



GOVT. OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER, UDALGURI

BIDDING DOCUMENT

FOR

**PROCUREMENT/HIRING OF ITEMS FOR REPUBLIC DAY
CELEBRATION, 2025 AT THE DISTRICT COMMISSIONER,
UDALGURI FOR THE F.Y. 2024-2025.**

Tender inviting authority : District Commissioner, Udalguri, Assam

OK



GOVT. OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER::: UDALGURI

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GOVT. OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER, UDALGURI

ECF No-75164/

NOTICE INVITING BID (NIB)

**FOR SUPPLY AND HIRING OF VARIOUS ITEMS TO THE DISTRICT
COMMISSIONER, UDALGURI FOR CELEBRATION OF REPUBLIC DAY,
2025 FOR THE F.Y. 2024-2025.**


1. Sealed Bids are invited from interested Bidders in the format as given in **Annexure (A)** of Bidding Document to participate in the tender No. **ECF No 75164** for supply and hiring of various items for celebration of Republic Day, 2025 for the F.Y. 2024-2025 following **single bid system** to O/o the District Commissioner, Udalguri as per requirement of the undersigned.
2. Details of the requirement of various items are mentioned in the **Annexure (B)** of Bidding Document.
3. For any clarification, interested parties may visit the O/o the District Commissioner, Udalguri, on any working day between 10.00 am to 5.00 pm. (except Holidays) 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 Rules, 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 SUPPLY AND HIRING OF VARIOUS ITEMS TO THE O/O THE DISTRICT
COMMISSIONER, UDALGURI FOR CELEBRATION OF REPUBLIC DAY, 2025 FOR THE
F.Y. 2024-2025"**

(TENDER NO.....DATE.....)

Name & Address of the Bidder: xxxxxxxxxxxxxx

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 **22nd January, 2025** upto **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 **22nd January, 2025** 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,
Udalguri**

ECF No. 75164/

Date:13.01.2025

Copy to: -

1. The Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur, Ghy-06 for favour of kind information.
2. The District Information & Public Relation Officer, Udalguri. He is requested to give wide publicity.
3. The DIO, NIC, Udalguri for information and necessary action.
4. Notice Board, DC's Office, Udalguri, All Circle Officer's Office of Udalguri district.
5. Office file.

(e-Signed)
**District Commissioner,
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 and which will be valid for one year.
2. Tender will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the Lowest bidder (L 1) as per rules specified in "The Assam Public Procurement Act, 2017" and "The Assam Public Procurement Rules, 2020". .
3. The Bidders should furnish the following documents duly self-attested along with the bid documents, failing which, the Bid will be liable for rejection.
 - a) AADHAAR Card
 - b) PAN Card
 - c) GST Registration Certificate
 - d) Copies of Tax clearance certificate (GST and IT)
 - e) Copy of Trade License
 - f) Copy of Bank Passbook/ cancelled cheque against the firm.
4. 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).
5. 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.
6. 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
7. Any bidder may withdraw the bid before the last date of submission of bid .Only single bid shall be submitted by each bidder.
8. The O/o the District Commissioner, 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.
9. 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.
10. 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.
11. O/o the District Commissioner, Udalguri reserves the right to seek clarification or verification of any information furnished by the bidder.
12. Payment shall be made when required fund will be provided by the Govt. of Assam.
13. 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.
14. The bidder shall give an undertaking (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.

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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 to supply required quantity of various items even beyond office hours, and on holidays.
4. The supplier shall maintain the quality of product. All goods should be new, unused, free 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 items 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 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 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 arising 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.

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BID APPLICATION

(To be filled in by the bidder with reference to Notice Inviting Bid for awarding of contract for one year for supply and hiring of various items)

1.	Name of the bidder with address	:	
2.	Nature of Business/Status		Manufacturer/ Franchisee 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)	:	
8.	Whether all the terms & conditions of NIT are agreeable.	:	Yes/No
9.	Undertaking form for blacklisted/ banned by any Government Department/ Public Sector undertaking/ Autonomous Body	:	As per Annexure-.....C.....

Date:

Signature with seal
Bidder/Authorised Signatory
Place:

OK

S I	Particulars	Items	Per Unit	Rate in figure(in Rs.)	Rate in words	Remarks
1	National Flags and others	a. Big Khadi National Flag	Per Pcs			
		b. Medium Khadi National Flag	Per Pcs			
		c. Small Khadi National Flag	Per Pcs			
		d. National Flag Rope	Per Mutha			
		e. Candle	Per Pkts			
2	Paintings	a. Rostrum Painting (Parade Ground/Circuit House/DC's Residence/DC's Office)	Per Unit			
		b. Painting (Gandhi Maidam)	Per Unit			
3	Temp Constructions & Decoration	a. Decoration of 3 Nos of Permanent Sheds with cloths & Bamboo	Per Shed			
		b. Temporary Construction of Medical Room, Ladies Checking Point, Green Room with Bamboo & Cloths	Per Sq. Ft.			
		c. Carpeting of Permanent Sheds.	Per Shed			
		d. Balloon Decoration of Parade Ground/Main Rostrum/VIP Seating Area	Per Ground			
4	Lighting and CC Camera (at parade ground) and Illuminati on hiring basis.	a. Security light (flood light) for security of Parade Ground	Per Building (Electrical)			
		b. Illumination of Office Building of C's Office, DC's Residence, Circuit House and Treasury Office.	Per Building (Electrical)			
5	Refreshments	a. Breakfast.	Per Plate			
		b. Lunch for VIP (Rice with Fish, Local Chicken, Paneer, Roti, Green Salad, Dal, 500 ml Water bottle)	Per Plate			
		c. Lunch (Rice with Local Chicken, Dal, Sabji, Green Salad, 500 ml water bottle)	Per Plate			
		d. Packet Lunch for VIP (Kaju Barfi, Namkeen, Fried Kaju, Singra/Kachuri, 200 Ml Juice)	Per Pkts			
		e. Packet Lunch for General (Singra/Kachuri, Dry Sweet, Boiled Egg)	Per Pkts			
		f. Packet Lunch for Parade Contingents (Singra/Kachuri, Dry Sweet, Bannana, Boiled Egg, 200 Ml Juice)	Per Pkts			
		g. Packet Lunch at DC Office, Circuit House, DC's Residence during flag Hoisting (Tea, Sweets, Biscuit)	Per Pkts			
		h. Special Tea	Per Cup			
		i. Normal Tea	Per Cup			
		j. 20 Ltrs Water Jar with Dispenser	Per Bottle			
		k. 1/5 Ltrs Water Bottle	Per Bottle			
		l. Paper Glass	Per 50 Glass			
6	Printing of Flex Banners and other printing materials	a. Printing of Invitation with envelope (A3 Size)	Per Pair			
		b. Printing of Certificates (A4 Size)	Per Pcs			
		c. Flex Banner	Per Sq. Ft.			
7	Hiring:	a. Plastic Chair	per No			
		b. Dining Table	Per No			
		c. VIP Chairs	Per No			
		d. Sofa Sets	Per Set			
		e. Potted Plants Pots	Per No			
		f. Stand Fan	Per No			
		g. Chair Cover	Per No			
		h. Dining Cover	Per No			
		i. Ceiling Fan	Per No			

8	Lighting of Lamp at Gandhi Maidan.	a. Dhup/Dhuna	Per 100 Grams			
		b. Dhup Dani	Per No			
		c. Saki	Per No			
		d. Mustard Oil	Per 200 ML			
		e. Match Box	Per Box			
		f. Halika	Per Mutha			
		g. Gardland (White)	Per Pcs			
9	Photography & Videography	a. Drone with Operator	Per Day			
		b. Photography	Per day			
		c. Videography	Per Day			
10	Trophy	a. Trophy for 1 st prize	Per No			
		b. Trophy for 2 nd Prize	Per No			
		c. Trophy for 3 rd Prize	Per No			
11	Misc items	a. Aronai/ Gamsa	Per Pcs			
		b. Lime Powder	Per Kg			
		c. Parish Powder	Per Kg			
		d. Nil/Ujala	Per 200 ML			
		e. Tri Colour Paints	Per ltrs			
		f. Silver Colour Paints	Per Lts			
		g. Golden Colour Paints	Per Lts			
		h. Lime Brush	Per No			
		i. Paint Brush	Per No			
		j. Thinner	Per Ltrs			
		k. Coconut/ Bamboo Jharu	Per No			
		l. Coconut rope	Per Kg			
		m. Bamboo	Per No			
		n. Lock & Key	Per No			
		o. Long iron Chain	Per Pcs			
		p. Casual Labourers	Per Labour per Day			
		q. Marker Pen	Per No			
		r. Pen	Per No			
		s. Note Pad	Per No			
t. Sessor	Per No					
u. Transparent Tap (Big Size)	Per No					
v. Transparent Plastic folder	Per No					

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DECLARATION

I/ We the participating in the tender (Ref No.....Date.....) for supply of Material & Miscellaneous items to O/o the District Commissioner, Udalguri, Assam do hereby declare that:

I/ We qualify to participate in the bidding process as per the terms and conditions mentioned in the bidding document.

I/ We have not been blacklisted or debarred from participation in the bidding process by any Government Department/ Institution/ Body or by public sector undertaking that is currently in force.

Date:

Signature of the Bidder/ Authorized
Signatory with Seal

Name:

