



**TENDER No: SPMU/NRC/Print Service/542/2018/ dated March 14, 2018**

**TENDER  
FOR  
MANAGED PRINT SERVICES**

**ISSUED BY**

**OFFICE OF THE STATE COORDINATOR, STATE PROJECT MANAGEMNT UNIT, NATIONAL  
REGISTER OF CITIZENS, ASSAM**

**OFFICE OF THE STATE COORDINATOR, NRC, ASSAM  
ACHYUT PLAZA, BHANGAGARH, GUWAHATI- 781005**

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# SECTION- I

## 1. NOTICE INVITING TENDER FOR PRINT WORK

**No: SPMU/NRC/Print Service/542/2018/**

**Dated March 14, 2018**

### NOTICE of Tender for Print Work

State Coordinator, National Register of Citizens, Assam invites tenders from reputed MANAGED PRINT SERVICES Firms for taking up Printout of Digital Documents in Connection with NRC Updation at the Office of the State Coordinator, National Register of Citizens (NRC), Achyut Plaza, Bharalupar, Bhangagarh, Guwahati- 781005.

Printing Agencies willing to offer service may download the Tender document from the official website [www.nrcassam.nic.in](http://www.nrcassam.nic.in). The cost of tender document is Rs. 1000/- (Rupees One Thousand) only drawn from any Indian Nationalized Bank in the form of Demand Draft issued in favour of 'The Commissioner & Secretary, Home and Political Department, Dispur, Guwahati- 781006, Assam' payable at Guwahati. The bidder shall also submit an EMD for Rs. 5,00,000/- (Rupees Five Lakh) only in the form of Demand Draft drawn in favour of the same beneficiary payable at Guwahati with validity period for 90 days from the date of issue of Tender Document. The original Demand Drafts for Tender Fee and EMD and court fee stamp of Rs. 8.25/- (Rupees Eight and Paise Twenty Five) only affixed on the forwarding letter should be submitted to the Office of the State Coordinator, NRC, Achyut Plaza, Bharalupar, Bhangagarh, Guwahati- 781005 in a sealed cover on or before the last date and time of submission of tender. The cover should be superscripted with name of the tender, opening date and closing date and name, address and phone no. of the bidder.

#### **Schedule to the invitation of Tender**

Sl. no.	Scheduled	Start date	Start time	End date	End time
1	Issue of Tender	16/03/2018	11:00 a.m.	25/03/2018	2.00 p.m.
2	Bid submission	27/03/2018	11:00 a.m.	27 /03/2018	2.00 p.m.
3	Technical Bid Opening	28 /03/2018	2.30p.m.		
4	Financial Bid Opening	Will be notified latter			

The State Coordinator, NRC, Assam reserves the right to change the opening time and date of the tender due to administrative reason by notifying the same on the website. This office shall not be liable for any delay in submission of tenders and/or system errors (if any).

**NB: Tender Document Fee, EMD and Court Fee Stamp should be submitted to the office before the closing date and time. Failure to submit the same shall result in cancellation of the bid.**

Sd/-  
State Coordinator  
National Register of Citizens (NRC), Assam

**SECTION II**  
**BIDDER'S PROFILE**  
**(On Letter Head)**

<b>Sl. no.</b>	<b>Particulars</b>	<b>Please furnish details</b>
1.	Name of the Company / Firm	
2.	Year of incorporation	
3.	Nature of the Company (Public/Private/Partnership)	
4.	Registered office (Address, Telephone Number, e-mail)	
5.	Local Office (Name and designation of in-charge, Address, Telephone Number, e-mail)	
6.	Permanent Account Number (PAN)	
7.	GST Registration Number	
8.	Banker's name and address	

The above details should be filled up along with supporting documents enclosed.

