-1

Dated, Guwahati, 30<sup>th</sup> May, 2022.

Memo No: DMA.728/2022/7-A.

Copy to :

1. The Director , DIPR, Last gate , Dispur, Guwahati-6-for information and Publication.
2. Smt. Kumarika Borgohain, FAO, Directorate of Museums, Guwahati-1-for information.
3. Smt Abantika Parashar, District Museum Officer, Jorhat-for information.
4. Sri Ivan jyoti Basumatary, Master Trainer ( [www.museums.assam.gov.in](http://www.museums.assam.gov.in) )-for publication in website.
5. Office Notice board.

Director of Museums, Assam  
Guwahati-1