

GOVERNMENT OF ASSAM
DIRECTORATE OF MUSEUMS: GUWAHATI-1

No. DMA.6P/2019/26-OC/10

Dated, Guwahati, the 21st September, 2019.

SHORT TENDER NOTICE

Sealed tenders affixing non refundable court fee of Rs 8.25 (Rupees Eight and Paise Twenty five) only , are invited from firms undertaking exhibitions and workshops for the work “ Workshop on Documentation” by the office of the undersigned within 1400 hrs , 27-09-2019.

A. **Scope of work** : Name of the work : Organization of workshop on Documentation at the District Museum , Jorhat”. The particulars are as follows.

SI No	Particulars	Quantity
1.	Working Lunch and Tea	For 40 people for 4 days
2.	Working materials	Stationary, etc
3.	Accommodation of participants	For 10 persons for 5 days
4.	Miscellaneous Expense	Arrangements of all necessities including inauguration, tent house , materials , maintenance of basic amenities like toilet , drinking water etc.

B. **Value of work** : Rs 1.00 lakh (Rupees One Lakh) only inclusive of all applicable Taxes.

C. **Duration of work** :

D. **Documents to be submitted** :

1. Copy of valid Trade license
2. Copy of GST registration.
3. Copy of PAN card.
4. Financial Bid against the items indicated in (A). Scope of work. Quotations be made in an additional column.

E. **Terms and conditions** :

1. The undersigned reserves the right to accept or reject any proposal without assigning any reason thereof .
2. Work order and 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.
3. All disputes are subject to the jurisdiction in Kamrup (Metro) Assam.

Sd/-

Director of Museums, Assam
Guwahati-1