

অসম বিজ্ঞান প্রযুক্তিবিদ্যা আৰু পৰিবেশ পৰিষদ
(বিজ্ঞান, প্রযুক্তি আৰু জলবায়ু পৰিৱৰ্তন বিভাগ, অসম চৰকাৰ)

ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL
(Science, Technology & Climate Change Department)

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Kimnei Changsan, ACS

Director

ASTEC/Env/2034/Pt-I/2021/1/2297

Date: 16/11/2021

Notice Inviting Quotations

Sealed quotations along with non-refundable IPO of Rs. 20/- or Court fees of Rs. 8.25 only or D.D. of Rs. 20/- in favour of "Director, ASTEC" payable at Guwahati are invited by the undersigned from Govt. Registered Firms for arrangement of Online sessions, at Guwahati for State Level Children's Science Congress 2021 to be held in 6 different rooms within the same premises at Guwahati with provision for Power Backup support, continuous High speed Internet connectivity of at least 100 GBPS, online meeting slots from such reputed service provides etc. The programme will be held from 6-8th December, 2021 at Guwahati. The Bidders should have sufficient experience of organising and providing support to such online meetings. The quotation should reach the undersigned by 2.00 PM on 26-11-2021 and would be opened at 2.30 PM on the same day. In case the day happens to be a holiday, the same would be opened on the following working day at the same time.

Director ASTEC reserves the right to accept any offer that would be advantageous to the office and not binding to accept the lowest rate or reject all offers without assigning any reason thereof. Director also reserves the right to execute all items or part of the tendered items as the per the situation demand.

Rate should be quoted in our prescribed format in the letter head of the firm duly sealed and signed by the authorised signatory inclusive of all applicable taxes, transportation etc. and tax will be deducted at source for which necessary Tax Deduction Certificate will be issued to the supplier as and when asked for. Interested parties are to quote rates of all items as listed below:

Requirement for Technical Sessions at Guwahati, for 2 days (6th & 7th December) 6 sessions per day

Item No.	Requirement	Particulars	Quantity	Units
1.1	Electronics	Laptop	10	Nos. per day
1.2		Printer	1	No. per day
1.3		Lepal /Collar Mics	20	Nos. per day
1.4		Camera	6	Nos. per day
1.5		TV - 40 Inch	6	Nos. per day
2.	Telecom	High Speed Internet Connection	100	MBPS
3.	Technology	Video Meeting Links for maximum 100 participants	6	Nos. per day
4.1	Man Power	Supervisor	2	Nos. per day
4.2		Technical Assistance	6	Nos. per day
5	Electrical	Power Backup – UPS/DG Set	1	No. per day

Requirement for Inaugural and Valedictory Functions at Guwahati, for 2 days (6th & 8th December)

Item No.	Requirement	Particulars	Quantity	Units
1.1	Electronics	Laptop	1	Nos. per day
1.2		Lepal /Collar Mics	7	Nos. per day
1.3		Camera	1	No. per day
1.4		TV - 40 Inch	1	Nos. per day
2.	Telecom	High Speed Internet Connection	100	MBPS
3.	Technology	Video Meeting Links for maximum 500 participants	1	No. per day

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4.1	Man Power	Supervisor	1	No. per day
4.2		Technical Assistance	2	Nos. per day
5	Electrical	Power Backup – UPS/DG Set	1	No. per day
6.1	Logistics - Dais	Seating arrangement with VIP chairs for 7 persons, Front table with banner on the front and beautifully decorated with flowers, drinking water and glasses, name plates, microphones, sufficient lights, Backdrop and other necessary items to maintain the aesthetics of the ambience	1	No. per day
6.2	Logistics - Podium	Podium of height approximately 4 ft, decorated with a Banner on the front and flowers etc. on the top, microphone and Standee at the back of height not more than 6ft.	1	No. per day

Terms & conditions:

The Tender should be submitted in a sealed envelope with the following details:

1. "Quotation for NCSC Online Presentation" superscribed clearly on the top.
2. Name of the Bidder/Firm, Address and Contact No. of the Bidder/Firm superscribed clearly on the envelope
3. The envelope should contain the following :
 - i) IPO of Rs. 20/- or Court fees of Rs. 8.25 only or D.D. of Rs. 20/- in favour of "Director, ASTEC" payable at Guwahati (i.e. non-refundable).
 - ii) PAN No. is to be mentioned clearly with self-attested supporting evidence.
 - iii) GST Registration No. is to be mentioned clearly with self-attested supporting evidence.
 - iv) Rates of each item quoted separately in our prescribed format on the letter head of the firm sealed and signed by the authorised signatory for each item in Rupees inclusive of all taxes i.e. T.D.S. & GST, etc. including transportation and other applicable charges (if any). Applicable tax will be deducted at source for which necessary Tax Deduction Certificate will be issued to the supplier as and when asked for.
 - v) The Rates should be valid for at least 6 months.
4. Intending tenderers/bidders must quote their rates of all items on their letter heads with seal and signature of the authorised signatory. Quoting rates for part of the work will not be accepted and considered as incomplete. Incomplete tender will be rejected.
5. In case of rescheduling of dates or cancellation due to some unwarranted situation the same will be informed to the party at least 3 (three) days from the date of execution i.e. 3rd December 2021. No extra cost/charges shall be entertained against such work.
6. No extra payment for carrying or delivering of materials will be allowed.
7. In the event of defective execution of items leading to rejection the firm will carry out immediate corrections and improvements as may be advised and no extra cost/charges shall be entertained against such work.
8. Tender of any bidder not accompanied with above document shall be summarily rejected.
9. Under no circumstances, escalation of price will be entertained.
10. The Director ASTEC reserves the right to accept any offer that would be advantageous to the office and not binding to accept the lowest rate or reject all offers without assigning any reason thereof.
11. Any dispute what so ever, will be confined under the jurisdiction of Gauhati High Court, Guwahati.

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Director, ASTEC

Copy to –

1. ASTEC Notice Board
2. Dy. FAO, ASTEC
3. Office Copy

[Signature]
18/11/21
Director, ASTEC