



BIDDING DOCUMENT
(Offline / Manual Bidding)

***ENGAGEMENT OF AN AGENCY TO SUPPLY STATIONERY
ITEMS
AND PRINTING RELATED SERVICES, COMPUTER
ACCESSORIES AND OFFICE EQUIPMENTS FOR OFFICE OF
THE DISTRICT COMMISSIONER, SOUTH SALMARA
MANKACHAR, GOVERNMENT OF ASSAM
FOR A PERIOD OF 12 MONTHS UNDER RATE CONTRACT
AGREEMENT***

OPEN COMPETITIVE BIDDING

Single Cover Bidding

Bid Ref. No. NAZ/47/2026-NAZ-SSM

Issued by

**OFFICE OF THE DISTRICT COMMISSIONER, SOUTH SALMARA MANKACHAR,
HATSINGIMARI, SOUTH SALMARA MANKACHAR, ASSAM-783136**

Email: dc-southsalmara@nic.in

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The Office of the District Commissioner, South Salmara Mankachar is organizing various programmes, meetings and training sessions for which supply of stationery items <i>items and</i> printing related services, computer accessories and office equipments are needed at the District Commissioner's Office, South Salmara Mankachar, Assam or any other place within the district.	
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Section I – Notice Inviting Bids (NIB)



**GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER,
SOUTH SALMARA MANKACHAR, HATSINGIMARI, ASSAM – 783136**

Bid Ref. No. **NAZ/47/2026-NAZ-SSM**

Dated: 8th July/2026

NOTICE INVITING BID

- 1) The Office of the District Commissioner, South Salmara Mankachar invites sealed bids in physical (offline) mode from eligible parties to select most suitable of them following Open Competitive Bidding Method as specified in “The Assam Public Procurement Act, 2017” and “The Assam Public Procurement Rules, 2020”, to provide services as described below:

Sl. No	Brief Description of the Service	Duration of Engagement	Bid Security (INR)
1	To supply stationery items and printing related services, Computer accessories and office equipment under the Office of the District Commissioner, South Salmara Mankachar, Government of Assam	12 months (From the date of commencement of service) Further, the existing rate contract may be extended at the same rates, terms, and conditions for another year, provided it is ascertained that the wholesale market prices of the related services or their constituents have not	INR 10,000/- (Rupees ten thousand only)

		decreased during this period.	
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- 2) The bidding document may be obtained from the Office of the District Commissioner, South Salmara Mankachar during office hours, or downloaded from the official website i.e., OR the State Public Procurement Portal free of cost. Bidders may register themselves on the e-Procurement portal, which is free of cost. The bidder would be responsible for ensuring that any addenda available on the website/Notice board is also downloaded and incorporated. Any amendment/corrigendum shall be issued through the official website and displayed on the notice board of the Office of the District Commissioner, South Salmara Mankachar. Bidders are advised to visit the office / website regularly for updates.

3) Bid Information and Timeline:

1. Date of issue of Tender Notice	:	09-07-2026
2. Timeline for downloading of bidding document from the office / official website	:	From 09-07-2026 up to 10.00 AM on 18-07-2026
3. Pre-bid meeting	:	Date & Time: 15-07-2026 at 11:30.am Venue: Pre-bid meeting will be held at the Conference Hall, Office of the District Commissioner, South Salmara Mankachar, Hatsingimari
4. Last date and time for submission of Pre-bid queries in writing to the office address or vide Email	:	14-07-2026 up to 5:00 pm Email: dc-southsalmara@nic.in
5. Last date and time for offline submission of both Technical & Price Bid in the office	:	18-07-2026 Up to 5:00 pm
6. Time and date of offline opening of Technical Bids	:	18-07-2026 At 5:30 pm The bids will be opened by the Authorized Officers at the DC office.
7. Bid Security	:	Rs 10,000 (Rupees ten thousand only) in the manner as specified in the bidding document.
8. Bid Processing fees to participate in the bidding process	:	Rs NIL

9. Address for Communication	: Name & Designation: District Commissioner, South Salmara Mankachar, Government of Assam Address: Office of the District Commissioner, South Salmara Mankachar, Hatsingimari, Assam- 783136 Email ID: dc-southsalmara@nic.in
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- 4) Other details can be seen in the bidding document. The Tender Inviting Authority (TIA) shall not be held liable for any delays due to system failure beyond its control. Even though the system will attempt to notify the bidders of any bid updates, the TIA shall not be liable for any information not received by the bidder. It is the bidders' responsibility to verify the website for the latest information related to this bid.
- 5) Bidders who seek to appeal against any decision, action, or omission regarding this procurement may do so as per Section 38 of the Assam Public Procurement Act, 2017 and Rule 26 of the Assam Public Procurement Rules, 2020. The first and second appellate authority are as mentioned below:

6)

1st Appellate Authority	2nd Appellate Authority
Shri Achintyo Roy, ACS Election Officer, Office of the District Commissioner, South Salmara Mankachar, Hatsingimari, Assam – 783136	Shri Papu Gogoi, ACS Additional District Commissioner, Office of the District Commissioner, South Salmara Mankachar, Hatsingimari, Assam – 783136

Sd/-

District Commissioner, South Salmara Mankachar

Section II – Instructions to Bidders (ITB)

A. GENERAL

1. Introduction

- 1.1 In connection with the Notice Inviting Bids (NIB) for Procurement of Non-Consultancy Services as **specified in the Section-III: Bid Data Sheet (BDS)**, the Procuring Entity **as specified in the BDS**, has issued these Bidding Documents for the delivery of Non- Consultancy Services **as specified in Section-V: Activity Schedule**.
- 1.2 This Section provides the relevant information as well as instructions to assist prospective Bidders in preparation and submission of their bids. It also includes the mode and procedure to be adopted by the Procuring Entity for receipt and opening as well as scrutiny and evaluation of bids and subsequent placement of award of contract.
- 1.3 Before preparing the bid and submitting the same to the Procuring Entity, the Bidder should read and examine all the terms & conditions, instructions etc. contained in the Bidding Documents. Failure to provide required information or to comply with the instructions incorporated in this Bidding Document may result in rejection of bids submitted by Bidders.
- 1.4 The Bidder may seek clarification and obtain all information that may be necessary for preparing the Bid and entering into a contract for performing the Services.
- 1.5 The Bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its bid including preparation and submission of its bid and subsequently processing the same. The Procuring Entity shall, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the bidding process.
- 1.6 The successful Bidder will render intended Services to the procuring entity for the period **as mentioned in the BDS**.

2. Language of Bids

- 2.1 Bid submitted by the Bidder and all subsequent correspondences and documents relating to the bid exchanged between the Bidder and the Procuring Entity, shall be written in English language. However, the language of any printed literature furnished by the Bidder in connection with its bid may be written in any other language, provided the same is accompanied by a self-certified English translation and, for purposes of interpretation of the bid, the English translation shall prevail.

3. Code of Integrity

- 3.1 The Procuring Entity and all officers or employees of the Procuring Entity, whether involved in the procurement process or otherwise, or Bidders and their representatives or Consultants or Service Providers participating in a procurement process or other persons involved, directly or indirectly in any way in a procurement process shall maintain an unimpeachable standard of integrity.
- 3.2 Government of Assam prescribes to the Procuring Entity and Bidders to uphold the Code of Integrity, which prohibits officers or employees of Procuring Entity or a person participating in a procurement process the following:
- (i) any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
 - (ii) any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
 - (iii) any collusion, bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
 - (iv) improper use of information shared between the Procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process or for personal gain;
 - (v) any financial or business transactions between the Bidder and any officer or employee of the Procuring Entity, who are directly or indirectly related to tender or execution process of contract;
 - (vi) any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
 - (vii) any obstruction of any investigation or audit of a procurement process;
 - (viii) making false declaration or providing false information for participation in:-
 - a) tender process or to secure a contract;
 - b) disclosure of Conflict of Interest;
 - c) Disclosure by the Bidder of any previous transgressions with any entity in India or any other country during the last three years or of any debarment by any other Procuring Entity.
- 3.3 In case of any breach of the Code of Integrity by a Bidder or a prospective Bidder, as the case may be, the Procuring Entity after giving a reasonable opportunity of being heard, may take appropriate measures including:
- (i) exclusion of the Bidder from the procurement process;
 - (ii) calling off of pre-contract negotiations and forfeiture or encashment of bid security;
 - (iii) forfeiture or encashment of any other security or bond relating to

- procurement;
- (iv) recovery of payments made by the Procuring Entity along with interest thereon at bank rate;
- (v) cancellation of the relevant contract and recovery of compensation for loss incurred by the Procuring Entity;
- (vi) debarment of the Bidder from participation in any future procurements of any Procuring Entity for a period not exceeding three years

4. Conflict of Interest

- 4.1 Conflict of Interest for a Procuring Entity or its personnel and Bidders is considered to be a situation in which a party has interests that could improperly influence that performance of its duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.
- 4.2 Government of Assam describes the situations in which a Procuring Entity or its personnel may be considered to be in Conflict of Interest include, but are not limited to the following -
- (i) Conflict of Interest occurs when the private interests of a Procuring Entity or its personnel, such as personal, non-official, extra- professional or other relationships or personal financial assets, interfere or appear to interfere with the proper performance of its professional functions or obligations as a procurement official;
 - (ii) within the procurement environment, a Conflict of Interest may arise in connection with such private interests as personal investments and assets, political or other social activities and affiliations while in the service of the Procuring Entity, employment after retirement from service or of relatives or the receipt of a gift that may place the Procuring Entity or its personnel in a position of obligation;
 - (iii) Conflict of Interest also includes the use of assets of the Procuring Entity including human, financial and material assets, or the use of the office of the Procuring Entity or knowledge gained from official functions for private gain or to prejudice the position of someone the Procuring Entity or its personnel does not favour;
 - (iv) Conflict of Interest may also arise in situations where the Procuring Entity or any of its personnel is seen to benefit directly or indirectly or allow a third party, including family, friends or someone they favour, to benefit directly or indirectly from the decision or action of the Procuring Entity.

4.3 The situations in which Bidders participating in a procurement process or their representatives may be considered to be in Conflict of Interest include, but are not limited to the following:–

- (i) If they or their personnel or representatives or agents have any relationship or financial or business transactions or interests with any official of the Procuring Entity that are directly or indirectly involved in or related to the procurement process or execution of contract;
- (ii) If they receive or have received any direct or indirect subsidy from any other Bidder;
- (iii) If they have the same legal representative for purposes of the bid;
- (iv) If they have a relationship with each other, directly or through common third parties that puts them in a position to have access to information about or influence on the bid of another;
- (v) If they participate in more than one bid in the same bidding process;
- (vi) If they have controlling partners in common;
- (vii) If a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the subject matter of procurement of the bidding process or were involved in such preparation in any way.

