**TENDER DOCUMENT**

**FOR**

**“RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS”**

**TENDER No.: AAAS/Assam/AO/Tender for Printing & Stationery/2022-23/197**



Office of the Chief Executive Officer

Atal Amrit Abhiyan Society

Medical Education and Research Department

Government of Assam

3rd Floor, Nayantara, Supermarket Complex

Six Mile, Guwahati – 781022

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**PART – I: TECHNICAL BID**

**SECTION – I: NOTICE INVITING TENDER**

Tender No. AAAS/Assam/AO/Tender for Printing & Stationery/2022-23/197/55

**NOTICE INVITING TENDERS FOR ENTERING INTO AN ANNUAL RATE CONTRACT FOR THE SUPPLY OF STATIONERY ITEMS TOTHE OFFICE OF THE CHIEF EXECUTIVE OFFICER, ATAL AMRIT ABHIYAN SOCIETY**

Sealed Tenders (in 02 Bid System) affixing non-refundable court fee stamp of Rs. 8.25/- (Rupees Eight and twenty-five paise only) are hereby invited for entering into an annual rate contract for the Supply of Stationery Items to the office of the Chief Executive Officer Atal Amrit Abhiyan Society, Assam. The detailed terms and conditions as well as the list of items proposed to be covered under the rate contract are enclosed herewith.

The interested agencies may download the detailed tender document from our website <https://atalamritabhiyan.assam.gov.in/>. An amount of Rs. 100 (Rupees One Hundred only) is to be paid as Bid Processing Fee (non-refundable) in the form of Demand Draft drawn on any Nationalised/Scheduled Bank of India in favour of **“Atal Amrit Abhiyan Society, Assam”** payable at Guwahati must be submitted along with the Tender Document.

The intending agencies have to deposit Earnest Money (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft from any scheduled/ Nationalized bank in favour of “Atal Amrit Abhiyan Society, Assam payable at Guwahati. In the case of NSIC/MSME registered agencies/firm, the EMD is exempted provided an NSIC/MSME registration copy.

The last date for the receipt of Tenders/Bids is 12.02.24 (up to 3.00 PM) in the office of the undersigned. The bids will be opened on 13.02.24 at 10:30 AM.

The finalized bidder will have to enter into a legal contract/agreement with the office of the Chief Executive Officer before rendering its services.

Dated:

 Chief Executive Officer

 Atal Amrit Abhiyan Society, Assam

 Guwahati – 781022

**SECTION – I (A): CRITICAL INFORMATION**

Submission of bid in response to this tender notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Information** | **Details** |
| 01. | Tender Number and Date |  |
| 02. | Bid Processing Fee (Rs.100) |  |
| 03. | **EMD** amount in the form of demand draft in favour of Atal Amrit Abhiyan Society, Assam, payable at Guwahati | Rs. 10,000/- |
| 04. | Last date for submission of written queries for clarifications to the email id: admin@aaasassam.in |  |
| 05. | Last date for the release of clarifications by the office of Chief Executive Officer, Atal Amrit Abhiyan Society, Assam on the website: <https://atalamritabhiyan.assam.gov.in/> |  |
| 06. | Last date and time for submission of Tender | 12/02/24 at 3:00 PM |
| 07. | Address at which tender to be submitted | Office of the Chief Executive Officer, Atal Amrit Abhiyan Society, 3rd Floor, Nayantara Super Market Complex, Six Mile, Guwahati – 781022 |
| 08. | Date and Time for opening of Technical Bid | 13/02/24 at 10.30 AM |
| 08. | Date and Time for opening of Financial Bid | \_/\_/2024 at 10.00 AM |

**SECTION – II: INSTRUCTIONS TO BIDDERS**

1. **INTRODUCTIONS**
2. **Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of the bid. Atal Amrit Abhiyan Society will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

1. **Bid Documents**

The services required to be rendered, bidding procedures and contract terms and conditions are prescribed in the Bids Documents. The Bid Documents includes:

**PART – I : TECHNICAL BID**

1. Section – I : Notice Inviting Tender
2. Section – II : Instructions to Bidders
3. Section – III : General (Commercial) Conditions of Contract
4. Section – IV : Special Conditions of the Contract
5. Section – V : Schedule of Requirements
6. Section – VI : Eligibility Conditions/Pre-Requisites Qualification
7. Section – VII : Check List
8. Annexure – A : Non-Blacklisting Declaration
9. Annexure – B : Undertaking to quote the rates for all tendered items as per Schedule- VIII

**PART – II : FINANCIAL BID**

1. Section – VIII : Financial Bid / Bill of Quantities

**PART- III : ANNEXURES**

1. Annexure – C : Performance Guarantee Format
2. Annexure – D : Contract Agreement

The Bidders are expected to examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all information required as per the Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder’s risk and shall result in rejection of the bid.

1. **PREPARATION OF BIDS**
2. **Bid Form**
* The bidder shall submit the bid form in their own stationery and by using only the prescribed format. Use of any other format, the bid may be liable for rejection.
* Each bidder shall submit only one Bid. Bidder shall not contact other bidders in matters relating to this tender.
1. **Bid Price**
	* The contract shall be for the full quantity as described in Section – V.
	* The prices shall be exclusive of all taxes. The basic unit price and all other components of the price need to be individually quoted as per price schedule given in **Section – VIII.**
	* Prices indicated in the Price Schedule shall be submitted as per Financial Bid format attached with the Tender Document titled: **“Section – VIII: Financial Bid”.**
	* The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
	* The Total Contract Price accepted by the Atal Amrit Abhiyan Society will be exclusive of all taxes.
2. **Bid Security/ EMD**

EMD of Rs. 10,000/- ( Rupees Ten Thousand Only) in the form of Demand Draft of a nationalized bank in favour of Atal Amrit Abhiyan Society, Assam valid for 180 days from the last date of submission of the bid. The firm registered with NSIC/MSME for the supply of the same category of items for which the party is submitting Bid/Quotation will be exempted from submission of EMD as per provisions laid down in GFR-2017. Any technical bid if found without the demand draft(s) of earnest money deposit will be rejected.

