



# Pollution Control Board, Assam

(Department of Environment & Forests :: Government of Assam)

No. WB/G-08/Pt-I/2022-23/07

Dated Guwahati, the 17<sup>th</sup> May, 2023

## Short Quotation Notice

Sealed Quotations are invited from the reputed vendors / suppliers for supply of the items listed in the Annexure – I (attached herewith) at M/s Greenwood Resort, Khanapara for the use on 2<sup>nd</sup> June, 2023 (only one day) for organizing the 49<sup>th</sup> Foundation Day Celebration Function of Pollution Control Board, Assam. The Quotation Notice along with the terms & conditions (Annexure – II) is also available in the Board's website: [http://www.of\\_the\\_quotationers\\_or\\_pcbassam.org](http://www.of_the_quotationers_or_pcbassam.org). The quotations will be received up to 14.00 hrs. of 25<sup>th</sup> May, 2023 and shall be opened on the same day at 15.00 hrs. in presence of the quotationers or their representative who would like to be present. In case, the day of submission of the quotation happens to be a holiday on account of Government Notification, the quotations shall be received and opened on the next working day at the same time for which no separate communication will be made.

(Shantanu Kr. Dutta)  
Member Secretary

Dated Guwahati, the 17<sup>th</sup> May 2023

Memo No. WB/G-08/Pt-I/2022-23/07-A

Copy to:

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- 1) P.A. to the Chairman, PCBA for kind appraisal of Hon'ble Chairman.
- 2) Notice Board of the Office
- 3) The AEITO for information and necessary uploading in the website of the Board.

(Shantanu Kr. Dutta)  
Member Secretary

**Bill of Quantities**

Sl. No.	Description of Items to be Supplied	Quantity	Rate to be Quoted			
			In figure (Rs.)	In words	GST	Total Amount in Rs.
1.	Stage: 25ft X 12 ft X 1.5ft (including carpet and flower decoration etc.)	1				
2.	Podium: 3ft X 2ft	1				
3.	Public Address System	1				
4.	Backdrop (As per design provided by PCBA): 25ft X 10ft	1				
5.	VIP Chair	10				
6.	Centre Table for the Stage	5				
7.	Sofa set (2 seater)	8				
8.	LED Wall: 10ft X 8ft	1 set				

**Terms and Conditions:**

1. Rates shall be quoted in figure and words. If there are variation between the rate of figure and words, the rate quoted in words shall be considered.
2. All pages of the quotation document shall be signed and dated at the lower right hand corner by the quotationer or by a person holding power of attorney authorising him to sign on behalf of the quotationer before submission of the quotation.
3. The rate should be quoted showing the taxes (GST), transportation and all involve items to be covered.
4. Any abnormal rate quoted in the quotation will summarily be rejected for which no communication will be made.
5. Registration certificate, Experience Profile of the quotationer, Trade Licence, Pan Card No shall be submitted with the quotation (attested Xerox copies).
6. Any quotation submitted without the documents mentioned above will be considered as incomplete and quotation will be rejected for which no communication will be made.
7. Payment will be made by Cheque within 15 days after submission of the bill completed in all respects.
8. Copy of the detail Quotation Inviting Notice shall be attached with the quotation after signing at the lower right hand corner on each page by the quotationer or his authorised person as a token of acceptance of the terms and conditions of the Quotation Inviting Notice.
9. All legal disputes will be subjected to jurisdiction of Guwahati High court only.
10. The Board does not bind itself to accept the lowest quotation and reserved the right to reject all the quotations received without assigning any reason thereof.

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(Shantanu Kr. Dutta)  
Member Secretary