**SECTION III**  
**BID FORM**

To,

The State Coordinator  
National Register of Citizens (NRC), Assam  
Bhangagarh, Guwahati- 781005

Sir,

1. Having read the conditions of the Tender Document and services to be provided, I/We, the undersigned firm, offer to Managed Print Services in conformity with the terms and conditions of the Tender Document for the sum shown in the Financial Bid under Section VIII made part of this Tender Document.
2. I/We undertake to enter into agreement within 7 (seven) days of being called upon to do so and bear all expenses including charges for Court Paper, etc., and the Agreement will be binding on us.
3. If My/Our Bid is accepted, we will obtain Performance Guarantee of a Nationalized Bank for a sum as mentioned in the Tender Document under Annexure III for due performance of the Contract.
4. I/We agree to abide by this Tender document for a period of 90 days from the date fixed for Tender opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until an agreement is signed and executed, this Tender Document together with your written acceptance thereof in your notification of award shall constitute a binding Contract between us.
6. Tender submitted by Me/Us are properly sealed and prepared so as to prevent any subsequent replacement.
7. I/We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this ..... day of ..... 2018.

Signature of .....

In capacity of .....

Duly authorized to sign the Tender for and on behalf of.....

Witness.....

Address.....

Signature.....

Seal.....

## SECTION IV

### TECHNICAL SPECIFICATIONS

The supply of items shall be made to NRC office within period at the rate of approx.. 200,000( Two lakhs print) per day from the issue of order for the MANAGED PRINT SERVICES NRC will have the authority to place order for supply of items/job beyond office hours and on holidays, for which, no additional payment will be made by NRC office.

#### Technical Details

Sl. no.	Printing Machinery Details	Make	Speed per min	Printing capacity per day
1				
2				

## SECTION V

### MINIMUM ELIGIBILITY OF THE BIDDERS

The Bidder should meet the following Eligibility Criteria for bidding the tender and the proof for the eligibility should be provided in the Technical Bid.

Sl. no.	Minimum Eligibility Criteria	Proof to be submitted for fulfilling the eligibility
1	Bidder should be in the field of <b>PRINT SERVICES</b> for at least three (3) years as on 31/03/2017	Bidder should provide certificate of incorporation under companies act or any other certificate for legal status.
2	Bidder should be a Registered Indian Firm	Copy of Registration certificate as per existing norms, indicating legal status i.e. company/partnership firm/ proprietorship etc. to be enclosed.
3	Bidder should have an average annual turnover of at least Rs.50 lakh in each of the previous three financial years (2014-15, 2015-16 & 2016-17)	Bidder should enclose audited balance sheet for the previous three financial years (2014-15, 2015-16& 2016-17). Along with the Annual Turnover statement as in Section X
4	The Bidder should have executed similar work contract of value around 50 lakhs each in the last three financial years	Bidder shall provide documentary evidence/letters of Completion for the projects where they have done the printing

5	The bidder should have capacity of printing 2 (two ) lakhs pages per day	Statement showing Machine. Model, Print per minute, working hours and power back up.
6	Quality of paper should not be less than 75 gsm and specification of Printing toner/ink to be used	Undertaking from the bidder
5	The Bidder should not have been blacklisted by any State/Central govt. office/PSU/other Agency in the past for breach of general or specific conditions of contract, fraudulent, unethical or corrupt business practices.	Declaration by the bidder to be submitted in the specified format given in the Tender Document under Section XIV.
6	GST and Trade License	Up to date attested copies of GST and Trade License
7	Should have a valid PAN issued by the Income Tax Office.	Attested copy of PAN card.
8	Bid Document Fee	Bid document fee of Rs. 1000/- (Rupees One thousand) only in the form of Demand Draft drawn from Nationalized Bank.
9	Signature on Tender document	Tender document shall be signed by the Proposer in all the pages with official seal. The supporting documents/pages asked by the Tender should be arranged chronologically as per the information sought.
10	Earnest Money Deposit (EMD)	EMD for Rs. 500,000/- (Rupees Five lakhs) only in the form of Demand Draft drawn in favour of 'The Commissioner & Secretary, Home and Political Department, Dispur, Guwahati- 781006, Assam' payable at Guwahati
11	Stamp Fee	Court Fee Stamp of Rs. 8.25/-
12	Additional information	Any other information which may be useful in the process of evaluation.

## SECTION VI

### INSTRUCTIONS TO BIDDERS

#### 1. Definitions

- 1.1 'Bid' means the Tender Document for purchase of specified item mentioned herein.
- 1.2 'Purchaser' means Office of the State Coordinator, National Register of Citizens, Assam.
- 1.3 'Bidder' means the manufacturer/dealer/distributor/firm that participates in this tender and submits bid.
- 1.4 'Supplier' means the firm supplying the goods under the contract.
- 1.5 'Contract Price' means price payable to the supplier under the Purchase Order for the full and proper performance of its contractual obligation.

#### 2. Tender Document

- 2.1 The bidder is expected to examine all instructions, terms and conditions contained in the Tender Document. Failure to furnish all information required as per the Tender Document or



submission of Bid not substantially responsive to the Tender Document in every respect will be at the bidder's risk and may result in rejection of the bid.

### **3. Documents/Certificates**

3.1 The bidders are required to submit Technical Bid enclosing therewith self attested photocopies of documents mentioned under Section V (documents in original should be produced for verification before signing of the agreement) failing which bid will be summarily/out rightly rejected and will not be considered any further.

### **4. Clarification on Tender Documents**

4.1 A prospective bidder requiring any clarification on the Tender Document may notify by e-mail at the mailing address *piec.nrc.assam@gmail.com*. Queries, if any, should be e-mailed in between 17.03.2018 to 20.03.2018. Requests for clarifications should not be sent later than the date. Explanation of the query but without identifying the source of the inquiry will be uploaded on the official website [www.nrcassam.nic.in](http://www.nrcassam.nic.in). for benefit of all prospective bidders.

### **5. Amendment of Tender document**

5.1 At any time prior to the dead line for submission of bids, the Purchaser may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the Tender Document by amendment. The amendment will be uploaded on the official website [www.nrcassam.nic.in](http://www.nrcassam.nic.in). for the benefit of all the prospective bidders. All the prospective bidders are requested to keep themselves informed regularly regarding the amendment, if any, on the website.

5.2 In order to give prospective bidders reasonable time in which to take an amendment into account in preparing their bids, the State Coordinator, at his discretion, extend the deadline for the submission of bids.

### **6. Rejection of incomplete and conditional Tender**

6.1 Incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

### **7. Non transferability**

7.1 This tender is non transferable.

## **8. Minimum eligibility criteria**

8.1 Bidders should meet all eligibility criteria mentioned under Section V of the Tender Document. However, mere fulfillment of minimum eligibility criteria does not entitle the firm to demand that their financial bid will be evaluated.

## **9. Preparation of Bid**

9.1 Language of Bid- The bid prepared by the bidders and all correspondences and documents relating to the bid exchanged by the bidder with the Purchaser shall be written in English only.

## **10. Documents comprising the bid**

10.1 The bids prepared by the bidder shall comprise of (i) Technical bid and (ii) Financial bid.

**A. Technical Bid:** The technical bid will comprise of the following bidding documents:

- i. Bidder's Profile (Section II)
- ii. Bid Form (Section III)
- iii. Technical Specification (Section IV)
- iv. Proof of Eligibility (Section V)
- v. Instructions to Bidders (Section VI)
- vi. Agreed Terms and Conditions (Section VII)
- vii. Declaration (Section IX)
- viii. Annual Turnover Statement (Annexure I)
- ix. Bidder's Compliance- Technical (Annexure II)
- x. Bidder's Compliance- Commercial (Annexure III)
- xi. Experience Certificate (Annexure IV)
- xii. Bank Guarantee Format (Annexure V)
- xiii. Specimen Agreement Copy (Annexure VI)

**B. Commercial Bid:** Commercial Bid will comprise of the following documents:

- i. Financial Bid (Section VIII).

## **11. Bid Prices**

11.1 The rate/price should be quoted in Indian Rupees only in words as well as in figures. GST, as applicable should be quoted separately. If the levies are included in the price quoted without giving the break up details such bids will summarily be rejected.

12.2 Only one price should be quoted. If more than one price is quoted under different options the rate quoted the bid should be rejected.

11.2 Rate/price should remain fixed during the entire period of the contract, i.e. one year and shall not be subject to variation on any account. However, in case of decrease in prices, the benefit shall be passed on to the Purchaser. No claim for compensation or loss due to fluctuations or any other reasons/causes will be entertained. A bid submitted with an adjustable price quotation will be treated as non responsive and will be rejected.

11.3 Prices should be quoted FoD basis (Free delivery at State Coordinator office).

## **12. Bid Security/Earnest Money Deposit (EMD)**

12.1 EMD of Rs. 5,00,000/- (Rupees Five Lakh) only in the form of Demand Draft issued by Indian nationalized Bank in favour of 'The Commissioner & Secretary, Home and Political Department, Dispur, Guwahati- 781006, Assam' payable at Guwahati with validity for 90 days from the date of issue of Tender Document shall accompany the Technical Bid.

12.2 A bid received without Bid Security (EMD) shall be rejected as non responsive at the bid opening stage and consequently rejected.

12.3 EMD for lesser amount/EMD not submitted in the manner prescribed will be rejected and returned to the bidder.

12.4 The submission of EMD is compulsory for all Bidders and no exemption will be granted for submission of EMD in any case.

12.5 The Bid security of the unsuccessful bidder will be returned within **30 days** after finalization of the award of the contract without any interest.

12.6 Court fee stamp of Rs. 8.25/- must be affixed on the covering letter with Tender Fee and EMD and submitted to the office before closing date and time. The scanned Demand Drafts pertaining to Tender Fee and EMD should be uploaded in the Technical Bid Section.

## **13. The bid security may be forfeited:**

13.1 If a bidder withdraws his bid during period of bid validity specified in the bid document

13.2 In the case of successful bidder, if the bidder fails to sign the contract;

13.3 Failing to furnish Performance Security within the specified time mentioned in the tender document.

13.4 Performance Security should remain **valid** for a period of **60 days** beyond the date of completion of all contractual obligations by the supplier including warranty obligation, if any. EMD will be refunded to the successful bidder on receipt of Performance Security. PSD can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily within the stipulated period.

#### **14. Period of validity of bids**

14.1 The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.

#### **15. Signing of the bids**

15.1 **The bid shall be printed and not hand written.** All pages of the bid document shall be numbered consecutively and shall be signed by the bidder as proof of having read the contents therein and in acceptance thereof.

15.2 All entries in the tender form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.

15.3 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person/persons signing the bid.

15.4 If the date on which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.

#### **16. Bid Opening and Evaluation**

##### **Bid Opening**

16.1 **Technical documents** shall be opened **at 2.00 p.m. on 28.03.2018** in the presence of the bidders or their representatives duly authorized by the bidder who wish to be present. If the Tender Fee/EMD is not found as prescribed, the bid shall be summarily rejected.

16.2 The competent authority shall examine/evaluate the technical bids to determine whether they (i) fulfil the eligibility criteria, (ii) submitted the requisite documents (iii) meet the terms and conditions specified, (iv) complied with all the instructions contained therein,

etc. **For the purpose of this clause a substantially responsive bid is one which conforms to all the terms and conditions of the bid document without material deviation.**

16.3 **Financial bids** of technically qualified bidders only will be recommended for opening and consideration by the Tender Committee. The said Committee will evaluate the bids to determine whether (i) they are complete; (ii) the requisite bid securities have been furnished; (iii) the bids have been properly signed and stamped; and (iv) bids are generally in order.

16.4 Contain the sealed price bid of parties whose bid is found to be generally in order and substantially responsive shall be opened at a subsequent date (after completion of the analysis of the technical bids and recommendations thereof ) to be intimated in advance to such eligible bidders.

16.5 Only summary of prices quoted by the bidders will be read out. The financial bids of unsuccessful bidders would not be opened.

16.6 Bids determined to be substantially responsive will be checked for any arithmetical errors in computation and summation. Errors will be dealt as follows:

- a) Where there is discrepancy between amounts in figures and in words, amount in words will govern;
- b) Incorrectly added totals will be corrected;

## **17. Contacting the Purchasers**

17.1 No bidder shall try to influence the Purchaser on any matter relating from bid opening till the time contract is awarded.

17.2 Any effort by the bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or contract award, it shall result in the rejection of the bid.

## **18. Award of Contract**

### **Award Criteria**

18.1 The contract shall be awarded with the approval of the competent authority to the bidder whose bid has been determined to be eligible and substantially responsive to the bid documents and who has offered the lowest evaluated bid (**subject to the selection of the sample by the Tender Committee**) and provided that the bidder has the capability and resources effectively to carry out the contract works.

## **19. Right to accept /reject any or all Bids**

19.1 The Purchaser reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids at any time prior to the award of contract without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the said action.

## **20. Notification of Award**

20.1 Prior to the expiration of the prescribed period of bid validity, the Purchaser will notify the successful bidder by e-mail or letter confirming in writing that his bid has been successful.

20.2 The notification of award will constitute the formation of the contract.

20.3 Upon furnishing by the successful bidder of a Performance Security, the Purchaser will promptly notify the unsuccessful bidders that their bids have been unsuccessful.

## **21. Annulment of Award**

21.1 Failure of the successful bidder to comply with the requirement shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event the Purchaser may make the award to any other bidder at the discretion of the Purchaser or call for new bids.

21.2 Purchaser reserves the right to disqualify the supplier for a suitable period who habitually failed to supply the item in time. Further, the suppliers whose items do not perform satisfactorily may also be disqualified for a suitable period as decided by the Purchaser.

21.3 Purchaser reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.

## **22. Liquidated damages**

22.1 Should the supplier fails to deliver any consignment thereof within the period prescribed for delivery, the Purchaser shall be entitled to recover 1.0% of the value of the delayed supply with reference to the delivery date given in the Purchase Order up to 7 days and thereafter at the rate of two percent (2.0%) of the value of the delayed supply for each week of delay or part thereof.

### **23. Force Majeure**

23.1 If, at 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 reasons of any war of 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 be reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the Purchase as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

### **24. Termination for Default**

24.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part, if

- (i) the supplier fails to deliver any or all the goods/items within the time period(s) specified in the P.O., or any extension thereof granted by the purchaser;
- (ii) the supplier fails to perform any other obligation(s) under the Contract;
- (iii) the supplier, in either of the above circumstances, does not remedy his failure within a period of 7 days after receipt of the default notice from the purchaser.

25.1 In the event the Purchaser terminates the contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered and the supplier shall be liable to the Purchaser for any excess cost for such similar goods. However, supplier shall continue the performance of the contract to the extent not terminated.

## **26. Termination for Insolvency**

26.1 The Purchaser may at any time terminate the Contract by giving written notice to the supplier, without compensation to the supplier. If the supplier becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

## **27. Set Off**

27.1 Any sum of money due and payable to the successful bidder (including security deposit refundable to bidder) under this contract may be appropriated by the Purchaser and set off the same against any claim of the Purchaser for payment of a sum of money arising out of this contract or under any other contract made by bidder with the Office.

## **SECTION VII**

### **AGREED TERMS AND CONDITIONS**

## **28. Settlement of disputes**

28.1 All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the 'The State Coordinator, NRC, Assam.' The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the Agreement shall be suspended on the ground of pending arbitration proceedings.

## **29. Mode of Payment**

29.1 Payment against Bill/Invoice shall be released only after execution of the supply order and the quality and quantity of the items are found correct and to the satisfaction of the Purchaser. Payment will be made direct to the supplier through **Accounts Transfer**.

29.2 No request for other mode of payment will be entertained. **No advance payment will be made in any case.**



### **30. Payments Terms**

- 30.1 Payment will be made against actual work done only to the Bidder. That includes satisfactory completion of the Work Order and producing of signed and certified *challans* with with stock entry details from concerned government authority.
- 30.2 On completion of supplies of ordered quantities bills/invoices should be raised in triplicate in the name of the Tender Inviting Authority.
- 30.3 Payment of bills will be made by RTGS credited directly into the Bank Account of the Supplier or by Cheque.
- 30.4 If at any time during the period of contract, the price of tendered items is reduced or brought down by any law or Act of the Central or State Government or by the Bidder himself, the Bidder shall be bound to inform Tender Inviting Authority immediately about such reduction in the contracted prices. Tender Inviting Authority is empowered to unilaterally effect such reduction as is necessary in rates in case the Bidder fails to notify or fails to agree to such reduction in rates.
- 30.5 Tax will be deducted at source with cess/surcharge, at the prevailing rates, from the gross amount of each bill submitted.

### **31. Change in quantity**

- 31.1 Quantity given in the financial bid is approximate. It may likely to vary.

### **32. Agreement**

- 32.1 The selected bidder should sign an agreement with the Purchaser as per the specimen given under **Annexure V**.

### **33. Purchaser's Rights**

- 33.1 The Purchaser reserves the right to award the contract to more than one Bidder.
- 33.2 The Purchaser reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.
- 33.3 If a firm, after award of the contract violates any of the terms and conditions, fails to honour its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period and EMD/performance security shall be forfeited.

#### **34. Delivery schedule**

34.1 The delivery of goods shall be made by the bidder in accordance with the terms specified by NRC in the conditions of contract. The delivery of Print Job/items should be made within stipulated time as mention in the Purchase Order.

34.2 The supplier shall warrant that goods to be supplied shall be in full conformity with specifications.

34.3 In case the print items provided are not as per specifications, the same will not be accepted. The firm will have to replace the goods as per the actual specifications and requirement. NRC will not be responsible for any loss occurred for this to the firm.

35. The Purchaser shall inspect the items on receipt to examine whether the items supplied are in conformity with the PO.

#### **36. Penalty for substandard/inferior quality**

36.1 A penalty of 20% of P.O. or equivalent value of part order shall be imposed on the supplier for supplying the inferior quality printing. Further, the firm is liable for blacklisting.

36.2 If the selected bidder does not supply the items/does not make available within the stipulated period as may be indicated by the Purchaser, the Purchaser reserves the right to arrange the supply from another firm and the bidder will have to reimburse the additional expenditure, if any, incurred by the Purchaser.

#### **37. Validity of rates**

37.1 Rates quoted should be valid for one year from the date of signing of the contract. Bids quoting the rates valid for periods less than one year will be considered non responsive.

**SECTION VIII**

**FINANCIAL BID**

From:

-----  
-----  
-----

To:

The State Coordinator  
National Register of Citizens, Assam  
Achyut Plaza, Bharalupar, Bhangagarh  
Guwahati- 781005.

Sir,

I/We have gone through and understood fully the Tender Document and declare that I/We shall abide by all terms and conditions detailed in the Tender Document for supply of the items required-

My/Our rate is as under-

<b>Sl. no.</b>	<b>Name of Work</b>	<b>Specification</b>	<b>Rate (per page)</b>	<b>Tax, if any</b>	<b>Gross Total</b>
01.	Tender for Printout of Documents	Paper-A4, 75 gsm, Single side printout in black & white ink.			

In words Rupees .....

*\*The quantity may vary depending upon the actual usage*

Dated \_\_\_\_\_

Name & Address of

Firm \_\_\_\_\_

Authorised Signature & Seal of the

Firm \_\_\_\_\_

**(Not to be given with the Technical Bid)**

**SECTION IX**

**DECLARATION**

From:

\_\_\_\_\_  
\_\_\_\_\_

To:

The State Coordinator  
National Register of Citizens, Assam  
Bhangagarh, Bharalupar  
Guwahati- 781005

Dear Sir,

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as applicable, in the form of Demand Draft.
3. I/We further undertake that none of the Proprietor/Partner/Director/Individual of the firm was or is with whom Government have banned/suspended business dealing.

Yours faithfully,

**(Signature of the Bidder)**

**Name** \_\_\_\_\_

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

**Date** \_\_\_\_\_

**Seal** \_\_\_\_\_

**ANNUAL TURNOVER STATEMENT OF THE BIDDER**

The Annual Turnover of \_\_\_\_\_ for the past three Financial Years are given below and certified that the statement are true and correct.

The Annual Turnover of \_\_\_\_\_ (name of the bidder) for the past three Financial Years are given below and certified that the statement is true and correct.

Sl. No.	Year	Annual Turnover (in Rs.)
1	2014-15	
2	2015-16	
3	2016-17	
<b>Total</b>		

In words: \_\_\_\_\_

Name of the Chartered Accountant/Auditor \_\_\_\_\_

Signature of Chartered Accountant/Auditor \_\_\_\_\_

Date \_\_\_\_\_

Seal

**(Please fill up the statement)**

**BIDDER'S CONFIRMATION: TECHNICAL**

<b>Sl. no.</b>	<b>Description</b>	<b>Vendor's Compliance (Confirmed/Noted/Deviation furnished separately)</b>
1.	Confirm that you meet the eligibility criteria as per bid document and have furnished relevant documents.	
2.	Confirm acceptance of Technical Specification and scope of supply as per Tender Document.	
3.	In case of deviations, confirm that the same have been highlighted separately.	
4.	Confirm that literature and technical data, wherever applicable, have been enclosed.	
5.	Confirm that all certificates/documents are furnished numbered and attested.	
6.	Confirm that Earnest Money Deposit (EMD) as per bid document has been furnished.	
7.	Confirm that you shall observe the highest standard of ethics during bidding and in case favoured with an order, the execution of the order will be completed without resorting to any fraud, corruption and/or coercion.	
8.	Confirm that the offer shall be valid for a period of 90 days from the date of bid opening	

Please fill up the **Compliance column**

BIDDER'S CONFIRMATION: FINANCIAL

1.	It is noted that any deviations to the commercial terms and conditions shall lead to rejection of offer.	
2.	Confirm that the quoted landed price of the item is inclusive of cost of packing & forwarding charges, freight, insurance and all duties and taxes, viz. GST.	
3.	It is noted that the statutory variations in taxes and duties within the contractual delivery period shall be borne by the purchaser.	
4.	Confirm that in case any new or additional duties and taxes are imposed after the contractual delivery date due to delays attributable to the supplier the same shall be borne by the supplier. This will be in addition to Price Reduction for Delay in Delivery.	
5.	Confirm acceptance of penalty provisions as given under clause no. 37 of Section VII.	
6.	Confirm acceptance of Delivery Period as indicated in the clause no. 36 of Section VII of bid document.	
7.	Confirm acceptance of relevant payment terms specified under clause no. 31 and 32 of Section VII.	
8.	Confirm that the quoted prices shall remain firm & fixed till complete execution of the order.	
9.	Confirm that security deposit of 10% of the total order value in the form of a Bank Guarantee from a Nationalized Bank shall be furnished, which will be valid for a period of one year from the date of order.	
10.	Confirm acceptance of Part Order and selection of two or more firms.	
11.	Confirm acceptance of Repeat order within 6 months from the date of initial order at same price and terms & conditions.	

Please fill up the **Compliance column**

Signature: \_\_\_\_\_

Name & designation: \_\_\_\_\_

Date : \_\_\_\_\_

Name & address

Of the firm: \_\_\_\_\_

**EXPERIENCE CERTIFICATION**

Detail of supply works executed(to be furnished in Cover 'A')

<b>Sl. no.</b>	<b>Year of work</b>	<b>Description of work undertaken</b>	<b>Name &amp; address of the agency that awarded the work</b>	<b>Value of the work (in Rs.)</b>	<b>Date of work order</b>	<b>Date of completion of work</b>
	<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>	<b>(e)</b>	<b>(f)</b>
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>etc.</b>						

This is to certify that the information contained in table above is true and correct. Allotment order/copy of agreement along with the work completion certificate is enclosed.

Name of the Bidder: \_\_\_\_\_

Signature of the Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Seal: \_\_\_\_\_



BANK GUARANTEE FOR PERFORMANCE SECURITY

## FORMAT

Bank Guarantee No. \_\_\_\_\_ Dated \_\_\_\_\_

(Name of the Bank) \_\_\_\_\_

(Hereinafter referred to as the 'Bank')

Performance Security under Contract Agreement dated \_\_\_\_\_ (hereinafter referred to as the 'Agreement') executed between **Commissioner & Secretary, Home & Political Department cum State Coordinator, NRC, Assam** (hereinafter referred to as 'Office') and

\_\_\_\_\_ (hereinafter referred to as 'Bidder') for Printing in the O/o the State Coordinator, NRC, Assam (hereinafter referred to as the 'Services'). However, such context of the Bank Guarantee or reference to the Agreement in this Bank Guarantee shall in no manner be relied upon at any stage or adversely affect or dilute the unconditional and irrevocable nature of this Bank Guarantee.

At the request of the Bidder, we

\_\_\_\_\_ (name and address of the bank) do hereby unconditionally and irrevocable affirm and undertake that we are the Guarantor and are responsible to the Office, i.e., the beneficiary on behalf of the Bidder up to a total sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only), such sum being payable by us to the Office immediately upon receipt of first written demand from the Office.

We agree and affirm that no change or addition to or other modification to the terms of the Agreement shall in any way release us from any liability under this unconditional and irrevocable Guarantee and we hereby waive notice of any such change addition or modification. We further agree with the Office that the Office shall be the sole and the exclusive judge to determine that whether or not any sum or sums are due and payable by the Bidder which is recoverable by the Office by invocation of this Guarantee.

This Guarantee will not be discharged due to the change in constitution of the Bank or the Bidder. We undertake not to withdraw or revoke this Guarantee during its currency/validity period, except with the previous written consent of the Office.

This unconditional and irrevocable Guarantee shall remain in full force and effect and shall remain valid until\_\_\_\_\_.

Notwithstanding any clause contained herein, our liability under this Bank Guarantee shall not exceed Indian Rs. \_\_\_\_\_ (Rupees\_\_\_\_\_ Thousand) only. This unconditional and irrevocable Bank Guarantee shall be effectively valid from \_\_\_\_\_ to\_\_\_\_\_.

We are liable to pay the guaranteed amount or any part thereof under this unconditional and irrevocable Bank Guarantee only and only if the Office serves upon us a written claim or demand on or before\_\_\_\_\_

\_\_\_\_\_

(Authorized signatory on behalf of Bank with seal)

*Notes:*

- 1. The Bank Guarantee should contain the name, designation and Code number of the Officer(s) signing the Guarantee.*
- 2. The address, telephone no. and other details of the Head Office of the Bank as well as the issuing Branch should be mentioned on the covering letter of the issuing Branch.*

**SPECIMEN AGREEMENT**

(To be executed on a Rs. 100/- Non-judicial Stamp paper **purchased at Guwahati**)

We, M/s. .... (hereinafter referred to as First Party) hereby agree on the acceptance of Tender floated by Office of the State Coordinator, National Register of Citizens, Assam (hereinafter referred to as Second Party) in accordance with the conditions of contract stated below:

Now this indenture witness that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows.

1. The contractor agrees to undertake to supply the Printing items and general items as referred in Tender No. **SPMU/NRC/Print Service/542/2018/ dated March 14, 2018** as per the requirement. This is in respect to their bid letter no. dated at the rates quoted by contractor. The prices are inclusive of all the levies taxes like sales tax and excise duty freighted.
2. The supply of the printing items i.e. .... which are not in conformity with the requirements/ specifications are liable to be rejected.
3. This contract shall be effective from \_\_\_\_\_ to \_\_\_\_\_. The Tender is valid for a period of one year from the date of signing of/ opening of the tender. The contract may be extended with the same terms and conditions and rates with the consent of both the parties. The contractor shall execute the Purchase Orders (POs) placed by the concerned Officer with great promptness and satisfaction to the department. The contractor shall agree that the penalty of 0.5 percent (%) of the P.Os shall be imposed for every week's delay or part thereof for a period upto 10 (Ten) weeks and thereafter at the rate of 0.7% of the value of the delayed supply for each week of delay or part thereof for another Ten weeks of delay in complying with the date of delivery of the items for delayed supply and/or undelivered material/supply on each such occasion/default.
4. The security deposit paid by the contractor for due and faithful performance of the contract by the contractor of all and several covenants herein contained of his part to be observed with full power. **The State Coordinator** on behalf of NRC will be entitled to appropriate the said sum to any damage, penalties and other sums which the contractor may be required to pay in case the contractor fails to perform /fulfill or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.
5. The security deposit shall be released after two months after successful completion of the work at the end of the contract period including the extended period, if any

6. That all disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the **State Coordinator, NRC** or any person nominated by him .The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

7. The Security deposit is liable to be forfeited to the NRC without any prejudice to any other rights and remedies of NRC in case the contractor fails to undertake the contract work, as per the work orders and as per the terms and conditions given in tender schedule during the term of the contract including the extended period if any.

8. That the tender schedule, instructions to the bidders and terms and conditions shall also form part of the agreement. That the contractor acknowledges that he has fully acquainted him with all the terms and conditions and he shall not plead ignorance of the same.

In witness whereof the parties have signed the Agreement on the \_\_\_\_\_ day of \_\_\_\_\_ 2018 at Guwahati.

**For anazd on behalf of**

**For and on behalf of**

*(First Party)*

*(Second Party)*

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Witnesses*

*Witnesses:*

1. Name: \_\_\_\_\_

1.Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

2. Name: \_\_\_\_\_

2. Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_