The EMD of unsuccessful Bidders shall be returned within Four weeks, only after the successful completion of the Bid process. No interest is payable on this amount. The Earnest Money Deposit of the successful bidder shall be released after the submission of Performance Security. No interest is payable in this amount.

1. **Forfeiture of EMD**

The earnest money deposit by the bidder shall be forfeited in the following events; namely:

* A modification or withdrawal of tender after the deadline for submission of tenders and during the validity period;
* Failure on the part of successful bidder(s) to sign the contract in accordance with the terms and conditions stipulated in the tender documents;
* Failure on the part of successful bidder(s) to provide performance security for the execution of the contract;
* Failure on the part of successful bidder(s) to execute the contract as per terms and conditions stipulated in the tender document; and
* Failure on the part of successful bidder(s) to supply the goods of the quality, quantity and specifications agreed as per tender or the contract and within the stipulated period.
1. **Period of Validity of Bids**

Bid shall remain valid for a period not less than 180 days after the deadline date specified for submission.

1. **Submission of Bids**

The bids must be submitted in 02 Envelopes as detailed below:

1. **ENVELOPE – 1 TECHNICAL BID:** The sealed envelope including EMD, Court Fee and Technical Bid Document; to be clearly super-scribed:

**“TECHNICAL BID FOR ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS TO THE OFFICE OF THE CHIEF EXECUTIVE OFFICER, ATAL AMRIT ABHIYAN SOCIETY”**

Note: Prices are not to be mentioned in the technical bid and Atal Amrit Abhiyan Society shall not take any responsibility on inadvertent declaration of prices if wrongly put in the technical bid. Technical Bids without EMD and Court fee shall be summarily rejected.

***All the participating bidders are essentially required to quote the rates along with the SAMPLES (if demanded) for all stationery items as per Schedule – VIII of the Tender Document.***

***The bidders mandatorily have to quote rates for all stationery items mentioned below along with SAMPLES . If not received shall not be considered for the opening of Financial Bids.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl no** | **Item** |  | **Sl no** | **Item** |
| 1 | A4 COPIER 75GSM(Best Quality) |  | 35 | Calling Bell - Wireless batter range upto 30m |
| 2 | LEGAL COPIER 75GSM(Best Quality) |  | 36 | Cello tape Brown (suitable for packaging)- 50.8mm x 60m |
| 3 | A4 NOTE PAD 40Sheets |  | 37 | Cello Tape (1)" - 65m |
| 4 | CONFERENCE PAD 20 Sheets (15 x 21 cm) |  | 38 | Cello Tape (1/2)" - 65m |
| 5 | ALPIN |  | 39 | Cello Tape both side (2inch wide, 48mm x 50m)" - 65m |
| 6 | REGISTER NO.10 |  | 40 | Plastic Head Thumb Push Pin |
| 7 | Drinking GLASS LARGE SIZE (6PCS- 1 SET) |  | 41 | Envelop (11 x 25 cm) |
| 8 | Highlighter |  | 42 | Envelop (12 x 28 cm) |
| 9 | White Ink Correction Pen (7ml) |  | 43 | Envelop Inner Cloth (A4 Size) |
| 10 | Super Dark Pencil |  | 44 | Envelop Inner Cloth (A3 Size) |
| 11 | Non Dust Eraser |  | 45 | Envelop Inner Cloth (FS Size) |
| 12 | Glue Stick (15g) |  | 46 | File Board (Centre Cloth Patti) - 14" x 10" |
| 13 | Calculator  |  | 47 | Lever Arch Clip Binder Box File for A4 Size Documents (Laminated) |
| 14 | Cash Book  |  | 48 | Lever Arch Clip Binder Box Horizontal Voucher File (Laminated) |
| 15 | Letter head |  | 49 | Mousepad  |
| 16 | visiting card |  | 50 | Notesheet (Green) Legal Size- 80gsm |
| 17 | I card |  | 51 | Perrmanent Marker |
| 18 | Access Control i- card |  | 52 | Stainless Steel Paper Attachment U Pin |
| 19 | I- card strip |  | 53 | Paper Binder Clips 25mm |
| 20 | File Cover |  | 54 | Plastic L Folder (Size Legal, F/S) Clear Transparent |
| 21 | File Board |  | 55 | Plastic Button Folder (Size Legal, F/S) Clear Transparent |
| 22 | Gems Clip |  | 56 | Botton Side Fulam Gamosa - Handmade (Paat) |
| 23 | Gum Paste 50 ml |  | 57 | Botton Side Fulam Gamosa - Handmade (Cotton) |
| 24 | Lock & Key 60mm (7 lever)  |  | 58 | Botton Side Fulam Gamosa - Handmade (Muga) |
| 25 | Marker Pen (small) |  | 59 | Room Freshner Spray |
| 26 | Seal |  | 60 | Room Freshner (Timing perfume sprayer machine & refill set) |
| 27 | Pen Drive 16gb |  | 61 | Room Freshner (Timing perfume sprayer refill set) |
| 28 | Pen Drive 128 gb |  | 62 | Leather Folder |
| 29 | Plastic Scale (long) |  | 63 | FILE BOARD(Best Quality) |
| 30 | Floor Mat (Jute- 1.5 x 3)" |  | 64 | FILE COVER (Best Quality) |
| 31 | Towel (small size) |  | 65 | Glossy Art Paper |
| 32 | Towel (medium size) |  | 66 | I. CARD HOLDER WITH LACE A2 |
| 33 | Towel (Big size) |  | 67 | Tissue Paper Box |
| 34 | Tag |  | 68 | Conference Bag, Handicraft(Cane,Bamboo, Jute) |

1. **ENVELOPE – 2 FINANCIAL BID:** To be put in a separate sealed envelope clearly super–scribed:

**“FINANCIAL BID FOR ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS TO THE OFFICE OF THE CHIEF EXECUTIVE OFFICER, ATAL AMRIT ABHIYAN SOCIETY”**

Note: The EMD/Court Fee should not be enclosed with Financial Bid. The whole bid in such eventually shall be considered as unresponsive and summarily be rejected.

