



GOVERNMENT OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER::UDALGURI::ASSAM

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ECF No. 109657/22

**BIDDING DOCUMENT FOR
IT & ELECTRONIC EQUIPMENT HIRING and SUPPLY OF FOOD ITEMS
IN OFFICE OF THE DISTRICT COMMISSIONER, UDALGURI, 2024.**

**Tender inviting authority: District Commissioner as District Election Officer,
Udalguri, Assam.**



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER::UDALGURI::ASSAM

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GOVERNMENT OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER::UDALGURI::ASSAM

ECF No. 109657/22

SHORT NOTICE INVITING BID (SNIB)**FOR HIRING OF IT & ELECTRONIC EQUIPMENT and SUPPLY OF FOOD ITEMS IN
OFFICE OF THE DISTRICT COMMISSIONER, UDALGURI, 2024**

1. In cancellation of this office earlier Bid vide ECF No. 89984/262, sealed Bids are once again invited from interested Bidders in the format as given in **Annexure (A)** of Bidding Document to participate in the tender No. ECF No. **109657/22** dated 24-03-2024 for **Hiring of IT & Electronic Equipment in the Office of the District Commissioner, Udalguri 2024** following single bid system to O/o the District Commissioner, Udalguri as per requirement of the undersigned.
2. Details of the requirement of the Material/Service are mentioned in the **Annexure (B)** of the Bidding Document.
3. For any clarifications, interested parties may visit the O/o the District Commissioner, Udalguri between 10:00 AM to 05:00 PM before quoting the rates.
4. Bidding will be conducted through Competitive Bidding Method and procedures as specified in "The Assam Public Procurement Act, 2017" and "The Assam Public Procurement Act, 2020".
5. The Bid is to be submitted (by hand) following 1(one) envelope system in sealed envelope affixing Court fee stamp of Rs. 8.25 (Rupees eight and twenty-five paisa) only and to be dropped in the Tender Box of the office of the undersigned. The sealed cover shall be superscribed as given below:

**"BID FOR HIRING OF IT & ELECTRONIC EQUIPMENT and SUPPLY OF FOOD ITEMS IN OFFICE
OF THE DISTRICT COMMISSIONER, UDALGURI, 2024"**

(TENDER NO. ECF No. 109657/22 DATE 24/03/2024)

Name & Address of the Bidder: XXXXXXXXXXXX

6. Bids without court fee stamp will not be accepted.
7. Every page of the bid must be serially numbered, indexed, stamped and signed by the authorized representatives of the bidder, failing which, it is liable to be rejected.
8. Closing date and time for submission of bid/ tender is **26th March, 2024** up to **02:00 PM**. The bids complete in all respect must reach the office of the Tender Inviting Authority not later than the date & time specified for submitting the same.
9. The bids will be opened in the presence of bidders or their authorized representatives in the office the undersigned on **26th March, 2024** at **03:00 PM**.
10. The bidders are advised to go through all the instructions, formats, terms & conditions and specifications as given in the bidding documents before submitting the bid. Failure to furnish all required information and documents by the bidder may result in rejection of the bid.
11. The Bid as submitted is final and modification/ correction is not allowed once submitted.

District Commissioner
as
District Election Officer,
Udalguri

ECF No: **109657/22-A**

Copy to:

1. P.S. to Chief Electoral Officer, Assam, Dispur for kind appraisal.
2. The District Information & Public Relation Officer, Udalguri. He is requested to give wide publicity.
3. The DIO, NIC Udalguri to publish in the district website.
4. Notice Board, DC's Office Udalguri and all Circle Officer's of Udalguri District.
5. Office File.

