

GOVT. OF ASSAM
SKILL, EMPLOYMENT & ENTREPRENEURSHIP DEPARTMENT
DIRECTORATE OF EMPLOYMENT AND CRAFTSMEN TRAINING
ASSAM:::REHABARI:::GUWAHATI-8

File No: DGX(MCC)-8/2020/ 57

Dated 03.02.2021

SHORT NOTICE INVITING TENDER

The sealed tenders affixing a non - refundable court fee stamp of 8.25 (Eight Rupees & Twenty-Five) only for supply of materials including pandal, convenience and refreshment for Job Fair to be held in February'2021 in the campus of the Industrial Training Institute, Guwahati under District Employment Exchange, Guwahati as scheduled below, are hereby invited from the registered Suppliers/Dealers/Distributors which will be received in the office of the District Employment Exchange, Guwahati, Rehabari, Guwahati-8 up to 2.00 PM (IST) on 09.02.2021 and the same will be opened on 10.02.2021 at 3.00 PM (IST). Payment will be made subject to Govt. sanction and availability of fund.

Work Name: Supply of materials for Job Fair as mentioned below:-

Sl No	Particulars	Quantity
1	Pandal work including surrounding of main pandal, registration counter, (Help desk, Office, Medical, security and partition for employer) etc.	40"X 45" / 20"X 15" / 30" X 45"
2	Electrification	A job
3	Refreshment(Breakfast, tea, lunch, drinking water	100 nos.
4	Stationery articles (Files, Folders, Pen, writing pad, Paper A4, Correction ink, Markers, Printer Cartridge etc.)	50nos, 50 nos., 50 nos., 50 nos, 2 ream, 5 nos, 2 nos, 1 no resp
5	Desk, Plastic Chair for trainees, Chair & table for Employers etc	10 nos, 100 nos, 20 nos. res.
6	Sound System	1 job
7	Labour Charge	10 nos. for 3 days
8	Advertisement, Publicity & Awareness	10X 8" flex 2 nos/ 4X5 banner 2nos/ 4X5 banner 15 nos/ leaflet 500 nos
9	Conveyance	One vehicle for 5 days
10	Tea and Snacks for trainees	250 nos.

In the event of any untoward incidents if the office remains closed, the tenders will be received on the next working day and will be opened on the same day at 2.00 PM (IST). The detailed papers including the Item specification, participating criteria and all the other detail terms & Conditions may be obtained from the office of the undersigned.

General Terms & conditions:

Tender should be submitted in a sealed envelope super scribed "Tender for supply of materials including pandal, convenience and refreshment for Job Fair and should be addressed to the Assistant Director, District Employment Exchange, Guwahati along with the following documents:

- (a) Copy of PAN Card
- (b) Copy of valid Trade License
- (c) Copy of GST Registration Certificate
- (d) Bank A/C Details for payment
- (e) Previous work order, if any.



Assistant Director of Employment
District Employment Exchange, Guwahati
Rehabari, Guwahati-8

Memo No: DGX(MCC)-8/2020/57-A

Dated 03.02.2021

Copy to: DECT Web Portal/Notice Board of this Directorate/DDE, Guwahati/ EE for Unskilled Applicant, Guwahati/ DDE, LAZ/ UIEGB, GU for information and hanging in the notice board.



Assistant Director of Employment
District Employment Exchange, Guwahati
Rehabari, Guwahati-8

Venue of opening:

Industrial Training Institute, Guwahati, Birubari, Guwahati-16