4.4 In the ‘**Letter of Bid**’ to be submitted by the Bidder, as per format given in **Section-VI: Bidding Forms**, all Bidders shall provide a signed statement that the Bidder is neither associated nor has been associated directly or indirectly with the consultant or any other entity that has prepared the design, specifications and other documents for the subject matter of procurement or is being proposed as Project Manager for the contract;

4.5 In case of a holding company having more than one independent units or more than one unit having common business ownership or management, only one unit shall be allowed to submit bid or quote to prevent any Conflict of Interest. Similar restrictions shall apply to closely related sister or subsidiary companies. Such Bidders must proactively declare such sister or subsidiary company or common business or management units in similar lines of business.

5. Eligible Bidders

5.1 Bidder should be a legal entity registered under relevant laws in India having a formal intent and legal competency to enter into an agreement or contract.

5.2 Bidder should not have a Conflict of Interest as prescribed and specified in ITB Para 4, which materially affects fair competition.

5.3 In addition, any Bidder participating in the procurement process shall:–

- (i) have fulfilled his obligation to pay such of the tax payable to the Central Government or the State Government or any local authority;
- (ii) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;
- (iii) not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- (iv) not be debarred by any Procuring Entity under the State Government, the Central Government, Autonomous body, Authority by whatever name called under them.

5.4 In the '**Letter of Bid**' to be submitted by the Bidder, as per format given in **Section-VI: Bidding Forms**, all Bidders shall provide a signed statement that the Bidder fulfils the eligibility requirements given in ITB Para 5.3;

6. Bidders' Qualification

6.1 Bidders should substantially meet the qualification criteria as stipulated in the **Section-IV: Evaluation and Qualification Criteria**.

6.2 Bidders should fill and submit the Forms provided in **Section-VI: Bidding Forms** to furnish relevant information and documents in support of fulfilment of Bidder's qualification, along with its technical bid.

B.BIDDING DOCUMENTS

7. Content of Bidding Documents

7.1 The Bidding Documents include the following Sections, which should be read in conjunction with any Amendment issued in accordance with ITB Para 10.

- Section I Notice Inviting Bids (NIB)
- Section II Instructions to Bidders (ITB)
- Section III Bid Data Sheet
- Section IV Evaluation and Qualification Criteria
- Section V Activity Schedule
- Section VI Bidding Forms
- Section VII General Conditions of Contract (GCC)
- Section VIII Special Conditions of Contract (SCC)
- Section IX Contract Forms

7.2 Unless downloaded directly from the Procuring Entity's website **as specified in the BDS**, Procuring Entity shall not be responsible for the correctness of the Bidding Documents, responses to requests for clarification, the Minutes of the Pre-bid meeting, if any, or Amendment(s) to the Bidding Documents in accordance with ITB Para 10.

7.3 Bidders are expected to examine all instructions, forms, terms, and specifications in the Bidding Documents and to furnish with its Bid all information or documentation as is required by the Bidding Documents.

8. Clarifications of Bidding Documents

8.1 A Bidder requiring any clarification of the Bidding Documents shall contact the Procuring Entity in writing at the Procuring Entity's address **specified in the BDS**. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of bids within a period **specified in the BDS**.

8.2 In a situation where a bidder fails to submit the documents for technical qualification, the procuring entity will seek clarification and the required documents to be submitted in the next 5 working days before technically disqualifying any bidder

8.3 The Procuring Entity shall also promptly publish brief description of the enquiry but without identifying its source and its response at its website as **specified in the BDS**.

- 8.4 Should the clarification result in changes to the essential elements of the Bidding Documents, the Procuring Entity shall amend the Bidding Documents following the procedure given under ITB Para 10.

9. Pre-Bid Meeting

- 9.1 In order to provide response to any doubt regarding Bidding Documents, or to clarify issues, a pre-bid meeting may be scheduled, if specified in the BDS.
- 9.2 During the pre-bid meeting, the clarification sought by representative of prospective Bidders shall be responded appropriately. However, the bidders should submit their queries at least a day prior to the date of pre-bid meeting. The Procuring Entity shall publish written response to such requests for clarifications, without identifying its source. In case required, amendment(s), in terms of ITB Para 10 below shall be issued, which shall be binding on all prospective Bidders.

10. Amendments to Bidding Documents

- 10.1 At any time prior to the deadline for submission of bids, the Procuring Entity may, pursuant to ITB Para 8 and 9 and for any reason deemed fit by it, amend or modify the Bidding Documents by issuing Amendment(s).
- 10.2 Such Amendment(s) will be published on the notice board of the Procuring Entity and its official website/SPPP **as specified in the BDS** and the same shall be binding on all prospective Bidders.
- 10.3 In order to give reasonable time to prospective Bidders to take necessary action in preparing their bids, the Procuring Entity may, at its discretion extend the deadline for the submission of bids and other allied time frames, which are linked with that deadline.
- 10.4 Any Bidder who has obtained or downloaded the Bidding Documents should check the Amendment(s), if any, issued by the Procuring Entity and displayed on its notice board / official website/SPPP. The Procuring Entity shall not be responsible in any manner if prospective Bidders miss any Amendment(s) published on the portal.

C. PREPARATION OF BIDS

11. Documents Comprising the Bid

- 11.1 The technical bid shall be prepared by the Bidder and submitted in a sealed cover in physical (offline) mode. The technical Bid shall consist of the following documents:

List of Documents:

S. No	Description of the Documents	Form	Remarks
1	Letter of Bid	1	
2	<i>Bidder Information</i>	2	
3	Bid Security in form of BG/ DD	4	By DD / BG / FDR
4	Turnover Certificate by Chartered Account	5	
5	Affidavit by the Bidder	6	
6	Checklist for Technical Bid	7	
7	Work order/ Supply Order/ Contract The bidder should have experience of executing a minimum of three contracts/supply order for stationery, computer accessories and office equipments (supply of minimum 5 different stationery, computer accessories and office equipments) in Govt. Dept (excluding ULBs and PRIs)/ public sector enterprises during any three financial years. <i>Minimum order in one FY value should be INR 1,00,000 for this purpose.</i>	NA	As per 1.1 of Section-IV: Evaluation & Qualification Criteria
8	Trade License	NA	
9	GST Registration Certificate	NA	
10	Copy of the PAN (Income Tax)	NA	
11	Any other as mentioned in the BDS	NA	

- 11.2 Price Bid (i.e., Priced Activity Schedule) completed in accordance with ITB Para 14 in MS Excel Format; The format is given as **Form-3** of this given in **Section-VI: Bidding Form** and shall be submitted in a separate sealed cover as part of the offline bid.

12. Letter of Bid and Priced Activity Schedule

- 12.1 The Letter of Bid and Priced Activity Schedule shall be prepared as per the Forms furnished in **Section-VI: Bidding Forms**. The forms must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

13. Alternative Bids

- 13.1 Unless otherwise **specified in the BDS**, alternative bids shall not be considered.

14. Bid Prices

- 14.1 The prices quoted by the Bidder in the Priced Activity Schedule shall conform to the requirements specified below.
- 14.2 All Schedules / Lots (if any) and items thereunder must be listed and priced separately in the Priced Activity Schedule.
- 14.3 The Contract shall be for the Services, as described in **Appendix-A** to the Contract and in the Specifications (or Terms of Reference), based on the priced Activity Schedule, submitted by the Bidder.
- 14.4 The Bidder shall fill in rates and prices for all items of the Services described in the Specifications (or Terms of Reference) and listed in **Section-V: Activity Schedule**. Items for which no rate or price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.
- 14.5 The price quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and shall not be subject to variation on any account, **unless otherwise specified in the BDS**. The bid submitted with adjustable price quotation shall be treated as nonresponsive and shall be rejected.
- 14.6 The price shall be quoted as specified in the Form of Priced Activity Schedule given in **Section-VI: Bidding Forms**. The dis-aggregation of price components is required solely for the purpose of facilitating the comparison of bids by the

Procuring Entity. This shall not in any way limit the Procuring Entity's right to contract on any of the terms offered.

14.7 The Bidder shall quote Prices inclusive of all taxes and duties. GST shall be paid/reimbursed at the applicable rate.

14.8 For the purpose of determining the remuneration due for additional Services, a breakdown of the lump-sum price shall be provided in the form of **Appendix-D** to the Contract.

15. Bid Currency

15.1 The Bidder should submit its quote in Indian Rupees only.

15.2 Bids, where prices are quoted in any other currency shall be treated as non - responsive and rejected.

16. Documents establishing the compliance of Non-Consultancy Services

16.1 To establish the conformity to the Non-Consultancy Services of the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Non-Consultancy Services conform to the technical specifications and standards specified in **Section-V: Activity Schedule**.

16.2 The documentary evidence may be in the form of literature, accreditation or data, and shall consist of a detailed item by item description of the Scope of Services, demonstrating substantial responsiveness to the Scope of Services, and if applicable, a statement of deviations and exceptions to the provisions of the **Section-V: Activity Schedule**.

16.3 Standards of the Non-Consultancy Services specified by the Procuring Entity in the Activity Schedule, are intended to be descriptive only and not restrictive. The Bidder may offer other standards, provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the **Section-V: Activity Schedule**.

17. Documents establishing the eligibility and Qualification of the Bidder

17.1 To establish Bidder's eligibility in accordance with ITB Para 5, Bidders shall complete the Letter of Bid, included in **Section-VI: Bidding Forms**.

17.2 The documentary evidence of the Bidder's qualifications to perform the contract if

its bid is accepted shall establish to the Procuring Entity's satisfaction that the Bidder meets each of the qualification criterion specified in **Section-IV: Qualification and Evaluation Criteria**.

18. Period of validity of Bids

- 18.1 Bids shall remain valid for the period **specified in the BDS** after the bid submission deadline date prescribed by the Procuring Entity in accordance with ITB Para 23.1. A bid valid for a shorter period shall be rejected by the Procuring Entity as non-responsive
- 18.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid.
- 18.3 The Bidder who agree to the extension of the period of validity of bids so requested by the Procuring Entity shall also extend the period of validity of bid securities submitted by them or submit new bid security to cover the extended period of validity of their bids. A Bidder whose bid security is not extended or new bid securities not submitted shall be considered to have refused the request to extend the period of validity of its bids and rejected as non-responsive. The decision of Procuring Entity will be final and binding in this regard.

19. Bid Processing Fee

- 19.1 The Bidder shall furnish as part of its technical bid, the bid processing fee (non-refundable), in the amount if **specified in the BDS**. The bid processing fee shall be paid by Demand Draft / Banker's Cheque of a Scheduled Bank drawn in favour of the District Commissioner, South Salmara Mankachar, payable at Hatsingimari, and enclosed with the bid.

20. Bid Security

- 20.1 The Bidder shall furnish as part of its bid, a bid security in the amount as **specified in the BDS**.
- 20.2 Exemption or relaxation on the Bid Security shall be granted only to the class of bidders who are entitled for the same as per Assam Procurement Preference Policy, 2021 or any other Policy or Order of the State Government of Assam. However, the bidder has to submit documentary evidence in support of its eligibility

along with the Bid.