e-signed
District Commissioner
as
District Election Officer,
Udalguri

GENERAL INSTRUCTIONS TO THE BIDDER

1. The bidders are required to quote their best rates for all items as per the format given in “**Annexure- (B)**” in both Hard and Soft copy under authentication of the Bidders.
2. Tender will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the Lowest bidder (L1) as per rules specified in “The Assam Public Procurement Act, 2017” and “The Assam Public Procurement Rules, 2020”.
3. Specification of the Bid: Hiring of the equipment specified in the BoQ shall be done for Election related work only and the period/length of hiring shall depend on the need of the equipment for Election related work.
 - a) For equipment required for Preparation for Poll Day / Poll Day activities, hiring shall be done after announcement of polls and shall be discontinued on or before the last day of the month of counting as per need / requirement.
 - b) For equipment required for office works related to preparation of Election, hiring may be done in the month of February 2024 till the last day of the month of counting as per need / requirement.
 - c) In case of Urgent / Unforeseen needs DEOs shall decide on the period of hiring.
4. The Bidders submitting their proposals must meet the following minimum eligibility criteria for financial bid opening should furnish the following documents duly self-attested along with the bid documents, failing which; the Bid will be liable for rejection.

Minimum Eligibility for Financial Bid opening

Sl.No	Eligibility Criteria	Documents Required
1	Legal Entity- The bidder must be a registered company/ firm registered as per Indian Law. The Legal Entity must be operating in the Assam for the last 3 years in Business as on 31 st March, 2023. The Legal Entity must have GST Registration for Assam	# Copy of Certificate of Incorporation /Registration. # Copy of Trade License issued in Assam. # Copy of GST registration for Assam # Copy of PAN # Copy of AADHAAR Card # Copy of Tax Clearance Certificate(GST and IT) # Copy of Bank Passbook/ cancelled cheque against the firm.
2	Average Annual Turnover of minimum Rs.20,00,000.00 (Rupees Twenty Lakhs only) in the last three financial years i.e. 2020-21, 2021-22 and 2022-23	CA Certified Turnover Certificate with UDIN needs to be furnished.
3	Must have executed at least 3 separate works for supply, services and hiring for Govt./PSU in the last 3 Financial years: 2020-21, 2021-22, 2022-23 & current FY.	Copy of Purchase/Work Order/Work completion Certificate. The nature and volume of work should be clearly seen in these documents.
4	The Bidder should not have been blacklisted by any Government Department/ Bidder/ Ministries or PSUs in the last three financial years and the current financial year i.e. FY 2020-21, FY 2021-22, FY 2022-23 and FY 2023-24. The applicant shall also be not blacklisted at the time of applying the TENDER.	A Notarized Affidavit with respect to the same needs to be furnished along with this bid.

5. All bidders are required to pay a **Security Deposit** of ₹ 20,000 in form Demand Draft/ Banker’s Cheque/ Cheque in favour of **Deputy Commissioner, Udalguri**.