1. The **TECHNICAL BID (ENVELOPE – 1) and FINANCIAL BID (ENVELOPE – 2)** are to be put in one single big envelope super scribed as:

**“TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS TO THE OFFICE OF THE CHIEF EXECUTIVE OFFICER, ATAL AMRIT ABHIYAN SOCIETY”** vide Tender No. \_\_\_\_\_\_ dated \_\_\_\_\_.

***(NOT TO BE OPENED BEFORE \_\_/\_\_/2024***

**The Bidder(s) should mention their name and address on all the envelopes.**

Bid completed in all respects should be deposited to the Tender Box on or before 12/-2/24 by 3.00pm on the address given below:

**Office of the Chief Executive Officer**

**Atal Amrit Abhiyan Society**

**3rd Floor, Nayantara Supermarket Complex**

**Six Mile, Guwahati – 781022**

1. The bidder must enclose the tender documents duly signed with the seal on all pages.
2. **Modification and Withdrawal of Bids**

No bid shall be allowed to be modified or withdrawn after the bid submission.

1. **Opening of Bids**
2. The Technical bids shall be opened in the presence of bidders or their authorized representatives who choose to attend, at Atal Amrit Abhiyan Society.
3. The date fixed for the opening of bids if subsequently declared as a holiday the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on the next working day, time and venue remaining unaltered.
4. The financial bid will be opened only for bidders declared eligible and selected after technical bids and will be intimated to all bidders at least two days in advance.
5. **Evaluation of Technical Bids**
6. In evaluating each Technical Bid, Atal Amrit Abhiyan Society shall use the criteria as listed in Section – IV. Only the Technical Bids evaluated to be substantially responsive after technical evaluation shall be considered for Opening of Financial Bids on the date and time to be fixed and intimated to the successful bidders by Atal Amrit Abhiyan Society.
7. The duly constituted Tender Opening Committee shall evaluate the bids.
8. **Evaluation of Financial Bids**

Atal Amrit Abhiyan Society shall notify on the website the date, time and place of the Financial Bid opening to the Bidders whose Technical Bids have been evaluated as substantially responsive. The Financial Bids shall be opened and rates shall be announced in presence of the concerned bidders present during the Financial Bid opening.

Chief Executive Officer, Atal Amrit Abhiyan Society reserves the right to reject any or all quotations without assigning any reason thereof.

1. **Award of Contract**
2. The Financial Bid of only technically qualified bidders shall be opened and the L1 bidder shall be decided on the basis of the maximum number of items quoted at the lowest as compared to participating bidders. *Therefore, all the bidders are directed to quote the price of all the tendered articles, failing which the bids shall be rejected at Financial Scrutiny Stage.* Further, once L1 bidder is so determined, shall have to negotiate/slash down the rates of remaining items with the overall lowest rates of remaining bidders.
3. On the basis of time-to-time requirements purchase order(s) shall be issued to the selected empanelled Bidder(s).
4. **Rights to accept any bid and to reject any or all bids**

Chief Executive Officer, Atal Amrit Abhiyan Society reserves the right to accept or reject any bid, and to annual the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of Atal Amrit Abhiyan Society’s action.

1. **Jurisdiction**

This tender and or the contract or Purchase Order issued under this tender shall be governed by the Laws of India and shall be the exclusive jurisdiction of Guwahati.

**SECTION – III GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT**

1. **Application**

The general condition shall apply in contracts made by Atal Amrit Abhiyan Society for the procurement of goods and related services there to.

1. **Performance Security**

On acceptance of tender the firm/bidder shall furnish performance security amounting to Rs. 50,000/- (Rupees Fifty Thousand only) in the form of a Bank Guarantee (as a performance security bond prescribed in Annexure A) from a commercial bank drawn in favour of **“Chief Executive Officer, Atal Amrit Abhiyan Society, Assam”. The performance security must be deposited within 7 days of the award of contract** and the Performance Security shall remain valid for 60 days beyond the date of completion of all contractual obligation of supplier including warranty obligation for the Stationery items/goods.

1. **Payment Terms**

100% Payment will be released after satisfactory delivery and acceptance of stationery items by the office of the Chief Executive officer, Atal Amrit Abhiyan Society, Assam. No payments will be admissible for goods rejected. Payments shall be released after deducting TDS/GST or any deductions as per prevailing Government rules.

1. **Delivery Schedule**
* Within 7 days of the placement of confirmed supply order or as per stipulated in the Supply Order.
* In the case of rejected/defective items, the replacement is to be made without any additional cost within 5 days of receipt of information regarding rejection of items.
1. **Penalty**

If the selected Agency fails to deliver the stationery items or replace the defected/spurious items within the stipulated date and time, a penalty of 0.5% per day of the delivered price of Delayed Goods with a maximum limit of 10% as penalty.

1. **Force Majeure**

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of god (hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of the purchaser as to whether the supplies/services have been so resumed or not shall be final and conducive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

1. **Renewal / Extension of Rate Contract**

The rate contract of Stationery Items shall have a validity of One Year from the date of signing of Contract and shall be extendable further upto One Year based on the satisfactory performance of the successful bidder evaluated by Atal Amrit Abhiyan Society, Assam or issuance of Fresh tender for rate contract of Stationery Items whichever is earlier.

**SECTION – IV SPECIAL CONDITIONS OF THE CONTRACT**

These special conditions of the contract shall supplement the instructions to the Bidders.

1. Registered office/Branch of the agency should be located within Guwahati. The agency should submit proof of its office address.
2. Atal Amrit Abhiyan Society, Assam reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with the Atal Amrit Abhiyan Society, Assam.
3. The bidders supplying the Stationery must strictly adhere to the specification mentioned in the tender document.
4. Atal Amrit Abhiyan Society, Assam reserves the right to blacklist a bidder in case he fails to honour his bid without sufficient grounds.
5. The selected bidder shall be responsible for compliance of all applicable laws, codes, statutory regulations and established practice as required performance of services under this contract. Whether now in force or which may hereinafter come in force during the contract and or extension thereof.
6. The selected bidder shall be responsible to supply any additional items/articles required to be supplied as per Govt. approved rate/market reasonable price.
7. Invoices should be raised in the name of Chief Executive Officer, Atal Amrit Abhiyan Society, Assam, 3rd Floor, Nayantara Super Market Complex, Six Mile, Guwahati – 781022.