20.3 The bid security shall be in any of the following forms at the Bidder's option:

- a) Fixed Deposit Receipt (FDR) or Term Deposit Receipt (TDR) issued by Scheduled Bank in India; or
- b) Bank Guarantee issued by a Scheduled Bank in India; or
- c) Demand Draft or Banker's Cheque of a Scheduled Bank in India **as specified in the BDS;**

20.4 In case, bid security is submitted in form of Bank Guarantee, it should be submitted using the format provided in **Section-VI: Bidding Forms**. The Bank Guarantee submitted as Bid Security shall be verified and confirmed from the competent authority of the concerning issuing Bank.

20.5 The Bid Security must remain valid for forty-five (45) days beyond the original or extended validity period of the bid.

20.6 Any bid not accompanied by a Bid Security as specified in ITB Para 20.3 and 20.4 and not secured as indicated in Para 20.5 shall be rejected by the Procuring Entity as non-responsive.

20.7 The bid security of a Bidder lying with the Procuring Entity, if any, in respect of other bids awaiting decision shall not be adjusted towards bid security required under this Bidding Documents.

20.8 The bid security originally deposited by a Bidder may be taken in to consideration, in case bids are re-invited, if found valid, if so **specified in the BDS**. Such Bidders are required to ascertain validity of bids for consideration in lieu of bid security required under this Bidding Documents.

20.9 The Bid Security of unsuccessful Bidder shall be released within 30 working days after signing of Agreement and deposit of performance security by the successful Bidder.

20.10 The Bid Security of successful Bidders shall be released within 30 working days upon the successful Bidder's signing the contract and furnishing the Performance Security pursuant to ITB Para 41. As an alternative, the amount of Bid Security may be adjusted with the amount of performance security required from him or refunded if the successful Bidder furnishes the full amount of performance security, if provided in the BDS.

20.11 In case Procuring Entity decides to cancel the procurement process, it shall return the bid security of all Bidders after the decision to cancel procurement process.

20.12 The Bid Security of the Bidder, who withdraws its bid prior to deadline for submission of bids, in case bid withdrawal is permitted, shall be returned after the opening of the bids.

20.13 The Bid Security deposited by a Bidder shall be forfeited in the following cases:

- (a) when the Bidder withdraws or modifies its bid after opening of bids;
- (b) when the Bidder does not deposit the required performance security within the specified period; and
- (c) if the Bidder breaches any provisions of Code of Integrity prescribed for Bidders as per ITB Para 3.

21. Format and Signing of Bids

21.1 The bid shall be typed or written in ink with all pages serially numbered and signed by the Bidder or a person duly authorized to sign on behalf of the Bidder in token of acceptance of the terms and conditions of the Bidding Documents. This authorization shall consist of a written confirmation **as specified in the BDS** which shall be attached to the Bid.

D. SUBMISSION AND OPENING OF BIDS

22. Sealing, Marking and Submission of Bids

22.1 Bidders shall submit their bids in sealed covers in physical (offline) mode at the Office of the District Commissioner, South Salmara Mankachar. The official website for reference is (No other mode of submission shall be accepted. The Bidder must submit, along with the sealed bid, the original “Key Documents” at the address and within the timeline as mentioned in the BDS & NIB. The Key Documents shall include:

- (a) Original BG/ Demand Draft Banker’s Cheque of a Scheduled Bank for Bid Security
- (b) Affidavit by the bidder

23. Deadline for Submission of Bids

23.1 Bids must be submitted in sealed covers at the office of the Procuring Entity no later than the date and time **specified in the BDS**.

23.2 The date of submission and opening of bids shall not be extended except when –

- a) sufficient number of bids have not been received within the given time and the Procuring Entity is of the opinion that further bids are likely to be submitted if time is extended; or
- b) the Bidding Documents are required to be substantially modified as a result of discussions in pre-bid meeting or otherwise and the time for preparations of bids by the prospective Bidders appears to be insufficient for which such extension is required.

23.3 In cases where the time and date of submission of bids is extended, an amendment to the Bidding Documents shall be issued in accordance with ITB Para 10, in which case all rights and obligations of the Procuring Entity and Bidders previously subject to the deadline shall thereafter be subject to the deadline extended

23.4 If the due date for submission of bids is not a working day, the bids shall be received and opened at the same time and hour on the next working day.

24. Late Bids

24.1 Any bid received after the deadline for submission of bids shall be treated as a late bid and shall be returned unopened to the Bidder.

25. Withdrawal, Substitution and Modification of Bids

25.1 A Bidder may withdraw, substitute, or modify its bid before the deadline of bid submission.

26. Opening of Bids

26.1 The bids will be opened in physical (offline) mode by the Bid Opening Committee constituted by the Procuring Entity at the time, date and place **as specified in the BDS.**

E. EVALUATION AND COMPARISON OF BIDS

27. Confidentiality

27.1 Information relating to the evaluation of bids and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with the bidding process until information on Contract Award is

communicated to all Bidders

- 27.2 Any effort by a Bidder to influence the Procuring Entity in the evaluation or contract award decisions may result in the rejection of its Bid.
- 27.3 Notwithstanding ITB Para 27.2, from the time of bid opening to the time of Contract Award, if any Bidder wishes to contact the Procuring Entity on any matter related to the bidding process, it should do so in writing.

28. Preliminary Examination of Bids

- 28.1 The Bid Evaluation Committee constituted by the Procuring Entity shall conduct a preliminary scrutiny of the opened bids at the beginning to assess the prima-facie responsiveness and record its findings thereof particularly in respect of the following:
 - (a) that the bid is signed, as per the requirements listed in the Bidding Documents;
 - (b) the bid is valid for the period, specified in the Bidding Documents;
 - (c) that the Bid Security and Bid Processing fee has been paid;
 - (d) that the bid is unconditional and that the Bidder has agreed to give the required performance security; and
 - (e) whether any other conditions specified in the Bidding Documents are fulfilled.

29. Clarification of Bids

- 29.1 To assist in the examination, evaluation, comparison and qualification of the bids, the Bid Evaluation Committee may, at its discretion, ask any Bidder in writing for clarification by a specific date regarding its bid specifically therein that if the Bidder does not comply or respond by that date his bid shall be liable to be rejected. The request of the Committee for clarification and the response of the Bidder thereto shall be in writing. Depending on the outcome, such bids shall be ignored or considered further;
- 29.2 Any clarification submitted by a Bidder with regard to his bid that is not in response to a request by the Committee specifically shall not be considered;
- 29.3 No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Committee in the evaluation of the financial bids;
- 29.4 No substantive change to qualification information or to a submission, including changes aimed at making an unqualified Bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted under any circumstances;

- 29.5 All communication generated as above shall be included in the record of the procurement proceedings.

30. Immaterial Non-conformities in Bids

- 30.1 The Bid Evaluation Committee may waive non-conformities in the bid that do not constitute a material deviation, reservation or omission and deem the bid to be responsive;
- 30.2 The Bid Evaluation Committee may request the Bidder to submit necessary information or documents which are historical in nature like audited statements of accounts, tax clearance certificate, PAN, etc. within a reasonable period of time. Failure of the Bidder to comply with the request within the given time shall result in the rejection of its bid;
- 30.3 The Bid Evaluation Committee may rectify immaterial non-conformities or omissions on the basis of the information or documentation received from the Bidder under ITB Para 30.2.

31. Determination of Responsiveness

- 31.1 The Bid Evaluation Committee constituted by the Procuring Entity shall determine the responsiveness of a bid to the Bidding Documents based on the contents of the bid submitted by the Bidder;
- 31.2 A bid shall be deemed to be substantially responsive if it meets the requirements of the Bidding Documents without any material deviation, reservation, or omission where: -
- (a) "deviation" is a departure from the requirements specified in the Bidding Documents;
 - (b) "reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and
 - (c) "omission" is the failure to submit part or all of the information or documentation required in the bidding documents.
- 31.3 A "material deviation, reservation, or omission" is one that,
- (a) If accepted, shall:-
 - (i) effect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the Bidding Documents; or
 - (ii) limit in any substantial way, inconsistent with the Bidding Documents, the rights of the Employer or the obligation of the Bidder under the proposed contract; or
 - (b) if rectified shall unfairly affect the competitive position of other Bidders

presenting responsive bids;

- 31.4 The Bid Evaluation Committee shall examine the technical aspects of the bid in particular to confirm that all requirements of Bidding Documents have been met without any material deviation, reservation or omission;
- 31.5 The Bid Evaluation Committee shall regard a bid as responsive if it conforms to all requirements set out in the Bidding Documents, or contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the Bidding Documents, that is, there is no material deviation, or if it contains errors or oversights that can be corrected without any change in the substance of the bid;
- 31.6 Bids that are not responsive or contain any material deviation shall be rejected. Bids declared as non-responsive shall be excluded from any further evaluation.

32. Nonconformities, Errors and Omissions

- 32.1 Provided that a Bid is substantially responsive, the Bid Evaluation Committee may waive any nonconformities in the Bid.
- 32.2 Provided that a bid is substantially responsive, the Procuring Entity or authorised representative may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
- 32.3 Provided that a bid is substantially responsive, the Bid Evaluation Committee shall rectify quantifiable nonmaterial nonconformities related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non- conforming item or component.

33. Correction of Arithmetical Errors

- 33.1 Provided that the Bid is substantially responsive, the Bid Evaluation Committee shall correct arithmetical errors in the following cases, namely:
 - (a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be

- corrected;
 - (b) if there is an error in a calculation of the total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- 33.2 If the price bid is ambiguous leading to two equally valid total price amounts, the bid shall be treated as non-responsive and rejected.
- 33.3 Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with ITB Para 33.1, shall result in the rejection of the Bid.

34. Subcontractors

- 34.1 **Unless otherwise stated in the BDS**, the Employer does not intend to execute any specific elements of the Non-Consultancy Services by sub-contractors selected in advance by the Employer.
- 34.2 Bidders may propose subcontracting as **specified in the BDS**

35. Evaluation of Bids

- 35.1 The Procuring Entity / Evaluation Committee shall use the criteria and methodologies listed in this Clause. No other evaluation criteria or methodologies shall be permitted.
- 35.2 To evaluate a Bid, the Procuring Entity / Evaluation Committee shall consider the following:
- (a) evaluation will be done for Items or Schedules / Lots (contracts), as specified in the BDS; and the Priced Activity Schedule as quoted in accordance with ITB Para 14.
 - (b) price adjustment for correction of arithmetic errors in accordance with ITB 33.1
 - (c) price adjustment due to discounts offered in accordance with ITB Para 14
 - (d) price adjustment due to quantifiable nonmaterial nonconformities in accordance with ITB 30.3
 - (e) the additional evaluation factors are specified in **Section-IV: Evaluation**

and Qualification Criteria.