6. Selection of the successful bidder (i.e. L1 Bidder) shall be on the basis of the price offered in the Financial Bid, as per Annexure- (B).
7. The Authority reserves the right to reject any or all the Bids without assigning any reason thereof. The Lowest rate may not be compulsorily accepted and the decision of the Authority in this matter will be the final and binding on the Bidders.
8. Any over-writing, over-typing or erasing of figures or words in the bid which render it doubtful and ambiguous are not allowed and shall render the same invalid.
9. Any bidder may withdraw the bid before the last date of submission of bid. Only single bid shall be submitted by each bidder.
10. The O/o the District Commissioner, Udalguri, Dist: Udalguri will deal with the bidder directly and no middlemen/agents/commission agents etc., should be asked by the bidder to represent their cause and they will not be entertained by the O/o the District Commissioner, Udalguri.
11. All the pages of bid including the documents submitted therein must be serially numbered, indexed, duly signed and stamped failing which the offer shall be liable for rejection.
12. O/o the District Commissioner, Udalguri, in its discretion, reserves the right to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason thereof.
13. O/o the District Commissioner, Udalguri, reserves the right to seek clarification or verification of any information furnished by the bidder.
14. The rates quoted by the bidder, if found to be unreasonable or unrealistic, then the bid shall be liable for rejection, even if it is the lowest. Preference will be given to the Lowest and the most advantageous one.
15. The bidder shall give a Notarized Affidavit (as per **Annexure 'C'**) that it is not currently blacklisted and its business dealings with Central/ State Government/ Public Sector units/ Autonomous bodies is not currently banned/ terminated on the account of poor performance.
16. The selected bidder will have to deposit a Performance Guarantee amounting **5% (or as decided- following Procurement rules 2020) of the Work Order value for each work order issued by Procuring Entity or District Commissioner as District Election Officer, Udalguri** in the form of Bank Guarantee/ Fixed Deposit Receipt/ Demand Draft pledged in favour of **District Commissioner, Udalguri** which should be valid for a period as decided by the **District Commissioner, Udalguri**.
17. The selected bidder shall be contracted for a period of **1 (one) year** from the date of Agreement. This period may be also shorter if the **District Commissioner, Udalguri** arrives at a reasoned conclusion that the performance of the selected bidder is below par and the bidder is not able to perform its assigned work. The **District Commissioner, Udalguri** may extend the validity of the contract up to another 02 (two) years- 01 (one) year at a time, without any change in rates and terms & conditions. The decision of the **District Commissioner, Udalguri** will be final and binding on both the parties.
18. The bidders shall submit all the **Annexure (A, B, C, D, E & F)** along with the bid documents.

GENERAL CONDITIONS OF CONTRACT

1. The bidder should be capable to arrange the supply even at short notice.
2. The bidder shall quote rates both in figures and words. In case of any discrepancy, the figures mentioned in words will be considered.
3. O/o the District Commissioner, Udalguri will have the right to place order for hiring and supply of required **IT & electronic equipment** even beyond office hours, and on holidays.
4. The supplier shall maintain the quality of product. All goods should be from any defects and within the warranty period.
5. The rates should be genuine and reasonable and at the prevailing market rate.
6. The rates should be quoted as inclusive of GST and any other taxes/ charges.
7. The rates once quoted cannot be altered/ withdrawn after submission of the Bid.
8. No representation/ appeal for enhancement on the ground of rise in cost of materials, labour cost and rise in the market rate or any other reason whatsoever will be entertained.
9. The Tender Inviting Authority reserves the right to conclude parallel rate contracts with different bidders, in addition to the responsive bidder (L1) submitting the lowest price bid or most advantageous bid, but at the rate of such bidder.
10. The bill in duplicate may be sent to this office for settlement after delivery of the material has been done satisfactorily.
11. No advance payments will be entertained.
12. No payment will be made for rejected supplies.
13. All payment shall be made as per norms laid down by the Government of Assam. The payment of bills will be made depending upon the availability of Fund.
14. The supplier shall make his own arrangement of loading, unloading and transporting of the vehicle spare parts up to the point delivery.
15. The Supplier will be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods/service to the Purchaser.
16. In the event of delayed payment due to administrative reason, the bidder will have no legitimate right to claim for any kind of compensation.
17. Payment of supplier's bills shall be made after delivery of the goods in satisfactory condition and subject to release of fund from Government.
18. Deduction of tax at source from payment to the suppliers will be as per existing laws in India.

19. The submission of a tender by a bidder implied that he/she has read entire tender document and has made himself/ herself aware of the scope and specification of the work to be performed and of the local condition and other factors which have a bearing on the execution of the work.
20. The supply of items will have to be made in the O/o the District Commissioner, Udalguri, within 2 (two) days as and when required.
21. The supplied items should be the best quality/ as per specifications, otherwise the same will be rejected and the suppliers have to replace the same at his own cost.
22. The Purchaser and the supplier shall make all out efforts to resolve any dispute arises during the contract period.
23. The tender which do not comply with the above conditions will be summarily rejected. The tender received after the due date will not be entertained.

