



OFFICE OF THE ASSAM STATE FILM (FINANCE & DEVELOPMENT) CORPORATION LTD.  
(A Government of Assam Undertaking)  
Panjabari, Guwahati-37  
Email: asffdcpnj@gmail.com

General Terms and Conditions:-

1. The sealed envelope containing quotation shall be marked as "**Quotation for supply of Stationary items and Consumables etc.**" and the following documents must be annexed with the quotation.
  - a. Copy of PAN Card.
  - b. Copy of GST Registration Certificate.
  - c. Copy of updated Municipal Board Trade License.
  - d. Copy of Bank Passbook having A/C Number, IFSC and name of the Branch.
2. Payment shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. The decision of the undersigned, towards satisfaction of quality of material shall be final. Payment of the material supplied under purchase order will be paid on receipt of complete consignment and checking of the material and on production of following:
  - a. Invoice in Triplicate.
  - b. Delivery Challan duly signed by the consignee.
3. Rate quoted both in figure and words shall be inclusive of all taxes (including GST).
4. An amount of Rs 500 to be paid in Cash (non-refundable) by the bidders while submitting the proposals as processing fee.
5. The undersigned is not bound to accept the lowest tender.
6. The undersigned reserves the right to terminate the purchase order at anytime by giving information in writing without assigning any reason.
7. The undersigned reserves the right to accept or reject any or all the Quotation without showing any reason thereof.
8. Payment shall be made only subject to availability of fund.
9. The list of the items has been enclosed at Annexure-I.
10. The undersigned shall not be responsible for payment of fund beyond his control and authority.

Sd/-

Managing Director

Assam State Film (Finance and Development) Corporation Ltd.  
Shilpgram Road, Panjabari, Guwahati-37