

Government of Assam
Directorate of Museums: Guwahati-1

No. DMA.728/2022/3.

Dated, Guwahati, 12th April, 2022.


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 ,17th April-2022.

- A. Name of the work : Celebration of the Foundation Day 2022 of the Assam State Museum.
B. Scope of work : To undertake arrangements of the venue, printing works, refreshments, transport ,stationaries.
C. Items of work:

Sl. No	Particular	Quantity/specification
1.	Printing and supply of Invitation card and envelops with distribution.	150
2.	Printing of Banners and installation in fabricated stands as directed .	2
3.	Supply of dias tags	7
4.	Fuel expenses for vehicle and generator	As per requirement
5.	Venue decoration(dias, reception and nearby areas .	Flower decoration and Planters
6.	Supply of Gamusa	15
7.	Sound system	1
8.	Brass lamp (3.5 ft) with lighting materials	1
9.	Remuneration for signer/ resource persons	As per requirement
10.	Refreshment(tea, sugar, biscuits sweets, tissue paper water	150
11.	Lunch Packets as directed	150
12.	Seating arrangement in the parking area for lunch with fans and light considering the season	As per requirement
13.	Stationaries (Stapler, pin, gum, cello tape, gift papers)	As per requirement
14.	Mementos –Colour printed Decorative mug with for all staff of Directorate of Museums as directed.	60
15.	–Arrangement of dustbins and Disposal of waste in auditorium, parking, toilets etc.	As per requirement

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


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Assam, Guwahati

D. Value of work : Rs.1.85 lakh (Rupees Two lakhs and sixty thousand) only excluding 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. Bidders may visit the site of work before bidding.
2. 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.
3. The materials to be supplied should be the best available .
4. 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.
5. The undersigned is not bound to accept the lowest bid and reserves right to accept or reject any proposal without assigning any reason thereof .
6. Order shall be placed as per quoted price by successful bidder and budget provision.
7. 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.
8. All disputes are subject to the jurisdiction in Kamrup (Metro) Assam.

Director of Museums, Assam
Guwahati-1

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Memo No: DMA.728/2022/3-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 Snigdha Hasnu, Curator i/c- Assam State Museum – for information.
4. ✓ Sri Ivan Jyoti Basumatary, Master Trainer (www.museums.assam.gov.in) –for publication in website.
5. Office Notice board.

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Guwahati-1
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Assam, Guwahati