**SECTION – V SCHEDULE OF REQUIREMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl no** | **Item (Reputed Brand)** | **Unit** | **Basic Rate(in Rs.)**  |
| 1 | A4 COPIER 75GSM(Best Quality) |   |   |
| 2 | LEGAL COPIER 75GSM(Best Quality) |   |   |
| 3 | A4 NOTE PAD 40Sheets |   |   |
| 4 | CONFERENCE PAD 20 Sheets (15 x 21 cm) |   |   |
| 5 | ALPIN |   |   |
| 6 | REGISTER NO.10 |   |   |
| 7 | Drinking GLASS LARGE SIZE (6PCS- 1 SET) |   |   |
| 8 | Ball Pen |   |   |
| 9 |  Gel Pen |   |   |
| 10 | Highlighter |   |   |
| 11 | White Ink Correction Pen (7ml) |   |   |
| 12 | Super Dark Pencil |   |   |
| 13 | Non Dust Eraser |   |   |
| 14 | Glue Stick (15g) |   |   |
| 15 | COLOR LASER MFP 178nw Toner |   |   |
| 16 | Calling Bell  |   |   |
| 17 | Calculator  |   |   |
| 18 |  Liquid Hand Wash 200 ml |   |   |
| 19 | LED Bulb 15w |   |   |
| 20 | Cash Book  |   |   |
| 21 | Letter head |   |   |
| 22 | visiting card |   |   |
| 23 | I card |   |   |
| 24 | Access Control i- card |   |   |
| 25 | I- card strip |   |   |
| 26 | Sanitiser (500ml )- alcohol based liquid & spray |   |   |
| 27 | File Cover |   |   |
| 28 | File Board |   |   |
| 29 | Gems Clip |   |   |
| 30 | Floor Cleaner 500 ml |   |   |
| 31 | Phenyl 1 lt |   |   |
| 32 | Gum Paste 50 ml |   |   |
| 33 | Lock & Key 60mm (7 lever) -  |   |   |
| 34 | Marker Pen (small) |   |   |
| 35 | Pencil Battery  |   |   |
| 36 | Seal |   |   |
| 37 | Pen Drive 16gb |   |   |
| 38 | Pen Drive 128 gb |   |   |
| 39 | Plastic Scale (long) |   |   |
| 40 | Floor Mat (Jute- 1.5 x 3)" |   |   |
| 41 | Tea Set  |   |   |
| 42 | Dinner Set  |   |   |
| 43 | Towel (small size) |   |   |
| 44 | Towel (medium size) |   |   |
| 45 | Towel (Big size) |   |   |
| 46 | Tag |   |   |
| 47 | Calling Bell - Wireless batter range upto 30m |   |   |
| 48 | Cello tape Brown (suitable for packaging)- 50.8mm x 60m |   |   |
| 49 | Cello Tape (1)" - 65m |   |   |
| 50 | Cello Tape (1/2)" - 65m |   |   |
| 51 | Cello Tape both side (2inch wide, 48mm x 50m)" - 65m |   |   |
| 52 | Carbon Paper (small) |   |   |
| 53 | Plastic Head Thumb Push Pin |   |   |
| 54 | Envelop (11 x 25 cm) |   |   |
| 55 | Envelop (12 x 28 cm) |   |   |
| 56 | Envelop Inner Cloth (A4 Size) |   |   |
| 57 | Envelop Inner Cloth (A3 Size) |   |   |
| 58 | Envelop Inner Cloth (FS Size) |   |   |
| 59 | File Board (Centre Cloth Patti) - 14" x 10" |   |   |
| 60 | Lever Arch Clip Binder Box File for A4 Size Documents (Laminated) |   |   |
| 61 | Lever Arch Clip Binder Box Horizontal Voucher File (Laminated) |   |   |
| 62 | Mousepad  |   |   |
| 63 | Notesheet (Green) Legal Size- 80gsm |   |   |
| 64 | Perrmanent Marker |   |   |
| 65 | Stainless Steel Paper Attachment U Pin |   |   |
| 66 | Paper Binder Clips 25mm |   |   |
| 67 | Plastic L Folder (Size Legal, F/S) Clear Transparent |   |   |
| 68 | Plastic Button Folder (Size Legal, F/S) Clear Transparent |   |   |
| 69 | Topmost heavy plastic Envelope Folder, Transparent Poly-Plastic A4 /Legal Documents File Storage Bag With Snap Button  |   |   |
| 70 | Stick Transparent File Folder Stick File/Strip File for A4 Paper Holder Storage Case Organizer, My Clear Plastic 100 microns |   |   |
| 71 | Paper Punch (single Hole) |   |   |
| 72 | Paper Weight Glass/Crystal |   |   |
| 73 | Paper Block Pad (Memo Pad)-(8.5 cm x 10.5 cm)  |   |   |
| 74 | Rubber Band - Fluorescent Color 1 inch  |   |   |
| 75 | Removable Page marker  |   |   |
| 76 | Towel |   |   |
| 77 | Stapler Machine (24/16) |   |   |
| 78 | Stapler Machine (10) |   |   |
| 79 | Vistor Register |   |   |
| 80 | Carton (Suitable for document packing) - 20 x 20 x 15" |   |   |
| 81 | Electric Kettle 1 ltr |   |   |
| 82 | Flower Bouquest (Standard Size) |   |   |
| 83 | Flower Bouquest (VVIP) |   |   |
| 84 | Botton Side Fulam Gamosa - Handmade (Paat) |   |   |
| 85 | Botton Side Fulam Gamosa - Handmade (Cotton) |   |   |
| 86 | Botton Side Fulam Gamosa - Handmade (Muga) |   |   |
| 87 | Room Freshner Spray |   |   |
| 88 | Room Freshner (Timing perfume sprayer machine & refill set) |   |   |
| 89 | Room Freshner (Timing perfume sprayer refill set) |   |   |
| 90 | Sealing Wax (pack of 20) |   |   |
| 91 | Tissue Paper |   |   |
| 92 | Table Top Glass 18" x 22" x 10 mm (thickness) |   |   |
| 93 | Umbrella Big suitable for VIP receiving |   |   |
| 94 | Serving Tray ( BIG) |   |   |
| 95 | Serving Tray ( Medium) |   |   |
| 96 | Leather Folder |   |   |
| 97 | CAR FRESHNER (Best Quality) |   |   |
| 98 | Citranalla (200 ml.) |   |   |
| 99 | CLEANING ACID (500ml.) |   |   |
| 100 | COASTER (6Pc. Best Quality) |   |   |
| 101 | Glass Cleaner (500ml.) |   |   |
| 102 | Cotton thread |   |   |
| 103 | CUTTER (BIG, Best Quality) |   |   |
| 104 | Paper Shedder |   |   |
| 105 | Daak File (Best Quality) |   |   |
| 106 | Daak Register |   |   |
| 107 | DENDRITE 100mg |   |   |
| 108 | Dustbin Metal Big |   |   |
| 109 | Gum (200gm) |   |   |
| 110 | FILE BOARD(Best Quality) |   |   |
| 111 | FILE COVER (Best Quality) |   |   |
| 112 | Glossy Art Paper |   |   |
| 113 | GLOSSY PAPER 130GSM(Best Quality) |   |   |
| 114 | Glossy Paper 175gsm(Best Quality) |   |   |
| 115 | Glossy Paper 185gsm(Best Quality) |   |   |
| 116 | Cockroach Repellant Spray (425ml.) |   |   |
| 117 | Mosquito Repellant Spray (425ml.) |  |  |
| 118 | I. CARD HOLDER WITH LACE A2 |   |   |
| 119 |  Bond Paper  |   |   |
| 120 | GEL PEN |   |   |
| 121 | Bathroom Freshner |   |   |
| 122 | Pen Stand (4pens, Best Quality) |   |   |
| 123 | PEON BOOK |   |   |
| 124 | PILOT PEN (Best Quality) |   |   |
| 125 | STAPLE PIN 24/6 (Best Quality) |   |   |
| 126 | STAPLE PIN NO.10 (Best Quality) |   |   |
| 127 | Toilet Paper Roll |   |   |
| 128 | Tissue Paper Box |   |   |
| 129 | Conference Bag, Handicraft(Cane,Bamboo, Jute) |   |   |
| 130 | Conference Bag (Pure Leather) |   |   |
| 131 | Image Class LBP7018C (Toner Cartridge 329 Black) |   |   |
| 132 | Samsung Printer Cartridge (No.PLS101L)  |   |   |
| 133 | Tonners of Samsung Xpress M207 |   |   |
| 134 | Canon 4525(NPG-73) |   |   |

