



**GOVT. OF ASSAM**  
**OFFICE OF THE PRINCIPAL::ASSAM ENGINEERING INSTITUTE**  
**CHANDMARI, GUWAHATI: ASSAM: PIN-781003**  
*EMAIL-principal.aei@gmail.com*

No. AEI/PURCHASE/2022/

Date:

**TENDER NOTICE**

Scaled quotations affixing non-refundable court fee stamp of Rs 8.25 only are invited by the undersigned for purchase of **Xerox Paper** Item at Assam Engineering Institute, , Guwahati. The interested Authorized dealers/ Agents may collect tender paper from the office of the undersigned w.e.f. **05/04/2023**. The last date of submission of quotation is fixed on **19/04/2023** up to **2 PM** and will be opened at **3 P.M.** on the same day in the office Chamber of the undersigned in presence of the Tenderers or their authorized representatives, if any.

**List of Equipment:**

Sl. No.	Name of Item with Specification	Qty. reqd.
1.	Xerox Paper , Size A4 (JK COPIER, 75 GSM)	50 Ream
2.	Xerox Paper, Size FS (JK COPIER, 75 GSM)	25 Ream

The terms & conditions of this notice are as follows.

**TERMS & CONDITIONS**

1. For quoting the items one must have an established firm. The undersigned may verify the establishment before placing the order.
2. The materials covered under this invitation are to be delivered at consignee's address within 7 days from the date of placing the order.
3. Tenderers submitting tenders shall quote their lowest possible prices (including delivery & installation at site). Taxes if any are to be shown separately in the quotation.
4. All the Tenders shall be either type written or written neatly in indelible ink. Detail specification for each item quoted must be furnished.
5. All prices and other information like discount etc. bearing on the price shall be written both in figures and words, without any overwriting.
6. Guarantee/warranty period if any should be mentioned.
7. Payment will be made on presentation of bill in triplicate after full delivery with full satisfaction. No advance payment shall be made.
8. The undersigned however reserves the right to accept or reject any or all tenders without assigning any reason thereof.
9. The items and the number of items mentioned in the list of items are tentative. Depending upon the fund. The purchasers may or may not purchase an item and vary the quantity.

Sd/-


Principal  
 Assam Engineering Institute  
 Guwahati-3

dt. 05-04-2023

Memo No. AEI/ PURCHASE/2022/ 1273

Copy to:

1. Notice Board/ Website
2. Office Copy.

  
 Principal

Assam Engineering Institute  
 Guwahati-3