- 35.3 If Bidders are allowed to quote separate prices for different Schedules / Lots (contracts), the methodology to determine the lowest evaluated price of the Schedule / Lot (contract) combinations, including any discounts offered in the Letter of Bid Form as specified in BDS and in **in Section-IV: Evaluation and Qualification Criteria**
- 35.4 The evaluation of a bid will include and take into account all taxes and duties / GST payable on the services if the contract is awarded to the Bidder.
- 35.5 The Procuring Entity's evaluation of a bid may require the consideration of other factors, in addition to the Bid Price quoted in accordance with ITB 14. These factors may be related to the characteristics, performance, and terms and conditions of purchase of Non-Consultancy Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids, shall be **specified in Section-IV: Qualification and Evaluation Criteria.**

36. Comparison of Bids

- 36.1 The Procuring Entity / Evaluation Committee shall compare the evaluated prices of all substantially responsive bids established in accordance with ITB 35.2 to determine the lowest evaluated bid.
- 36.2 The additional criteria for comparison of bid prices of substantially responsive bids are specified in **Section-IV:Evaluation and Qualification Criteria.**

37. Qualification of the Bidder

- 37.1 The Procuring Entity shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid meets the qualifying criteria **specified in Section-IV:Evaluation and Qualification Criteria.**
- 37.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Para 17.
- 37.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Procuring Entity / Evaluation Committee shall proceed to the next lowest

evaluated bid to make a similar determination of that Bidder's qualifications to perform satisfactorily.

38. Procuring Entity's Right to Accept Any Bid, and to Reject Any or All Bids

- 38.1 The Procuring Entity reserves the right to accept or reject any bid, and to cancel / annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the Bidders for which the Procuring Entity shall keep record of clear and logical reasons properly for any such action / recall of bidding process. In case of cancellation / annulment, all bids submitted and specifically, bid securities, shall be promptly returned to the Bidders.

F. AWARD OF CONTRACT

39. Award Criteria

- 39.1 Subject to ITB 38.1, the Procuring Entity shall award the Contract to the Bidder whose bid has been accepted after evaluation of bids.
- 39.2 The contract shall not be awarded to more than one Bidder by splitting the quantity as given in Activity Schedule.

40. Notification of Award

- 40.1 Until a formal Contract is prepared and executed, the Letter of Acceptance shall constitute a binding Contract.
- 40.2 The Procuring Entity shall promptly respond in writing to any unsuccessful Bidder who, after notification of award in accordance with ITB Para 40.1, requests in writing the grounds on which its bid was not selected.

41. Performance Security

- 41.1 Within twenty-eight (28) days of the receipt of Letter of Acceptance from the Procuring Entity, the successful Bidder, if required, shall furnish the Performance Security for the amount as mentioned in BDS in accordance with the GCC, using the Performance Security Form included in **Section IX: Contract Forms**, or another Form acceptable to the Procuring Entity.
- 41.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Procuring Entity may

award the Contract to the next lowest evaluated Bidder, whose bid is substantially responsive and is determined by the Procuring Entity to be qualified to perform the Contract satisfactorily.

- 41.3 The validity of the performance security shall be for a period of 45 days beyond the date of completion of all contractual obligations.

42. Signing of Contract

- 42.1 Promptly after notification of Award, the Procuring Entity shall send the successful Bidder the Contract Agreement.
- 42.2 Within fifteen (15) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Procuring Entity.

Section III – Bid Data Sheet (BDS)

The following specific data for the Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Para Reference	Particulars
	A. General
ITB 1.1	Goods: Supplying Stationery items, Printing services, Computer Accessories and office equipment as and when required by the Office of the District Commissioner, South Salmara Mankachar. The Procuring Entity: Office of the District Commissioner, South Salmara Mankachar District, Government of Assam, Hatsingimari, South Salmara Mankachar, Assam-783136 Email ID: dc-southsalmara@nic.in
ITB 1.6	Period of engagement is 12 months from the date of commencement of service. This contract may be extended maximum for one more year (with mutual consent in similar terms and conditions). Email ID: dc-southsalmara@nic.in
ITB 7.2	
	B. Bidding Documents
ITB 8.1	The Procuring Entity's address for the purpose of any clarification is: Office of the District Commissioner, South Salmara Mankachar, Assam, Office of the District Commissioner, South Salmara Mankachar, Hatsingimari, Assam-783136 Email ID: dc-southsalmara@nic.in Requests for clarification should be received by the Procuring Entity atleast 7 (Seven) days prior to the due date of submission of Bid.

ITB 9.1	Pre-Bid Meeting shall be scheduled: Yes In case Pre-Bid Meeting is scheduled, name of contact person, venue, time and date for pre-bid meeting are specified as under: Name of contact person: Wahidul Islam, SDAA Contact Details : Office of the District Commissioner, South Salmara Mankachar Date and time with Address of Venue : as specified at point number (3) under Bid information & Timeline
ITB 10.2	
	C. Preparation of Bids
ITB 11.1 (20)	The Bidder shall submit the following additional documents in its Bid: Appendices to Contract has been added in the last page of the bidding document.
ITB 13.1	Alternative Bids shall not be considered.

ITB 14.4	The price quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and shall not be subject to variation on any account.
ITB 18.1	The bid validity period shall be 180 days.
ITB 19.1	The amount of Bid Processing Fee (non-refundable) shall be Nil.
ITB 20.1	The amount of Bid Security shall be RS 10,000 (Ten Thousand)only
ITB 20.3 (c)	Bid Security deposit shall be through Demand Draft / Banker's Cheque / FDR / Bank Guarantee as specified in this Bidding Document.
ITB 20.8	Not Applicable
ITB 20.10	The bid security shall not be adjusted with the amount of performance security required from him. The bid security of successful bidder shall be refunded upon submission of the full amount of performance security by the successful Bidder.
ITB 22.1	The bidder shall submit the following original documents in hardcopy, inside the sealed bid, within the due date of submission. 1) Original BG/ Demand Draft / Banker's Cheque for Bid Security

	2) Affidavit: Form-6 The Address for submission of Bidding Document: Office of the District Commissioner, South Salmara Mankachar, Hatsingimari, Assam-783136
	D. Submission and Opening of Bids
ITB 23.1	Procuring Entity's address for bid submission: Bids shall be submitted in sealed covers at the Office of the District Commissioner, South Salmara Mankachar, Hatsingimari, Assam-783136. Official website for reference: only.

ITB 26.1	The bid opening shall be conducted in physical (offline) mode at the Office of the District Commissioner, South Salmara Mankachar.
	E. Evaluation and Comparison of Bids
ITB 34.1	Not Applicable.
ITB 34.3	Subcontracting is not permitted.
ITB 35.2 (a)	The L-1 bidder shall be determined based on the LOWEST GROSS AMOUNT OF THE OVERALL BID and NOT on individual lowest price of items.
	F. Award of Contract
ITB 41.1	The amount of Performance Security shall be INR 15,000 which has to be valid for a period of two months beyond the date of expiry of the contract.

Section IV – Evaluation and Qualification Criteria

1. Evaluation Criteria

- 1.1 The bids shall be evaluated in accordance with the criteria and methodology as prescribed under **the SBD** and no other factor, methodology or factors shall be used other than that is provided in this bidding document.
- 1.2 The Technical bid shall be evaluated first. The Financial Bid of only those who found technically qualified or responsive shall be considered for evaluation.
- 1.3 For Financial Evaluation Least Cost System shall be followed i.e., the technically qualified bidder having lowest financial quote as per the price schedules for the intender services shall be awarded the contract as most preferred bidder.
- 1.4. The estimated cost of the stationery items, printing services, Computer accessories and office equipment's to be supplied by the bidder (as mentioned in Section-VI) as per the price schedule submitted in its financial bid, shall be the criteria for price comparison.
- 1.5. All other relevant provisions/criteria as mentioned in this bidding document shall be applicable whereas any addition condition or criteria with respect to bid evaluation shall not be considered.

12. Qualification Criteria

- 1.1 The Bidder must fulfill following qualification criteria to be considered for award of contract by the procuring entity:

S. No	Qualification Criteria	Supporting Documents Required
(i)	The Bidder should have a minimum average annual turnover of more than Rs. 3 lakhs in last three financial year from 2023-24, 2024-25 and 2025-26 (or 2022-23, 2023-24 and 2024-25, if audit for the Financial Year 2025-26 has not been completed as on the due date of submission of proposal)	a) Turnover Certificate issued by Chartered Accountant. (Form-5) . b) Copies of Audited Statement of Accounts for last three financial years.
(ii)	The bidder should have experience of executing a minimum of three contracts/supply order for stationery, computer accessories and office equipments (supply of minimum 5 different stationery, computer	a) Statement showing list of Clients in Public Sector. b) Self-attested copies of the Supply Order / Contract/ Invoice.

	accessories and office equipments) in Govt. Dept (excluding ULBs and PRIs)/ during any three financial years. <i>Minimum order in one FY value should be INR 1,00,000 for this purpose.</i>	
(iii)	The bidder should not have been blacklisted by any other Government organization during any of the last 3 years.	Self-declaration certificate on the letter-head of the firm should be attached.

Note:

- (i) Bid Inviting Authority reserves the right to seek additional documents and/or clarifications, if required, to establish the claim made by the bidder with respect to qualification.
- (ii) Bid Inviting Authority reserves the right to verify/confirm all original documentary evidence including references and clients as submitted by bidders in support of above mentioned clauses of eligibility criteria.
- (iii) Joint Venture bidders are not allowed.

Section V – Activity Schedule

1. **The Office of the District Commissioner, South Salmara Mankachar is organizing various programmes, meetings and training sessions for which supply of stationery items are needed at the District Commissioner's Office, South Salmara Mankachar, Assam or any other place within the district.**
 - 1.1. The Agency, at their own cost, shall provide the required Stationery items timely of approved quality as per requirement of the District Commissioner's Office, South Salmara Mankachar at premises of the said Office or any other offices, as specified by the Client, within South Salmara Mankachar district as per list available at BOQ.
 - 1.2. The Agency shall also arrange for all other materials that may be required for supplying of stationery items at their own cost.
 - 1.3. After giving the Work Order for empanelment, the Office of the District Commissioner, South Salmara Mankachar shall be placing the Requisition Order from time to time within empanelment period.
 - 1.4. The bidder has to supply the stationery, computer accessories and office equipment's as per the Requisition Order within one week or as stipulated in the requisition order at the office premises.

- 1.5. The quality of the items should be good enough to use in meetings/trainings/official use.
- 1.6. Training programmes/meetings are conducted throughout the year. Accordingly, required items have to be delivered at any Training center /office /meetings within South Salmara Mankachar district as desired by the District Commissioner's Office.
- 1.7. The supplier will take signature from the concerned official on the receiving certificate copy of the items right after delivering the items in the format provided by the Client. In case of any discrepancies, the decision taken by the concerned official of the Client will be the final.
- 1.8. The quantities and items provided in the Priced Activity Schedule is indicative only. The Service provider should note that there are no guaranteed minimum quantities and the unit rates discovered will be used to make payment based on actual supply of items.
- 1.9. No items as mentioned in the Priced Activity Schedule can be refused to be supplied by the successful bidder after execution of the contract.
- 1.10. The above specified scope of work is indicative and not exhaustive and the bidder is deemed and obliged to provide all necessary items and/ or services within the quoted cost for successful implementation of the work/ project.

2. Contract Period:

The duration of this empanelment will be for one year from date of acceptance of Letter of Award, and one year extendable on satisfactory performance on same terms & conditions of tender document, provided it is ascertained that the wholesale market prices of the related services or their constituents have not decreased during this period unless terminated earlier by the District Commissioner's Office, South Salmara Mankachar.

3. Delivery Schedule/Time line required:

The District Commissioner's Office, South Salmara Mankachar shall be placing the purchase requisition order from time to time within empanelment/contract period. The agency has to supply the stationery, computer accessories and office equipment as per the requisition order within 5 days or as stipulated in the requisition order at the office premises.

Time is Essence of contract: The Agency shall complete the work as per scope of work in a time bound manner as required/stipulated by the District Commissioner's Office,

South Salmara Mankachar. In case of delay in services or meeting timelines/deadlines stipulated by the said Office, apart from imposing penalties as decided by the said Office, the Liquidated Damages shall be levied as mentioned in relevant clause.

4. Payment Terms:

- 4.1. All Payments shall be made in Indian Rupees only. No advance payment shall be made.
- 4.2. As per latest Govt. guideline, dealer, having a valid GSTIN no. of buyer and seller should be mentioned on bill/invoice. Therefore, the GST No. of the Office of the District Commissioner, South Salmara Mankachar (to be provided by the Office) should also be mentioned on the bill along with the seller GST No.
- 4.3. Payments shall be subject to deductions of any amount for which the Vendor is liable as specified in Liquidated Damages.
- 4.4. Payments shall be subject to deductions of any amount for which the Vendor is liable under the agreement against this contract. Further, all payments shall be made subjects to deduction of TDS (Tax deduction at Source) as per the prevailing Income-Tax Act and any other taxes as on the date of invoice submission and/or payment date, whichever is higher.
- 4.5. The agency shall submit the Quarterly running bills within 10 working days of following month.
- 4.6. The payment shall be released within after receipt and verification of valid bill as and when funds are received from the concerned authority.
- 4.7. All relevant proof of delivery document duly signed by the concerned officer to be submitted by the vendor for processing payment.

5. Liquidated Damages (LD) / Compensation for Delay:

- 5.1. Time is Essence of contract.
- 5.2. Failure to supply the stationery, computer accessories and office on or before the stipulated date will entail a penalty of 1% of the total cost of the price of item(s) per week or part thereof subject to maximum of 10%. In such cases, the District Commissioner's Office, South Salmara Mankachar reserves the right to cancel the order and forfeit the Performance Guarantee and/or may also debar the supplier from future purchases and can procure from alternate source/ vendor.
- 5.3. Failure to supply the genuine item will attract invoking of Performance Bank Guarantee.

- 5.4. Notwithstanding anything above, the District Commissioner's Office, South Salmara Mankachar holds the option to cancel the purchase order and forfeit the entire Performance Guarantee of the defaulting bidder which may include the deposit made against other deliveries and/or purchase orders, if any and thereafter the District Commissioner's Office, South Salmara Mankachar has the right to complete the pending work through alternate source at the risk and cost of the defaulting bidder.
- 5.5. If in case of non-compliance/ non-delivery of any services as placed by the District Commissioner's Office, South Salmara Mankachar & if the said Office is of the view that the agency is delaying the delivery of the services with lackadaisical attitude and in such cases the said Office may issue a warning of 10 days in that respect after the laps of stipulated timeline mentioned in such warning letter may at its liberty to penalize the firm and no payment will be payable of the contract value as awarded.

6. Taxes and Duties:

- 6.1. The price basis shall be firm, with no escalation provision whatsoever. The contract price shall be exclusive of GST. GST shall be paid as applicable against satisfactory documentary evidence/invoice, as applicable. All other taxes are to be borne by The Agency.
- 6.2. The Agency shall have valid GST registration and ensure deposit of GST to the tax authorities. The agency may be asked to justify and establish price/rate reasonableness. Income tax will be deducted at source as per law.
- 6.3. As regards the Indian Income Tax, surcharges on Income Tax and any other Corporate tax, the District Commissioner's Office, South Salmara Mankachar shall not bear any tax liability, whatsoever, irrespective of the mode of contracting. The Agency/consultant shall be liable and responsible for payment of all such taxes, if attracted under the provisions of the law.

7. Compliance to Labour Laws

- 7.1. The service provider shall ensure that no labour dispute is referred to Government of Assam. The Service Provider always should indemnify the Government of Assam and its officials against all claims, damages or compensation under provision of Payment of wages act 1936, Minimum Wages Act 1948, Employers Liability Act 1938, Workman Compensation Act 1923, Industrial Disputes Act 1947, Maternity

Benefit Act 1961, or any modification thereof or any other law relating thereto, and rules made hereunder from time to time.

Section VI – Bidding Forms

Form-1: Letter of Bid

The Bidder must prepare the Letter of Bid on its letterhead clearly showing the Bidder's complete name and address.

Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.

Date: [insert date (as day, month and year) of Bid Submission]

Bid Ref. No.: [insert number of bidding process]

To: ***[insert complete name of Employer]***

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders;
- (b) We meet the eligibility requirements and have no Conflict of Interest;
- (c) We offer to supply in conformity with the Bidding Documents and in accordance with the Completion Schedules specified in the Activity;
- (d) Our bid shall be valid for a period fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents;
- (f) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding;
- (g) We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not debarred by any procuring entity under the State Government, the Central Government or any State Government or any Public Undertaking, Autonomous body, Authority by whatever name called under them;

Section VI: Bidding Forms

- (h) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any activities which is in contravention of the Code of Integrity proscribed in ITB Para 3 of the Bidding Documents
- (i) We hereby certify that we are neither associated nor has been associated directly or indirectly with the consultant or any other entity that has prepared the design, specifications and other documents for the subject matter of procurement or is being proposed as Project Manager for the contract
- (j) We hereby certify that we have fulfilled our obligations to pay all such taxes as payable to the Central Government or the State Government or any local authority;
- (a) We hereby certify that we are not insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;
- (b) We hereby certify that our directors and officers have not been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- (c) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and
- (d) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name of the Bidder

Name of the person duly authorized to
sign the Bid on behalf of the Bidder or
the Bidder itself

Title of the person signing the Bid

Signature of the person named above

Date signed

Form-2: Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid Submission]* Bid Ref. No.: *[insert number of bidding process]*

1. Bidder's Name <i>[insert Bidder's legal name]</i>
2. Bidder's year of registration: <i>[insert Bidder's year of registration]</i>
3. Bidder's Address: <i>[insert Bidder's legal address]</i>
4. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
1. Details of the Contact Person Name: Designation: Contact Number: Email ID:
6. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITB . ☐ Income Tax Registration Document / PAN Card ☐ GSTIN Registration Certificate ☐ Any other document

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Form-3: Price Activity Schedule (This format is only for reference, actual price bid to be submitted online (only) using the BoQ available in the e-Procurement portal for downloading. Bids shall be liable for rejection if submitted other than online mode. Bidders are hereby instructed not to quote the rates in the technical bid. Non-complying bidders shall be summarily rejected.)

Schedule-A: Cost of Items

SN	Description of Item	Specification/ Brand/ Make etc.	Estimated Quantity	Unit Rate excluding GST (in INR)	GST per unit (in INR)	Total cost including GST (In INR)
			a	b	c	d=a*(b+c)
A. Stationery Items						
1	A4 Paper	75 gsm (J K Copier or equivalent)	240 packets			
2	Legal Paper	75 gsm J K Copier or equivalent	60 packet			
3	Note-sheet paper	70 gsm 21.5 cm x 34.5cm Trident or equivalent	50 packet			
4	Pen 0.7 mm ball point	Pentonic or equivalent	50 packet			
5	Pen 0.7 mm ball point	Hauser XO or equivalent	50 packet			
6	Pen 0.7 mm ball point	Cello Papersoft or equivalent	50 packet			
7	Pen 0.7 mm ball point	Cello Signature or equivalent	50 nos.			
8	Folder	Legal size	200 nos.			
9	Ring binder	Legal Size	50 nos.			
10	Correction pen	Luxor or equivalent	30 nos.			
11	Flags (Multi colour Stick Notepad)	1in x 3in	50 packets			
12	Sticky Note(small)	3in x 3in	50 packets			
13	Sticky Note(medium)	4in x 4in	50 packets			
14	Sticky Note(large)	4in x 6in	5 packets			
15	Note pad (10 pages)	14cm x 22cm	1000 nos.			

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SN	Description of Item	Specification/ Brand/ Make etc.	Estimated Quantity	Unit Rate excluding GST (in INR)	GST per unit (in INR)	Total cost including GST (In INR)
			a	b	c	d=a*(b+c)
16	Note pad (20 pages)	14cm x 22cm	1000 nos.			
17	Note pad (50 pages)	14cm x 22cm	500 nos.			
18	Name plate display (table top)	Acrylic-2 sided 10in x 2in	30 nos.			
19	File tags	8in	5000 nos.			
20	File Board	10in x 14in	500 nos.			
21	Stapler pin (small)	Kangaro No. 10	300 packets			
22	Stapler pin (Medium)	Kangaro 23/8	200 packets			
23	Stapler pin (large)	Kangaro 24/6	100 packets			
24	Board Marker (Red/ Black/ Blue/ Green)	Camlin or equivalent Line size: 2mm and above	200 nos.			
25	Executive Folders with clip (Front side black)	Legal size	50 nos.			
26	Dak Pads	Legal size	50 nos.			
27	Dak Pads	A4 size	100 nos.			
28	Stock register book	150 pages 75 GSM Size-16	25 nos.			
29	Receipt Register	150 pages 75 GSM Size-16	25 nos.			
30	Document Register	150 pages 75 GSM Size-16	25 nos.			
31	General Register	150 pages 75 GSM	25 nos.			

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SN	Description of Item	Specification/ Brand/ Make etc.	Estimated Quantity	Unit Rate excluding GST (in INR)	GST per unit (in INR)	Total cost including GST (In INR)
			a	b	c	d=a*(b+c)
		Size-16, 14, 12, 10, 08, 06				
32	White Board	40cm x 60cm	5 nos.			
33	White Board	50cm x 70cm	5 nos.			
34	White Board	60cm x 90cm	5 nos.			
35	Log Book	B5 pages Hard binding	5 nos.			
36	Ruler (transparent plastic)	6 in /15 cm	20 nos.			
37	Glue Stick	Medium	30 nos.			
38	Toilet Roll	160 pulls	50 nos.			
39	Kitchen Roll	120 pulls	20 nos.			
40	Tissue Box	200 pulls	50 nos.			
41	Bond Paper	A4 100 GSM JK Excel Bond or equivalent	500 nos.			
42	Calculator	Casio or equivalent	30 nos.			
43	Pedal Dustbin	6 litres	30 nos.			
44	File Tray	Executive size	100 nos.			
45	Transparent folder	Letter size	500 nos.			
46	Envelope (Yellow/White)	A3	1000 nos.			
47	Envelope (Yellow/White)	A4	1000 nos.			
48	Water Glass lid	Plastic	500 nos.			
49	1 TB Hard Disk	Seagate or equivalent	5 nos.			
50	File cover and board	14in x 10in	500 nos.			
51	Pencil Battery	Size- AAA Duracell or equivalent	250 nos.			
52	Inkpad	Colour-Violet/ Blue Size- 110mm x 69mm	300 nos.			