ANNEXURE: A**BID APPLICATION**

(To be filled in by the bidder with reference to Notice Inviting Bid for awarding of contract for one year for supply of Material & Miscellaneous items)

1.	Name of the bidder with address	:	
2.	Nature of Business/Status		Manufacturer/ Franchisee /Firms /Suppliers (Documentary evidence to be furnished, as applicable)
3.	Name of the contact person (with Telephone No./ Mobile No./ Fax No. and e-mail ID)	:	
4.	GST No. (self-certified copy to be attached) Note: GSTIN registered under "Composition Scheme" will not be accepted.	:	
5.	PAN No. (self-certified copy to be attached)	:	
6.	Whether all the terms & conditions of NIT are agreeable.	:	Yes/No
7.	Experience in similar assignments. Total Years		
8.	Notarized Affidavit for Non- Blacklisting by State/UT/Central Govt./PSU		Attached / Not Attached As per Annexure-C

Date:

Signature with seal
Bidder/Authorised Signatory

Place: _____

Annexure: B1**HIRING OF IT AND ELECTRONIC EQUIPMENT**

Sl. No.	Item Description	Unit	Qty	Unit Price in INR (including all taxes)
1	LED TV up to 32"	Per unit/day	1	
2	LED TV above 32"	Per unit/day	1	
3	CCTV (HD) with all accessories and fitting	Per camera /day	1	
4	CCTV (360°) with all accessories and fitting	Per camera /day		
5	Laptop with Windows, MS Office, Antivirus etc.	Per unit/day	1	
6	Desktop with UPS with 3-4 hrs back up, Windows, MS Office, Antivirus etc.	Per unit/day	1	
7	Laser printer	Per unit/day	1	
8	Colour printer	Per unit/day	1	
9	Photostat / Xerox Machine	Per unit/day	1	
Total of Unit Prices (INR) (This will be used for deciding L1, L2 & so on)				

Name of the Bidder

(Signature of the Authorized Person)

Date:

Seal:

Annexure: B2**SUPPLY OF FOOD ITEMS**

Sl. No.	Item Description	Qty	Rate in INR (including all taxes & Packaging charges, if any)
1	Tea with two Nos. (sweeten/ salted) biscuit	Per cup	
2	Coffee (Milk)	Per cup	
3	Red Tea	Per cup	
4	Tea with Milk	Per cup	
5	Juice (250 ml)	Per nos.	
6	Samosa/Kachori	Per Piece	
7	Cake	Per Piece	
8	Sweets (Kalakand, Lalmohan etc.)		
9	Patties		
	a. Veg	Per Piece	
	b. Paneer	Per Piece	
	c. Egg	Per Piece	
	d. Chicken	Per Piece	
10	Rolls:		
	a. Veg	Per Piece	
	b. Paneer	Per Piece	
	c. Egg	Per Piece	
	d. Chicken	Per Piece	
11	Chowmein:		
	a. Veg	Per Plate	
	b. Egg	Per Plate	
12	Biryani		
	a. Veg	Per Plate	
	b. Egg	Per Plate	
	c. Chicken	Per Plate	
13	Bread, Jam, Boiled Egg, Banana	Per Plate	
14	Paratha & Sabji	Per Plate	
15	Puri – 4 pieces & sabji	Per Plate	
16	Roti – 4 pieces & sabji	Per Plate	
17	Tandoori Roti	Per Plate	
18	Veg Thali – Rice, Dal, Dry Sabji, One Liquid Sabji, Papad, Salad, Brinjal Fry/Pitika	Per Meal	
19	Packaged drinking water 500ml	Per Bottle	
20	Packaged drinking water 1 ltr	Per Bottle	
21	Mineral water Jar with Dispenser 20 ltr	Per Jar	
22	Disposable Glass (Standard)	Per 100 pcs.	
23	Disposable Plate (Standard)	Per 100 pcs.	
24	Tissue Paper (Best Quality)	Per 100 pcs.	

