



**GOVERNMENT OF ASSAM
OFFICE OF THE CHIEF CONSERVATOR OF FOREST
RESEARCH, EDUCATION & WORKING PLAN, ASSAM, PANJABARI
Guwahati-781037**

Phone: 0361-2330064

Email: ccf.rewp.assam@gmail.com

SHORT QUOTATION NOTICE

Office Order No: 141

Dated, Guwahati, the 26 June 2023

Sealed Quotation is hereby invited from the intending contractors/vendors/agency/suppliers for Supply of Office Stationeries/articles at **Annexure 1**, under the following terms & Conditions. The last date of receiving Quotation by the office of the undersigned will be upto 03.07.2023, 01:00 PM. In case the office remains close due to some unavoidable circumstances, the same will be received on the next working day within the same time of 3 PM (IST).

Terms and Condition:

1. The undersigned will be the final authority to determine the eligibility of the Quotation for award of the supply contract.
2. The quotationers are requested to offer their eligible rates against each item after physical verification.
3. The rates quoted shall be final and remain applicable during the entire Financial Year 2023-24 of execution of supply work up to completion of supply including the extended period and no escalation in rates will be permitted due to increase of price of materials or due to any other reason whatsoever.
4. The undersigned reserves the right to withdraw/reject/cancel the quotation without assigning any reason thereof.
5. The rate quoted should be inclusive of GST
6. Payment will be made with release of fund from Govt. & availability with the office.


Chief Conservator of Forests (RE&WP), Assam

Memo No:FA.18/REWP/Ceiling/2022-23

Copy forwarded to

1. The Principal Chief Conservator of Forests & Head of Forest Force, Assam, Panjabari, Guwahati-37 for favour of Kind information
2. Notice Board


Chief Conservator of Forests (RE&WP), Assam

ANNEXURE I

SI No	Particulars of Item	QTY
1	HP Ink GT-52	3 Nos
2	Toner Cartridge 115 L	2 Nos
3	Xerox Toner (Canon 2625)	1 No
4	Toner Cartridge Canon 328	2 Nos
5	Toner Cartridge 88A	4 Nos
6	Toner Cartridge 78A	3 Nos
7	File Board	100 Nos
8	file cover	50 Nos
9	Plastic Folder	25 Nos
10	Xerox Paper FS	97 Nos
11	Staple Machine No 10	10 Nos
12	Date Round Seal	1 Nos
13	Issue Seal	1 Nos
14	Marker Pen	10 Nos
15	Cello Tape 2"	6 Nos
16	Binding Register No 20	2 Nos
17	A4 Paper 75 GSM	105 Nos
18	Staple Pin No 10	40 Nos
19	Stamp Pad	15 Nos