***“The empanelled vendor will have to provide items not listed in the above mentioned list at 5% less than MRP as and when required”***

**SECTION – VI ELIGIBILITY CONDITIONS / PRE-REQUISITES QUALIFICATIONS**

1. The bidders should never have been blacklisted by any Government/ Semi-Government/ Board/ Corporations/ Autonomous Body during the last five years. A declaration on company/ firm letterhead has to be submitted by the bidder to this effect (Format attached in Annexure – A).
2. Average Annual Turnover of Bidder should not be less than Rs. 10 lakhs from the Stationery business only during the last three F.Y. i.e., 2020-21, 2021-22 & 2022-23. The bidders should submit the turnover certificate duly certified by the Chartered Accountant for this period to be attached with the Technical Bid.
3. IT Returns for the F.Y 2020-21, 2021-22 & 2022-23duly audited by the Chartered Accountant for this period, to be attached with the Technical Bid.
4. The bidder should submit three (3) work completion certificates/ purchase orders for the supply of stationery items for more than Rs. 1 lakhs each in the last 5 years in any Government organisation/ Semi Govt./ State Govt. Organisation/ Govt. Educational Institutes.
5. The bidder must attach self-attested copies of its Bank Account, PAN, Trade Licence GST number, Certificate of incorporation/ registration.
6. The bidders are advised to submit the desired papers/ documents with their technical bids as per Section – VII: Checklist, failing which the bids shall be declared un-responsive.

**SECTION – VII CHECKLIST FOR THE TENDERER**

|  |  |
| --- | --- |
| **Name of the Firm/Agency:****Registered Address:** | **EMD Details**DD No:DD Amount:Dated:Bank Name/Branch: |
| Telephone No:Mobile No:Email Address: | **NSIC/MSME Details**Date of Registration:Registration No:Certificate attached: Yes/ No |

**Mandatory Supportive Documents to be submitted by the Tenderer**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Documentary Proof** | **AttachedYes / No** |
| 1. | Court Fee |  |
| 2. | Signed copy of Tender Document |  |
| 3. | An amount of Rs. 100 (Rupees One Hundred only) is to be paid as Bid Processing Fee (non-refundable) in the form of Demand Draft drawn on any Nationalised/Scheduled Bank of India in favour of **“Atal Amrit Abhiyan Society, Assam”** payable at Guwahati must be submitted along with the Tender Document.  |  |
| 4. | EMD of Rs. 10,000/- ( Rupees Ten Thousand Only) in the form of Demand Draft of a nationalized bank in favour of Atal Amrit Abhiyan Society, Assam valid for 180 days from the last date of submission of the bid. |  |
| 5. | Turnover Certificate certified copy from the Chartered Accountant of average annual turnover for Supply of Stationery items at least 10 lakhs from the Stationery business only during the last three F.Y. i.e 2020-21, 2021-22 & 2022-23 |  |
| 6. | Copies of the IT Return for the three F.Y 2020-21, 2021-22 & 2022-23 duly audited by the Chartered Accountant for this period |  |
| 7. | Registration Certificate/ Certificate of incorporation |  |
| 8. | Bank Account Details |  |
| 9. | GST Registration Certificate |  |
| 10. | Three (3) work completion certificates/ purchase orders for the supply of stationery items for more than Rs. 1 lakhs each in the last 5 years in any Government organisation/ Semi Govt./ State Govt. Organisation/ Govt. Educational Institutes. |  |
| 11. | Declaration for Non-Blacklisting of the firm/agency (Format as per Annexure – A) |  |
| 12. | Undertaking as per Annexure – B |  |
| 13. | Proof of office address within Guwahati on company letter head |  |

**PART – II FINANCIAL BID**

**SECTION VIII: FINANCIAL BID/ BILL OF QUANTITIES**

**(to be submitted in separate envelope)**

1. **Undertaking to be submitted on Company Letterhead**

To

 Chief Executive Officer

 Atal Amrit Abhiyan Society

 3rd Floor, Nayantara Supermarket Complex

 Six Mile, Guwahati – 781022

Dear Sir,

 Having examined the conditions of the contract and specifications including addendum no’s (if any) the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide in conformity the said services the be rendered, conditions of contract, and specifications for the sum shown in the Bill of Quantities Section VIII (2) attached herewith and made part of this Bid.

 We undertake, if our Bid is accepted, to commence deliveries within the scheduled time frame and to complete delivery of all the services specified in the contract within the time limit from the date of issue of your Purchase Order/ Work Order.

 If our Bid is accepted, we will submit the performance security as per the condition mentioned in the tender document.

 We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

 Until a formal Purchase Order/Work Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

 We understand that you are not bound to accept the lowest or any bid, you may receive. We have applied and have submitted required EMD/bid security as requirement of the tender document.

Dated this………………………day of ……………………………….2022

Name and Signature…………………………………………………………

In the Capacity of ……………………………………………………………

Duly authorized to sign the bid for and on behalf of …………………………

1. **Bill of Quantities**

**(a) Name of the Firm / Agency : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(b) PAN No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl no** | **Item (Reputed Brand)** | **Unit** | **Basic Rate(in Rs.)**  |
| 1 | A4 COPIER 75GSM(Best Quality) |   |   |
| 2 | LEGAL COPIER 75GSM(Best Quality) |   |   |
| 3 | A4 NOTE PAD 40Sheets |   |   |
| 4 | CONFERENCE PAD 20 Sheets (15 x 21 cm) |   |   |
| 5 | ALPIN |   |   |
| 6 | REGISTER NO.10 |   |   |
| 7 | Drinking GLASS LARGE SIZE (6PCS- 1 SET) |   |   |
| 8 | Ball Pen |   |   |
| 9 |  Gel Pen |   |   |
| 10 | Highlighter |   |   |
| 11 | White Ink Correction Pen (7ml) |   |   |
| 12 | Super Dark Pencil |   |   |
| 13 | Non Dust Eraser |   |   |
| 14 | Glue Stick (15g) |   |   |
| 15 | COLOR LASER MFP 178nw Toner |   |   |
| 16 | Calling Bell  |   |   |
| 17 | Calculator  |   |   |
| 18 |  Liquid Hand Wash 200 ml |   |   |
| 19 | LED Bulb 15w |   |   |
| 20 | Cash Book  |   |   |
| 21 | Letter head |   |   |
| 22 | visiting card |   |   |
| 23 | I card |   |   |
| 24 | Access Control i- card |   |   |
| 25 | I- card strip |   |   |
| 26 | Sanitiser (500ml )- alcohol based liquid & spray |   |   |
| 27 | File Cover |   |   |
| 28 | File Board |   |   |
| 29 | Gems Clip |   |   |
| 30 | Floor Cleaner 500 ml |   |   |
| 31 | Phenyl 1 lt |   |   |
| 32 | Gum Paste 50 ml |   |   |
| 33 | Lock & Key 60mm (7 lever) -  |   |   |
| 34 | Marker Pen (small) |   |   |
| 35 | Pencil Battery  |   |   |
| 36 | Seal |   |   |
| 37 | Pen Drive 16gb |   |   |
| 38 | Pen Drive 128 gb |   |   |
| 39 | Plastic Scale (long) |   |   |
| 40 | Floor Mat (Jute- 1.5 x 3)" |   |   |
| 41 | Tea Set  |   |   |
| 42 | Dinner Set  |   |   |
| 43 | Towel (small size) |   |   |
| 44 | Towel (medium size) |   |   |
| 45 | Towel (Big size) |   |   |
| 46 | Tag |   |   |
| 47 | Calling Bell - Wireless batter range upto 30m |   |   |
| 48 | Cello tape Brown (suitable for packaging)- 50.8mm x 60m |   |   |
| 49 | Cello Tape (1)" - 65m |   |   |
| 50 | Cello Tape (1/2)" - 65m |   |   |
| 51 | Cello Tape both side (2inch wide, 48mm x 50m)" - 65m |   |   |
| 52 | Carbon Paper (small) |   |   |
| 53 | Plastic Head Thumb Push Pin |   |   |
| 54 | Envelop (11 x 25 cm) |   |   |
| 55 | Envelop (12 x 28 cm) |   |   |
| 56 | Envelop Inner Cloth (A4 Size) |   |   |
| 57 | Envelop Inner Cloth (A3 Size) |   |   |
| 58 | Envelop Inner Cloth (FS Size) |   |   |
| 59 | File Board (Centre Cloth Patti) - 14" x 10" |   |   |
| 60 | Lever Arch Clip Binder Box File for A4 Size Documents (Laminated) |   |   |
| 61 | Lever Arch Clip Binder Box Horizontal Voucher File (Laminated) |   |   |
| 62 | Mousepad  |   |   |
| 63 | Notesheet (Green) Legal Size- 80gsm |   |   |
| 64 | Perrmanent Marker |   |   |
| 65 | Stainless Steel Paper Attachment U Pin |   |   |
| 66 | Paper Binder Clips 25mm |   |   |
| 67 | Plastic L Folder (Size Legal, F/S) Clear Transparent |   |   |
| 68 | Plastic Button Folder (Size Legal, F/S) Clear Transparent |   |   |
| 69 | Topmost heavy plastic Envelope Folder, Transparent Poly-Plastic A4 /Legal Documents File Storage Bag With Snap Button  |   |   |
| 70 | Stick Transparent File Folder Stick File/Strip File for A4 Paper Holder Storage Case Organizer, My Clear Plastic 100 microns |   |   |
| 71 | Paper Punch (single Hole) |   |   |
| 72 | Paper Weight Glass/Crystal |   |   |
| 73 | Paper Block Pad (Memo Pad)-(8.5 cm x 10.5 cm)  |   |   |
| 74 | Rubber Band - Fluorescent Color 1 inch  |   |   |
| 75 | Removable Page marker  |   |   |
| 76 | Towel |   |   |
| 77 | Stapler Machine (24/16) |   |   |
| 78 | Stapler Machine (10) |   |   |
| 79 | Vistor Register |   |   |
| 80 | Carton (Suitable for document packing) - 20 x 20 x 15" |   |   |
| 81 | Electric Kettle 1 ltr |   |   |
| 82 | Flower Bouquest (Standard Size) |   |   |
| 83 | Flower Bouquest (VVIP) |   |   |
| 84 | Botton Side Fulam Gamosa - Handmade (Paat) |   |   |
| 85 | Botton Side Fulam Gamosa - Handmade (Cotton) |   |   |
| 86 | Botton Side Fulam Gamosa - Handmade (Muga) |   |   |
| 87 | Room Freshner Spray |   |   |
| 88 | Room Freshner (Timing perfume sprayer machine & refill set) |   |   |
| 89 | Room Freshner (Timing perfume sprayer refill set) |   |   |
| 90 | Sealing Wax (pack of 20) |   |   |
| 91 | Tissue Paper |   |   |
| 92 | Table Top Glass 18" x 22" x 10 mm (thickness) |   |   |
| 93 | Umbrella Big suitable for VIP receiving |   |   |
| 94 | Serving Tray ( BIG) |   |   |
| 95 | Serving Tray ( Medium) |   |   |
| 96 | Leather Folder |   |   |
| 97 | CAR FRESHNER (Best Quality) |   |   |
| 98 | Citranalla (200 ml.) |   |   |
| 99 | CLEANING ACID (500ml.) |   |   |
| 100 | COASTER (6Pc. Best Quality) |   |   |
| 101 | Glass Cleaner (500ml.) |   |   |
| 102 | Cotton thread |   |   |
| 103 | CUTTER (BIG, Best Quality) |   |   |
| 104 | Paper Shedder |   |   |
| 105 | Daak File (Best Quality) |   |   |
| 106 | Daak Register |   |   |
| 107 | DENDRITE 100mg |   |   |
| 108 | Dustbin Metal Big |   |   |
| 109 | Gum (200gm) |   |   |
| 110 | FILE BOARD(Best Quality) |   |   |
| 111 | FILE COVER (Best Quality) |   |   |
| 112 | Glossy Art Paper |   |   |
| 113 | GLOSSY PAPER 130GSM(Best Quality) |   |   |
| 114 | Glossy Paper 175gsm(Best Quality) |   |   |
| 115 | Glossy Paper 185gsm(Best Quality) |   |   |
| 116 | Cockroach Repellant (425ml.) |   |   |
| 117 | Mosquito Repellant (425ml.) |  |  |
| 118 | I. CARD HOLDER WITH LACE A2 |   |   |
| 119 |  Bond Paper (Demi) |   |   |
| 120 | GEL PEN |   |   |
| 121 | Bathroom Freshner |   |   |
| 122 | Pen Stand (4pens, Best Quality) |   |   |
| 123 | PEON BOOK |   |   |
| 124 | PILOT PEN (Best Quality) |   |   |
| 125 | STAPLE PIN 24/6 (Best Quality) |   |   |
| 126 | STAPLE PIN NO.10 (Best Quality) |   |   |
| 127 | Toilet Paper Roll |   |   |
| 128 | Tissue Paper Box |   |   |
| 129 | Conference Bag, Handicraft(Cane,Bamboo, Jute) |   |   |
| 130 | Conference Bag (Pure Leather) |   |   |
| 131 | Image Class LBP7018C (Toner Cartridge 329 Black) |   |   |
| 132 | Samsung Printer Cartridge (No.PLS101L)  |   |   |
| 133 | Tonners of Samsung Xpress M207 |   |   |
| 134 | Cannon 4525(NPG-73) |   |   |