(Signature of the Authorized Person)

Name of the Bidder

Date:

Seal:

ANNEXURE: C

Notarized Affidavit of Non-Blacklisting

(On the Letter head of the Bidder)

To

District Election Officer
Udalguri Election District
Udalguri, 784509

Sub : Certificate of Non-Blacklisting

Ref : TENDER No. ECF No. **109657/22 Dtd. 19.03.2024**

Sir,

In response to the TENDER reference **ECF No. 109657/22 Dtd. 19.03.2024**, for supply of items/ services ; I/We hereby declare that our bidder has never been blacklisted either indefinitely or for a particular period of time by any State/Central Government Department or Bidder/PSU.

I/We also declare that we fully understand that if this declaration is found to be incorrect then my/our bid may be summarily rejected without prejudice.

Thanking You

Name of the Bidder

(Signature of Authorized Person)

Date:

Seal:

ANNEXURE: D**CERTIFIED TURNOVER CERTIFICATE***(On the Letter head of the Bidder)*

Name of Organization:		
Annual turnover for last three Financial Years: FY 2020-21, FY 2021-22 and FY 2022-23		
Sl.No	Financial Year	Turnover in INR Crores
1	FY 2020-21	
2	FY 2021-22	
3	FY 2022-23	
4	Average Annual Turnover of the above three Financial Years	

****Note:** Copies of CA Certified Turnover Certificate clearly mentioning the Financial Year's Turnover to be attached herewith.

Name of the Bidder

(Signature of the Authorized Person)

Date:

Seal:

ANNEXURE: E

DETAILS OF SIMILAR ASSIGNMENTS (submit only for the period FY 2020-21 till Current FY)

(On the Letterhead of the Bidder)

Sl. No	Client Name and Address	Name of the Work	Year of the Work	Value of Work (in INR)

***Note: Self-attested copies Work Orders / Completion Certificates to be attached for each assignment.*

Name of the Bidder

(Signature of Authorized Person)

Date:

Seal:

ANNEXURE: F**Documents Submission Checklist for Eligibility Criteria**

Clause	Eligibility Criteria	Documents Required	Document Submitted (Yes/No)	Page No. (must)
4.1	Legal Entity- The bidder must be a registered company/ firm registered as per Indian Law. The Legal Entity must be operating in the Assam for the last 3 years in Business as on 31 st March, 2023. The Legal Entity must have GST Registration for Assam	<ul style="list-style-type: none"> • Copy of Certificate of Incorporation /Registration. • Copy of Trade License issued in Assam. • Copy of GST registration for Assam • Copy of PAN • Copy of AADHAAR Card • Copy of Tax Clearance Certificate(GST and IT) • Copy of Bank Passbook/ cancelled cheque against the firm. 		
4.2	Average Annual Turnover of minimum Rs.20,00,000.00 (Rupees Twenty Lakhs only) in the last three financial years i.e. 2020-21, 2021-22 and 2022-23	<ul style="list-style-type: none"> • CA Certified Turnover Certificate with UDIN needs to be furnished. 		
4.3	Must have executed at least 3 separate works of supply, services and hiring for Govt./PSU in the last 3 Financial years: 2020-21, 2021-22, 2022-23 & current FY.	<ul style="list-style-type: none"> • Copy of Purchase/Work Order/Work completion Certificate. The nature and volume of work should be clearly seen in these 		
4.4	The Bidder should not have been blacklisted by any Government Department/ Bidder/ Ministries or PSUs in the last three financial years and the current financial year i.e. FY 2020-21, FY 2021-22, FY 2022-23 and FY 2023-24. The applicant shall also be not blacklisted at the time of applying the TENDER.	<ul style="list-style-type: none"> • A Notarized Affidavit with respect to the same needs to be furnished along with this bid. 		

Name of the Bidder

(Signature of Authorized Person)

Date:

Seal: