

# GOVERNOR'S SECRETARIAT, ASSAM

No.GSA.129/2007/302 **RAJ BHAVAN : GUWAHATI-781001.**

18/05/2020

## SHORT TENDER NOTICE

Sealed tenders affixing court fee stamp of RS.8.25/- (Rupees Eight and twenty five paise) only (non-refundable) are hereby invited by the undersigned from reputed firms/individuals for sanitization of Raj Bhavan, Assam. The area to be sanitized include entire Raj Bhavan premises i.e. Governor's Residence, Chilarai Wing, Lachit Wing, New Guest House Building, Conference Hall, Office cum Library Building, Officer's Quarters, Staff Quarters, CRPF Barracks & Quarters etc. The firms/individuals must quote the rate per sanitization service of entire Raj Bhavan premises with breakup for each portion. The service of the selected firm/individual will be utilized as and when required. The contract will be for a period of 1 (one) year w.e.f. date of signing of agreement by all parties concerned.

The tenders should deposit Earnest Money amounting to Rs.10,000/- (Rupees Ten thousand) only in the form of Demand Draft pledged in favour of Deputy Secretary (DDO), Governor's Secretariat, Assam, Raj Bhavan, Guwahati-01.

Quotations/bids along with requisite documents such as self attested copies of PAN Card, GST Registration Certificate, Trade License, Labour License, Bank Account Details, Work Experience of similar nature of work including photocopy of work order issued by the authority etc. should be sealed in an envelope superscripted with the words "Bid for sanitization of Raj Bhavan, Assam" addressed to the Deputy Secretary, Governor's Secretariat, Assam, Raj Bhavan, Guwahati-781001 and must reach the aforesaid address on or before 29/05/2020 upto **3.00 PM**. The bids should be dropped in the Tender Box during office hours. The bids will be opened on the same day i.e. 29/05/2020 at **4.00 PM** in the Office Chamber of Deputy Secretary, Governor's Secretariat, Assam in presence of the intending tenderers or their authorized agents, if any. If the scheduled date and time of opening the tender is to be postponed due to any unforeseen event, the same will be opened on the next working day or any day fixed by the authority.

This office reserves the right to reject all/part of any of the tender without assigning any reason thereof. No correspondence in this regard will be entertained. This office also reserves the right to postpone and/or extend the date of receipt/opening of rates/tenders or to withdraw the same, without assigning any reasons thereof.

The interested parties may contact the Comptroller of Household, Raj Bhavan, Assam (Mobile No.9864221100) during office hours regarding any queries.

(Gitartha Baruah, ACS)  
Deputy Secretary,  
Governor's Secretariat, Assam,  
Raj Bhavan, Guwahati-781001  
18/05/2020

Memo No. No.GSA.129/2007/302 -A

Copy to:

1. The Director, Information and Public Relation, Assam, Dispur. He is requested to publish the Tender Notice in leading dailies, both vernacular and English and send copies of the same to this Deptt. in which the tender notice is published.
2. National Informatics Center, Assam State Centre, Dispur, Guwahati-06 with a request to upload the notice in the website.
3. Notice Board.

(Gitartha Baruah, ACS)  
Deputy Secretary,  
Governor's Secretariat, Assam,  
Raj Bhavan, Guwahati-781001