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SN	Description of Item	Specification/ Brand/ Make etc.	Estimated Quantity	Unit Rate excluding GST (in INR)	GST per unit (in INR)	Total cost including GST (In INR)
			a	b	c	d=a*(b+c)
		Faber-Castell or equivalent				
53	Folder bag with snap button	Foolscap document	100 nos.			
54	Highlighter	Luxor/ Faber-Castell or equivalent	100 nos.			
55	Paper Double Punch	DP-280 Kangaroo or equivalent	20 nos.			
56	Paper Double Punch	DP-480 Kangaroo or equivalent	5 nos.			
57	Paper Double Punch	DP-800 Kangaroo or equivalent	20 nos.			
58	Paper Double Punch Heavy Duty	HDP-2320 Kangaroo or equivalent	2 nos.			
59	Cellotape (White, single sided)	1in	50 nos.			
60	Cellotape (White, single sided)	3in (72mm)	10 nos.			
61	Double sided adhesive tape	2in Heavy Duty	20 nos.			
62	Single sided handheld Cellotape (Brown)	2in	10 nos.			
63	Alpin	22 mm	15 Box			
64	Cotton Tag	8 Inch Long White	25 Bundle			
65	Clip Board	A4 Size	15 Nos			
66	Pen Stand	3 x 3.50 x 4	15 Nos			
67	Scissor	76mm	05 Nos			
68	Marker Pen	Thine Refill	20 Nos			
69	Marker Pen	Thick Refill	20 Nos			
70	Knife	General	1 Nos			

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SN	Description of Item	Specification/ Brand/ Make etc.	Estimated Quantity	Unit Rate excluding GST (in INR)	GST per unit (in INR)	Total cost including GST (In INR)
			a	b	c	d=a*(b+c)
71	Room Freshener	220 ml	0 Nos			
72	Hit Spray	200 ml	50 Nos			
73	Harpic Cleaner	750 ml	50 Nos			
74	Harpic Brush	General	20 Nos			
75	Commode Brush	General	20 Nos			
76	Ceiling Brush	General	0 Nos			
77	Wiper	General	20 Nos			
78	Phenyl Black	500 ml	50 Nos			
79	Phenyl Red	500 ml	50 Nos			
80	Phenyl White	500 ml	50 Nos			
81	Plastic bucket	20 Ltr	15 Nos			
82	Lock & Key	Big	20 Nos			
83	Lock & Key	Medium	25 Nos			
84	Umbrella	Medium	15 Nos			
85	Odonil	288 gm	60 Nos			
86	Hand Wash	250 ml	60 Nos			
87	Peon Book	Pages 100	50 Nos			
88	White Towel	Big	50 Nos			
89	White Towel	Medium	60 Nos			
90	White Towel	Small	60 Nos			
91	Rubber band	100 gm	05 Pkts			
92	Naphthalin	200 Gram	30 Pkts			
93	Paper Cutter	22 mm	20 Nos			
94	Remote Battery	AAA Batteries 1.5 V	250 Nos			
95	Broomstick	Coconut	25 Nos			
96	Broomstick	Phool	50 Nos			
97	Flex Banner	6ft X 5 ft	25 Nos			
98	Flex Banner	1500Sq ft	5 Nos			
99	Door Name plate	5.08 x 20.32 cm	15 Nos			
100	Car Name plate	500 × 120 mm	10 Nos			
101	Table Name plate	8" × 2" or 10" × 2"	10 Nos			

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SN	Description of Item	Specification/ Brand/ Make etc.	Estimated Quantity	Unit Rate excluding GST (in INR)	GST per unit (in INR)	Total cost including GST (In INR)
			a	b	c	d=a*(b+c)
102	Residence Sign Board	16" × 12"	2 Nos			
104	Plastic Blue Dust Pan	5 Inch	10 Nos			
105	Photocopy	A4 Size	2000 pages			
106	Photocopy	Legal Size	1000 pages			
107	Invitation card	A4 Size or lower sizes	100 Nos			
108	Certificate Printing	A4 Size	50 Nos			
109	LED Bulb	09 Watt	50 Nos			
110	LED Bulb	15 Watt	50 Nos			
111	LED Bulb	20 Watt	75 Nos			
112	LED Bulb	40 Watt	250 Nos			
113	Halogen Light	General,60 Watt	30 Nos			
114	Pendant Holder	General	100 Nos			
115	Electric Wire	Flexible	100m			
116	Electric Wire	2.5 mm	100m			
117	Electric Wire	4 mm	100m			
118	Electric Wire	6mm	100m			
119	LED Tube Light	General	50 Nos			
120	Ceiling Fan	General	250 Nos			
121	Stand Fan	General	50 Nos			
122	Wall Fan	General	50 Nos			
123	Extension Cord	General	50 Nos			
125	Computer Cartridge	12A	25 Nos			
126	Computer Cartridge	388A	100 Nos			
127	Power Cable	General	30 Nos			
128	USB Cable	General	30 Nos			
129	HDMI Cable	General	25 Nos			
130	Pen drive	General	30 Nos			
131	Key Board	General	30 Nos			
132	Blank CD	General	30 Nos			
133	Mouse	General	30 Nos			
134	CPU	General	10 Nos			

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SN	Description of Item	Specification/ Brand/ Make etc.	Estimated Quantity	Unit Rate excluding GST (in INR)	GST per unit (in INR)	Total cost including GST (In INR)
			a	b	c	d=a*(b+c)
135	UPS	General	30 Nos			
136	Computer Monitor	General	10 Nos			
137	Hard Disk	General	10 Nos			
138	Mother Board	General	10 Nos			
139	CCTV Camera	General	30 Nos			
149	Printer Machine	Laser Jet Pro MFP M126a	30 Nos			
150	ID Card Big Size With Ribbon	100 mm x 70 mm	1000 Nos			
151	ID Card Small Size With Ribbon	84 mm x 52 mm	1000 Nos			
152	PA Booth	General (Complete PA Booth with operator, microphone, speaker, amplifier, wiring, power backup, transportation, installation and dismantling)	10 Nos.			
153	PA System	General (Portable/Public Address System including amplifier, speakers, microphones, mixer, cables, stand, installation, operation and dismantling)	10 Nos.			
154	Sharpner	General	100 Nos			
155	Calling Bell	Battery	30 Nos			
156	Calling Bell	Electric	30 Nos			
157	Chair Cushion	16" X 16"	100 Nos			
158	Chair Cushion	20" X 20"	100 Nos			
159	Lime Brush	8"/10"/12"	20 Nos			

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SN	Description of Item	Specification/ Brand/ Make etc.	Estimated Quantity	Unit Rate excluding GST (in INR)	GST per unit (in INR)	Total cost including GST (In INR)
			a	b	c	d=a*(b+c)
160	Car Flag	Small	50 Nos			
161	National Flag	(6' X 4')	30 Nos			
162	Mosquito repllent Set	General	60 Nos			
163	Mosquito repllent refill	General	60 Nos			
164	Art Paper	43 x 69	200 Nos			
165	Wooden Pencil	General	200 Nos			
166	Steel Trunk	42" x 20"	20 Nos			
Total						

Form-4: Bank Guarantee for Bid Security

(Bank Guarantee Format for Bid Security)

[The bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]

Beneficiary: *[insert name and address]*

Bid Ref. No.: *[insert reference number for the Invitation for Bids]*

Date: *[Insert date of issue]*

BID GUARANTEE No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that _____ *[insert name of the Bidder,]* (hereinafter called "the Applicant") will submit to the Beneficiary its bid (hereinafter called "the Bid") for the execution of ___ under Bid Ref. No. _____ ("the Bidding Documents").

Furthermore, we understand that, according to the Beneficiary's conditions, bids must be supported by a bid guarantee.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (___) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

- (a) has withdrawn its Bid during the period of bid validity set forth in the Applicant's Letter of Bid ("the Bid Validity Period"), or any extension thereto provided by the Applicant; or
- (b) having been notified of the acceptance of its Bid by the Beneficiary during the Bid Validity Period or any extension thereto provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the performance security, in accordance with the Instructions to Bidders ("ITB") of the Beneficiary's bidding document.

This guarantee will expire: (a) if the Applicant is the successful Bidder, upon our receipt of copies of the contract agreement signed by the Applicant and the performance security issued to the Beneficiary in relation to such contract agreement; or (b) if the Applicant is not the successful Bidder, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the bidding process; or (ii) twenty-eight days after the end of the Bid Validity Period.

Consequently, any demand for payment under this guarantee must be received by us at

Section VI: Bidding Forms

the office indicated above on or before that date.

This Bank Guarantee will be verified vide bank official email _____

[Signature(s)]

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

Form-5: Certificate by Chartered Accountant

Turnover Certificate

(On the letterhead of Chartered Accountant/Statutory Auditor)

We/I have verified the Audited Financial Statement of Accounts and other documents of..... having registered office at pertaining to the financial year 2023-24, 2024-25 and 2025-26 (or 2022-23, 2023-24 and 2024-25, if audit for the Financial Year 2025-26 has not been completed as on the due date of submission of proposal). Based on our verification of the aforesaid statements and records, we certify that the following details are true to the best of our information and according to the explanation given to us.

Financial Information	Financial Year			(Amount in INR)
	2023-24 (or 2022-23)	2024-25 (or 2023-24)	2025-26 (or 2024-25)	Average
	Audited	Audited	Audited	
Total Turnover during the year				

This is to certify that the M/s.....is in stationary items and printing related services, computer accessories and office equipments supply for more than 3(three) years as on the due date for submission of bid i.e.,.....

Date:
firm
Place:

Signature and seal of the CA

UDIN :.....

Note:

- The bidder must furnish audited financial statements for the above-mentioned financial years.

FORM-6: Affidavit by the Bidder

Affidavit

(To be submitted on non-judicial stamp paper of minimum Rs 50/- duly certified by Notary)

We, M/s. (the Bidder), (the names and addresses of the registered office) hereby certify and confirm that:

- (i) We or any of our promoter(s) / director(s) / partner(s) are not blacklisted or otherwise disqualified pursuant to any debarment proceedings by any Central or State Government, Local Government or Public Sector Undertaking in India from participating in any bidding process, either individually or as member of a consortium as on the _____ (Date of Signing of Bidder).
- (ii) We are not insolvent, in receivership, bankrupt, being wound up, having our affairs administered by a court or a judicial officer, having our business activities suspended or subject of legal proceedings for any of the foregoing reason.
- (iii) We or any of our promoter(s), director(s), partner(s) and officers are not convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of *three years* preceding the commencement of the procurement process.
- (iv) All the information and documents furnished by us with the Bid are true and correct.
- (v) There is no conflict of interest in submitting this Bid.
- (vi) We shall abide by the clauses / conditions of Bidding Documents issued by the Procuring Entity and any amendment made thereafter.

We further confirm that, we are aware of the fact that, our Bid submitted in response of the Tender Ref. *insert number & date* for supply of *[insert the name of the items/subject matter of the Tender]*, would be liable for rejection in case any material misrepresentation is made or discovered at any stage of Bid evaluation or thereafter during the agreement period.

Signature of the Bidder/Authorized Representatives

Name of the Bidder/Authorised Representatives

Form-7: Checklist of Documents

(Technical Bid)			
S.No	Description of the Documents	Form	Remarks
1	Letter of Bid	1	
2	Bidder Information	2	
3	Bid Security in form of BG/ DD	4	By DD / BG / FDR
4	Turnover Certificate by Chartered Account	5	
5	Affidavit by the Bidder	6	
6	Checklist for Technical Bid	7	
7	Work order/ Supply Order/ Contract The bidder should have experience of executing a minimum of three contracts/supply order for stationery, computer accessories and office equipments (supply of minimum 5 different stationery, computer accessories and office equipments) in Govt. Dept (excluding ULBs and PRIs)/ public sector enterprises during any three financial years. <i>Minimum order in one FY value should be INR 1,00,000 for this purpose.</i>	NA	As per 1.1 of Section-IV: Evaluation & Qualification Criteria
8	Trade License	NA	
9	GST Registration Certificate	NA	
10	Copy of the PAN (Income Tax)	NA	
11	Any other as mentioned in the BDS	NA	

Section VII - General Conditions of Contract

Section VII - General Conditions of Contract

1. General Provisions

1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Activity Schedule” is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Bid;
- (b) “Completion Date” means the date of completion of the Services by the Service Provider as certified by the Employer;
- (c) “Contract” means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract, **as named in SCC**;
- (d) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;
- (e) “Dayworks” means varied work inputs subject to payment on a time basis for the Service Provider’s employees and equipment, in addition to payments for associated materials and administration;
- (f) “Employer” means the party who employs the Service Provider **as specified in SCC**.
- (g) “GCC” means these General Conditions of Contract;
- (h) “Government” means the Government of Assam;
- (i) “Member,” in case the Service Provider consist of a joint venture of more than one entity, means any of these entities; “Members” means all these entities, and “Member in Charge” means the entity **specified in the SCC** to act on their behalf in exercising all the Service Provider’ rights and obligations towards the Employer under this Contract;
- (j) “Party” means the Employer or the Service Provider, as the case may be, and “Parties” means both of them;
- (k) “Personnel” means persons hired by the Service Provider or by any Subcontractor as employees and assigned to the performance of the Services or any part thereof;
- (l) “Service Provider” is a person or corporate body whose Bid to provide the Services has been accepted by the Employer **as specified in SCC**;
- (m) “Service Provider’s Bid” means the completed Bidding Document submitted by the Service Provider to the Employer
- (n) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- (o) “Specifications” means the specifications of the service included in the Bidding Document submitted by the Service Provider to the Employer

- (p) “Services” means the work to be performed by the Service Provider pursuant to this Contract, as described in **Appendix-A**; and in the Specifications and Schedule of Activities included in the Service Provider’s Bid.
- (q) “Subcontractor” means any entity to which the Service Provider subcontracts any part of the Services in accordance with the provisions of Sub-Clauses 3.5 and 4.

- 1.2 Applicable Law** The Contract shall be interpreted in accordance with the laws of the Union of India.
- 1.3 Language** This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
- 1.4 Notices** Any notice given by one party to the other pursuant to the Contract shall be in writing to the **address specified in the SCC**. The term “in writing” means communicated in written form with proof of receipt. A notice shall be effective from the date of delivery or on the notice’s effective date, whichever is later. In case of electronic mode of communication, a notice shall be effective from the time of sending of the electronic communication.
- 1.5 Location** The Services shall be performed at such locations as are specified in **Appendix-A**.
- 1.6 Authorized Representatives** Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Employer or the Service Provider may be taken or executed by the officials **specified in the SCC**.
- 1.7 Inspection and Audit by the Government of Assam** The Service Provider shall permit the Government of Assam and/or persons appointed by the Government of Assam to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by the Auditors appointed by the Government of Assam, if requested. Any act of the Service Provider that intended to materially impede the exercise of the Government of Assam’s inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Government of Assam’s prevailing sanctions procedures).
- 1.8 Taxes and Duties** The Service Provider, Subcontractors, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.
- 1.9 Code of Integrity** The Employer and all officers or employees of the Employer, whether involved in the procurement process or otherwise, or Service Provider and their representatives participating in a procurement process or other

persons involved, directly or indirectly in any way in a procurement process shall maintain an unimpeachable standard of integrity

Government of Assam prescribes to the Employer and Service Provider to uphold the Code of Integrity, which prohibits officers or employees of a Employer or a person participating in a procurement process the following:

- (i) any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
- (ii) any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (iii) any collusion, bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
- (iv) improper use of information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process or for personal gain;
- (v) any financial or business transactions between the bidder and any officer or employee of the procuring entity, who are directly or indirectly related to tender or execution process of contract;
- (vi) any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (vii) any obstruction of any investigation or audit of a procurement process;
- (viii) making false declaration or providing false information for participation in -
 - a) tender process or to secure a contract;
 - b) disclosure of Conflict of Interest;
 - c) disclosure by the bidder of any previous transgressions with any entity in India or any other country during the last three years or of any debarment by any other Procuring Entity
 - d) during the last three years or of any debarment by any other Procuring Entity

In case of any breach of the Code of Integrity by a Service Provider or a prospective Service Provider, as the case may be, the Employer/Procuring Entity after giving a reasonable opportunity of being heard, may take appropriate measures including –

- a) exclusion of the Service Provider from the procurement process;
- b) recovery of payments made by the Employer along with interest thereon at bank rate;
- c) cancellation of the relevant contract and recovery of compensation for loss incurred by the Employer;
- d) debarment of the Service Provider from participation in future procurements of the Government of Assam for a period not exceeding three years.

2. Commencement, Completion, Modification, and Termination of Contract

- 2.1 Effectiveness of Contract** This Contract shall come into effect on the date the Contract is signed by both parties or such other later date as may be **stated in the SCC.**
- 2.2 Commencement of Services**
- 2.2.1 Program** Before commencement of the Services, the Service Provider shall submit to the Employer for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.
- 2.2.2 Starting Date** The Service Provider shall start carrying out the Services thirty (30) days after the date the Contract becomes effective, or at such other date as may be **specified in the SCC.**
- 2.3 Intended Completion Date** Unless terminated earlier pursuant to Sub-Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is specified in the SCC. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.
- 2.4 Modification** Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party
- 2.4.1 Value Engineering** The Service Provider may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following;
- (a) the proposed change(s), and a description of the difference to the existing contract requirements;
 - (b) a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs, if applicable) the Employer may incur in implementing the value engineering proposal; and

- (c) a description of any effect(s) of the change on performance/functionality.

The Employer may accept the value engineering proposal if the proposal demonstrates benefits that:

- (a) accelerates the delivery period; or
- (b) reduces the Contract Price or the life cycle costs to the Employer; or
- (c) improves the quality, efficiency, safety or sustainability of the services; or
- (d) yields any other benefits to the Employer, without compromising the necessary functions of the Facilities.

If the value engineering proposal is approved by the Employer and results in:

- (a) a reduction of the Contract Price; the amount to be paid to the Service Provider shall be **the percentage specified in the SCC** of the reduction in the Contract Price; or
- (b) an increase in the Contract Price; but results in a reduction in life cycle costs due to any benefit described in (a) to (d) above, the amount to be paid to the Service Provider shall be the full increase in the Contract Price.

2.5 Force Majeure

2.5.1 Definition

For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.5.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.5.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.5.4 Payments During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.6 Termination

2.6.1 By the Employer

The Employer may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Sub-Clause 2.6.1:

- (a) if the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Employer may have subsequently approved in writing;
- (b) if the Service Provider become insolvent or bankrupt;
- (c) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) if the Service Provider, in the judgment of the Employer has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract.

2.6.2 By the Service Provider

The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Employer, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Sub-Clause 2.6.2:

- (a) if the Employer fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue; or
- (b) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

2.6.3 Payment upon Termination

Upon termination of this Contract pursuant to Sub-Clauses 2.6.1 or 2.6.2, the Employer shall make the following payments to the Service Provider:

- (a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel.

3. Obligations of the Service Provider

3.1 General

The Service Provider shall perform the Services in accordance with the Specifications and the Activity Schedule, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound

management practices, and employ appropriate advanced technology and safe methods. The Service Provider shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Employer, and shall at all times support and safeguard the Employer's legitimate interests in any dealings with Subcontractors or third parties.

3.2 Conflict of Interests

3.2.1 The Service Provider shall hold the Employer's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

3.2.2 Conflict of interest for a Employer or its personnel and Service Provider is considered to be a situation in which a party has interests that could improperly influence that performance of its duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

3.2.3 Government of Assam describes the situations in which an Employer or its personnel may be considered to be in Conflict of Interest include, but are not limited to the following –

- a) Conflict of Interest occurs when the private interests of a procuring entity or its personnel, such as personal, non-official, extra- professional or other relationships or personal financial assets, interfere or appear to interfere with the proper performance of its professional functions or obligations as a procurement official;
- b) within the procurement environment, a Conflict of Interest may arise in connection with such private interests as personal investments and assets, political or other social activities and affiliations while in the service of the Employer, employment after retirement from service or of relatives or the receipt of a gift that may place the Employer or its personnel in a position of obligation;
- c) Conflict of Interest also includes the use of assets of the Employer including human, financial and material assets, or the use of the office of the Employer or knowledge gained from official functions for private gain or to prejudice the position of someone the Employer or its personnel does not favour;
- d) Conflict of Interest may also arise in situations where the Employer or any of its personnel is seen to benefit directly or indirectly or allow a third party, including family, friends or someone they favour, to benefit directly or indirectly from the decision or action of the Employer;

3.2.4 The situations in which Bidder participating in a procurement process or their representatives may be considered to be in Conflict of Interest include, but are not limited to the following-

- a) If they or their personnel or representatives or agents have any relationship or financial or business transactions or interests with any official of the Procuring Entity that are directly or indirectly involved in or related to the procurement process or execution of contract;
- b) If they receive or have received any direct or indirect subsidy from any other bidder;

- c) If they have the same legal representative for purposes of the bid;
- d) If they have a relationship with each other, directly or through common third parties that puts them in a position to have access to information about or influence on the bid of another;
- e) If they participate in more than one bid in the same bidding process;
- f) If they have controlling partners in common;
- g) If a consultant or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the subject matter of procurement of the bidding process or were involved in such preparation in any way;

3.2.5 The Service Provider agrees that, during the term of this Contract and after its termination, the Service Provider and any entity affiliated with the Service Provider, as well as any Sub-contractors and any entity affiliated with such Sub-contractor, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Services for the preparation or implementation of the project, unless otherwise indicated in the **SCC**.

3.3 Confidentiality The Service Provider, its Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Employer's business or operations without the prior written consent of the Employer.

3.4 Insurance to be Taken Out by the Service Provider The Service Provider (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Employer, insurance against the risks, and for the coverage, as shall be **specified in the SCC**; and (b) at the Employer's request, shall provide evidence to the Employer showing that such insurance has been taken out and maintained and that the current premiums have been paid.

3.5 Service Provider's Actions Requiring Employer's Prior Approval The Service Provider shall obtain the Employer's prior approval in writing before taking any of the following actions:

- (a) entering into a subcontract for the performance of any part of the Services,
- (b) appointing such members of the Personnel not listed by name in **Appendix-C** ("Key Personnel and Subcontractors"),
- (c) changing the Program of activities; and
- (d) any other action that may be specified in the SCC.**

3.6 Reporting Obligations The Service Provider shall submit to the Employer the reports and documents specified in **Appendix-B** in the form, in the numbers, and within the periods set forth in the said Appendix.

- 3.7 Documents Prepared by the Service Provider to Be the Property of the Employer** All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider in accordance with Sub- Clause 3.6 shall become and remain the property of the Employer, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be **specified in the SCC.**
- 3.8 Liquidated Damages**
- 3.8.1 Payments of Liquidated Damages** The Service Provider shall pay liquidated damages to the Employer at the rate per day **stated in the SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **defined in the SCC.** The Employer may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.
- 3.8.2 Correction for Over-payment** If the Intended Completion Date is extended after liquidated damages have been paid, the Employer shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 6.5.
- 3.8.3 Lack of performance penalty** If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, a penalty for Lack of performance will be paid by the Service Provider. The amount to be paid will be calculated as a percentage of the cost **of having the Defect corrected, assessed as described in Sub-Clause 7.2 and** specified in the SCC.
- 3.9 Performance Security** The Service Provider shall provide the Performance Security to the Employer no later than the date specified in the Letter of Acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Employer. The performance Security shall be valid until a date 45 days from the Completion Date of the Contract in case of a bank guarantee.

4. Service Provider's Personnel

- 4.1 Description of Personnel** The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in **Appendix-C.** The Key Personnel and Subcontractors listed by title as well as by name in **Appendix-C** are hereby approved by the Employer.

4.2 Removal and/or Replacement of Personnel

- (a) Except as the Employer may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.
- (b) If the Employer finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Employer's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Employer.
- (c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. Obligations of the Employer

5.1 Assistance and Exemptions

The Employer shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as **specified in the SCC**.

5.2 Change in the Applicable Law

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2 (a) or (b), as the case may be.

5.3 Services and Facilities

The Employer shall make available to the Service Provider the Services and Facilities listed under **Appendix-E**.

6. Payments to the Service Provider

6.1 Lump-Sum Remuneration

The Deleted

6.2

Contract Price: The contract price (or schedule of rates) for the food items, services or personnel to be supplied/deputed by the Service provider as per the Schedule of requirement is the price offered by the Service provider and agreed by the Employer.

6.3 Payment for Additional Services

Payment of additional services or supplies not covered under the agreed and contracted schedule of rates/contract price shall be decided on mutually agreed terms.

6.4 Terms and Conditions of Payment

Payments will be made to the Service Provider according to the payment schedule **stated in the SCC. Unless otherwise stated in the SCC**, the advance payment (Advance for Mobilization, Materials and Supplies) shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period **stated in the SCC**. Any other payment shall be made after the conditions **listed in the SCC** for such payment have been met, and the Service Provider have submitted an invoice to the Employer specifying the amount due.

6.5 Dayworks

Deleted

7. Quality Control

7.1 Identifying Defects

The principle and modalities of Inspection of the Services by the Employer shall be as **indicated in the SCC**. The Employer shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities. The Employer may instruct the Service Provider to search for a Defect and to uncover and test any service that the Employer considers may have a Defect. Defect Liability Period is as **defined in the SCC**.

7.2 Correction of Defects, and Lack of Performance Penalty

- (a) The Employer shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.
- (b) Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Employer's notice.
- (c) If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, the Employer will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in Sub-Clause 3.8.

8. Settlement of Disputes

8.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

8.2 Dispute Settlement

Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably may be referred to by either Party to the adjudication/arbitration in accordance with the provisions specified in the **SCC**.

Section VIII - Special Conditions of Contract

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(c)	The contract name is “Engagement of an Agency to supply stationary items and printing related services , computer accessories and other office equipment at Office of the District Commissioner Office, South Salmara
1.1(f)	The Employer is Office of the District Commissioner Office, South Salmara
1.1(i)	The Member in Charge is _____ <i>[insert name of Member in Charge, in case bidder is JV]</i>
1.1(l)	The Service Provider is _____ <i>[insert name of Service Provider]</i>
1.6	The addresses are: Employer : _____ Attention : _____ Facsimile : _____ E-mail: _____ Service Provider : _____ Attention : _____ E-mail: _____
1.6	The Authorized Representatives are: For the Employer: <i>[name, title]</i> _____ For the Service Provider: <i>[name, title]</i> _____
2.1	The date on which this Contract shall come into effect is the date of contract signing.
2.2.2	The Starting Date for the commencement of Services is 15 days from the date of Contract signing.
2.3	The Intended Completion Date is _____.
2.4.1	Not Applicable
3.2.5	The Client reserves the right to determine on a case-by-case basis whether the Consultant should be disqualified from providing goods, works or non-consulting services due to a conflict of a nature described in Clause GCC 3.2.4.g Yes

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
3.5(d)	The other actions are _____.]
3.6	Not Applicable
3.7	Not Applicable
3.8.1	Not Applicable
3.8.3	Not Applicable
5.1	Not Applicable
6.4	Payments shall be made according to the following schedule: • The payment shall be made by the Employer to the Agency (Service Provider) . As and when received from the competent authority. • GST shall be paid or reimbursed on actual at applicable rate. • Payment shall be made as and when fund is received from the competent authority. • No Mobilization Advance will be paid.

Section IX - Contract Forms

Form-1: Letter of Acceptance

Letter of Acceptance

[on letterhead paper of the Employer]

..... **date.**

To: **[insert name and address of the Service Provider]**

Subject: **Contract No.**

This is to notify you that your Bid dated _____[insert **date of bid submitted by the bidder**] for providing catering and related services at <insert name of the office /location>against Bid Invitation Ref. No. _____(**insert Bid Ref. No.**) is hereby accepted by the Employer for the rates as offered vide your bid, as which is corrected and modified in accordance with the Instructions to Bidders. Please also find the Schedule of Rates as annexure to this.

You are requested to furnish the Performance Security of Rs<Insert the Amount>/- (Rupees..... lakhs only) within 28 days in accordance with the Conditions of Contract, using for that purpose the of the Performance Security Form included in **Section-IX: Contract Forms** of the Bidding Documents.

Authorized Signature:

.....

Name and Designation of Signatory:

.....

Name of Employer:

.....

Form-2: Form of Contract

AGREEMENT

(Rs 100 non-judicial stamp paper)

THIS AGREEMENT made on the <insert day month & year > between Government of the State of Assam represented by < insert the name of the authority who is signing this agreement> (hereinafter called the “**Authority**”) which expression shall, where the context so admits, be deemed to include his/her successors in office and assigned) of one part

AND

<insert name of the winning bidder> (hereinafter called the “**Agency**”) represented by (Name of the Authorized Signatory and Designation), Aged..... years, residing at (Full Residential Address of the Signatory) of the other part:

WHEREAS the *Authority* had invited Bids from eligible parties for selection of an Agency to provide catering and related services at <insert name and location> vide Bidding Document Reference No.....Dated.....

WHEREAS the Agency had submitted proposal in response to the Bidding Document issued by the Authority. The *Authority* declared the Agency as the preferred bidder based on the technical and financial proposal submitted. The Agency agreed to offer the service (**SUPPLY STATIONERY ITEMS AND PRINTING RELATED SERVICES, COMPUTER ACCESSORIES AND OFFICE EQUIPMENTS**) in the manner and as per the terms and condition in the Bidding Document for a consideration as offered in the financial bid and mutually agreed.

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:

- (a) the Letter of Acceptance;
- (b) the Service Provider’s Bid
- (c) the Special Conditions of Contract;
- (d) the General Conditions of Contract;
- (e) the Activity Schedule (Scope of Services);

- (f) the Priced Activity Schedule; and
 - (g) The following Appendices: [**Note:** *If any of these Appendices are not used, the words “Not Used” should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.*]
 - Appendix A: Description of the Services
 - Appendix B: Not Used
 - Appendix C: Not Used
 - Appendix D: Schedule of Rates (for food items and manpower supply)
 - Appendix E: Not used
2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:
- (a) the Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

(For the Authority)

(Signature, Name, Designation and Address with Office seal)

In presence of:

- 1) (Signature, Name and Address of witness)
- 2) (Signature, Name and Address of witness)

(For the Agency)

(Signature, Name, Designation and Address with Office seal)

In presence of

- 1) (Signature, Name and Address of witness)

2) (Signature, Name and Address of witness)

Form-3: Performance Security

Bank Guarantee

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Beneficiary: *[insert name and Address of Employer]* **Date:** *_ [Insert date of*

issue] **PERFORMANCE GUARANTEE No.:** *[Insert guarantee*

reference number] **Guarantor:** *[Insert name and address of place of issue,*

unless indicated in the letterhead]

We have been informed that *_ [insert name of Service Provider which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the Non-Consulting Services of *_ [insert name of contract and brief description of the Non-Consulting Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (*[insert amount in words]*),¹ such sum being payable upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the Day of, 2... 2, and any demand for payment under it must be received by us at this office indicated above on or before that date.

This Guarantee will be verify vide bank official email id _____

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

- 1) *The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance.*
- 2) *Insert the date twenty-eight days after the expected completion dates described in GC Clause 18.4. The Employer should note that in the event of an extension of this date for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Employer might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one- time extension of this guarantee for a period not to exceed [six months][one year], in response to the Beneficiary’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”*

Appendices to Contract

Appendix A - Description of the Services

As Defined under Section-V: Activity Schedule

Appendix B - Schedule of Payments and Reporting Requirements

Not Applicable

Appendix C - Key Personnel and Subcontractors

Not Applicable

Appendix D – Contract Price (Schedule of Rates)

As quoted in the price bid

Appendix E - Services and Facilities Provided by the Employer

Not Applicable