 ***“The empanelled vendor will have to provide items not listed in the above mentioned list at 5% less than MRP as and when required”***

**The Financial bid being submitted has the approval of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the Firm / Agency) and I have been authorized to submit it.**

**Place : Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date : Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note:**

Bidder can use separate sheet, if required. But Price should be quote data prescribed Format. If any other format is used, Bid shall be liable for rejection.

 **PART – III ANNEXURES**

**ANNEXURE – A Non – Blacklisting Declaration**

**(to be submitted on Letter Head of bidder along with the Technical Bid)**

To,

Chief Executive Officer

Atal Amrit Abhiyan Society

3rd Floor, Nayantara Supermarket Complex

Six Mile, Guwahati – 781022

Dated:

Subject : **Declaration for Non-Blacklisting**

Tender Reference No.

Name of Tender/Work : Rate Contract for Supply of Stationery items for office of the Chief

 Executive Officer, Atal Amrit Abhiyan Society, Assam

Dear Sir,

I/We hereby declare that I/We have not been blacklisted by any Central/State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world during the last 5 years for any kind of fraudulent activities.

 Yours Faithfully,

(Signature and Name of the Bidder with Official Seal)

**ANNEXURE – B: Undertaking to Quote the Rates for All Tendered Items as Per Schedule – VIII**

**(to be submitted on Letter Head of bidder along with the Technical Bid)**

To,

Chief Executive Officer

Atal Amrit Abhiyan Society

3rd Floor, Nayantara Supermarket Complex

Six Mile, Guwahati – 781022

Dated:

Subject : **Declaration to quote the rates for all tendered items as per Schedule - VIII**

Tender Reference No.

Name of Tender/Work : Rate Contract for Supply of Stationery items for office of the Chief

 Executive Officer, Atal Amrit Abhiyan Society, Assam

Dear Sir,

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the Bidder) hereby undertake that I/We have quoted rates as demanded vide Schedule- VIII of the Tender No. \_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_ for all the items.

I/We further declare that,

1. I have quoted rates for 100% of the items as per Schedule – VIII of the Tender Document.
2. I further understand that if it is found after opening of Financial Bid that the rates are not quoted for 100% stationery articles as demanded, my bid is liable to be disqualified even after opening of Financial Bid.

Yours Faithfully,

(Signature and Name of the Bidder with Official Seal)

**ANNEXURE- C: Performance Guarantee Format**

**(To be signed by the finalized bidder, before rendering services to Atal Amrit Abhiyan Society, Assam on a non-judicial stamp paper of Rs. 100/-)**

Dear Sir,

WHEREAS................................ .................................................................................................. (name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract No ...................................... dated ............................ to supply (description of goods and services) (hereinafter called “the contractor”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as Performance Security for the compliance with its obligations in accordance with the contract.

AND WHEREAS we .................................................. (name of the Bank) have agreed to give the supplier such a bank guarantee.

NOW THEREFORE we ............................................... hereby affirm that we are guarantors and responsible to you, on behalf of the supplier and we do hereby undertake to pay to the Atal Amrit Abhiyan Society, Assam an amount not exceeding................................(Rupees ...................................................) (amount of the guarantee in words and figures), upon your first written demand declaring the supplier to be in default under the contract against any loss of damage caused to or suffered would be caused to or suffered by the Government by reasons of any breach of the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We ............................................ do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely on a demand from Atal Amrit Abhiyan Society, Assam stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by Atal Amrit Abhiyan Society, Assam by reason of breach by the said contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the contractor(s)’s failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding ..................... (Rupees .................................) (amount of the guarantee in words and figures).

3.We undertake to pay Atal Amrit Abhiyan Society, Assam any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) / supplier(s) in any suit or proceeding pending before any Court or Tribunal relating thereto liability under this present being absolute and unequivocal. The payment so made by us under this Bond shall be a valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We ......................................... further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of Atal Amrit Abhiyan Society, Assam under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or till ......................... that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the ....................... guarantee thereafter.

5. We ........................................... further agree with Atal Amrit Abhiyan Society, Assam that the Atal Amrit Abhiyan Society, Assam shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by Atal Amrit Abhiyan Society, Assam against the said contractor(s) and to forebear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance act or omission on the part of Atal Amrit Abhiyan Society, Assam to the said contractor(s) or any indulgence by Atal Amrit Abhiyan Society, Assam to the said Contractor(s) or by any such matter or this whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

7. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

8. Notwithstanding anything contained herein above our liability under the guarantee is restricted to ......................... and shall remain in force until ................... Unless a claim or suit under this guarantee is filed with us on or before ..............................

9. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s) / Supplier(s).

10. We, .................................... lastly undertake not to revoke this Guarantee during its currency except with the previous consent of Atal Amrit Abhiyan Society, Assam in writing.

Dated the .............. date of...............

...................................................................

(Signature of the authorized officer of the Bank)

Name and designation of the officer ...................................................................

Code No................................

Seal, Name & Address of the Bank Branch

**ANNEXURE – D Contract Agreement**

**(To be signed by the finalized bidder, before rendering services to Atal Amrit Abhiyan Society, Assam on a non-judicial stamp paper of Rs. 100/-)**

1. This agreement is made on .......................... (date) between Atal Amrit Abhiyan Society, Assam (Hereinafter called SNA which expression shall unless excluded by repugnant to context, include his successors and assignees) and .......................................................... (Hereinafter called the Contractor which expression shall unless excluded by or repugnant to context, include his successors and assignees) on the other part. The agreement shall remain valid from ......................... to .........................
2. Whereas SNA has invited tender for providing rate contract Services in the SNA for...................................
3. SNA has approved the tender for the work at an amount of ................ The work is to be carried out as per the direction of the designated officer.
4. The scope of services to be rendered under each item can be increased or decreased as per-requirement, to be decided mutually between SNA and contractor and the monthly payable for that item will be increased or decreased as per the rate already approved.
5. The contract period shall be initially for .................................. with effect from .................. to ........................ which can be extended on mutual consent of both the parties for the additional period. The following documents have been annexed as integral part of contract and initialled one behalf of parties hereto: (a) Tender document.(b) Price bid No. .......................(c) Letter No. ...........................
6. It shall be the sole responsibility of the contractor to ensure effective services and if there is any loss / shortage of any material to the institute during the course of their duties on account of dishonesty, theft, connivance or due to any cause other than natural calamity. The same shall be recovered from the agency.
7. The contractor will take all steps as required under law in case of any loss or other contingency in consultation with the SNA.
8. The contractor has furnished a security of `............................ (Rupees .................................................... only) in shape of “Deposit at Call” No............................. Duly pledged and renewed upto ................ in favour of Atal Amrit Abhiyan Society, Assam, which shall carry no interest.
9. That in case of any dispute arising between the parties w.r.t. the contract, interpretation of the terms or any claim whatsoever, the Chief Executive Officer of Atal Amrit Abhiyan Society, Assam or any person appointed by him shall be the sole Arbitrator to decide the matter and the provisions of Arbitration and Conciliation Act 1996 shall be applicable. The contractor shall have no objection to the Designated Arbitrator or other appointed person as Arbitrator by him. The place of Arbitration proceedings shall be at Guwahati.
10. The contractor will not sub-let the contract of these services to any other agency or individual(s).
11. The contractor amount of this work is as per the rate approved.
12. The contractor shall maintain absolute security with regard to all the matter that comes to his knowledge by virtue of its contact.
13. It is clearly understood by both the parties that this agreement is a commercial agreement and not one is creating any employment.
14. 100% Payment will be released by the SNA to the Contractor after satisfactory delivery and acceptance of stationery items by the office of the Chief Executive officer, Atal Amrit Abhiyan Society, Assam. No payments will be admissible for goods rejected. Payments shall be released after deducting TDS/GST or any deductions as per prevailing Government rules.
15. Contractor is responsible to deliver stationery articles within 7 days of the placement of confirmed supply order or as per stipulated in the Supply Order.In the case of rejected/defective items, the replacement is to be made without any additional cost within 5 days of receipt of information regarding rejection of items.
16. If the Contractor fails to deliver the stationery items or replace the defected/spurious items within the stipulated date and time, SNA can impose penalty of 0.5% per day of the delivered price of Delayed Goods with a maximum limit of 10% as penalty.
17. The Contractor shall be responsible to supply any additional items/articles required to be supplied as per Govt. approved rate/market reasonable price.
18. That the terms of tender which have not been mentioned in the contract shall also apply and form part of the contract for all the intents and purposes.
19. That the courts at Guwahati alone shall have exclusive jurisdiction for all the legal purposes.