



TENDER No: SPMU/NRC/SVC Bills/333/2016/ dated July 11, 2017

**TENDER
FOR
PRINT WORK**

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

**TABLE OF
CONTENTS**

<i>Section</i>	<i>Subject</i>	<i>Page no.</i>
<i>I</i>	<i>Notice Inviting Tender</i>	<i>2</i>
<i>II</i>	<i>Scope of work</i>	<i>3</i>
<i>III</i>	<i>Bidder's Profile</i>	<i>4</i>
<i>IV</i>	<i>Eligibility Criteria</i>	<i>5</i>
<i>V</i>	<i>Instructions to Bidders</i>	<i>6-7</i>
<i>VI</i>	<i>Submission of Tender</i>	<i>8</i>
<i>VII</i>	<i>Opening of Tender</i>	<i>9-10</i>
<i>VIII</i>	<i>General Terms and Conditions</i>	<i>11-13</i>
<i>IX</i>	<i>Bid Form</i>	<i>14</i>
<i>X</i>	<i>Annual Turnover Statements</i>	<i>15</i>
<i>XI</i>	<i>Financial Bid Format</i>	<i>16</i>
<i>XII</i>	<i>Bank Guarantee for Performance Security Format</i>	<i>17-18</i>
<i>XIII</i>	<i>Sample Agreement Format</i>	<i>19- 20</i>
<i>XIV</i>	<i>Declaration</i>	<i>21</i>

SECTION- I
1. NOTICE INVITING TENDER FOR PRINT WORK

No: SPMU/NRC/SVC Bills/333/2016/

Dated July 11, 2017

NOTICE

Tender for Print Work

State Coordinator, National Register of Citizens, Assam invites tenders affixing Court Fee Stamp of Rs. 8.25/- from reputed Printing Agencies/Firms for taking up Printout of Documents for Inter-State Verification in Connection with NRC Updation at the Office of the State Coordinator, National Register of Citizens (NRC), Achyut Plaza, Bharalupar, Bhangarh, Guwahati- 781005.

Printing Agencies willing to offer service may download the Tender document from the official website www.nrcassam.nic.in. The cost of tender document is Rs. 500/- (Rupees Five hundred) 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. 15,000/- (Rupees Fifteen Thousand) only in the form of Demand Draft drawn in favour of the same beneficiary.

The cover should be superscripted with the title of the Tender on the top of the envelope addressed to the undersigned along with name, address and contact no. of the responder on the bottom left corner of the envelope.

Schedule to the invitation of Tender

Sl. no.	Scheduled	Start date	Start time	End date	End time
1	Issue of Tender	12/07/2017	11:00 a.m.	26/07/2017	12.00 p.m.
2	Query response	24/07/2017	11:00 a.m.	24/07/2017	3:00 p.m.
3	Bid submission	26/07/2017	11:00 a.m.	26/07/2017	2.00 p.m.
4	Technical Bid Opening	31/07/2017	12.30p.m.		
5	Financial Bid Opening	31/07/2017	3.00 p.m.		

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

SECTION- II

SCOPE OF WORK

1. Service :

Printing work as specified in the description of items under Section III, listed in Form 4.

2. Period of Contract:

Under normal circumstances the contract shall be valid for a period of one year from the date of issue of work order. However contract may be renewed for further period upon mutual consent of both the parties on existing terms and conditions. It will be entirely at the discretion of The State Coordinator, National Register of Citizens, Assam to extend it or not.

3. Quantity & estimated cost:

Estimated quantity of items required are mentioned in the Description of Items: Section XI, however it should be clearly noted that NRC shall place the order only as per the actual requirements from time to time.

4. Supply Requirements:

The supply of items shall be made to NRC office within 3 (Three) working days of issued for print job. 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.

SECTION- III

Bidder's Profile

Sl. no.	Particulars	Please furnish details
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- IV

MINIMUM ELIGIBILITY CRITERIA

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 Printing for a period of 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.3 lakh in each of the previous three financial years (2013-14, 2014-15 & 2015-16)	Bidder should enclose audited balance sheet for the previous three financial years (2013-14, 2014-15 & 2015-16). Along with the Annual Turnover statement as in Section X
4	The Bidder should have executed at least two work of printing in Government sector or PSU during the last three (3) Financial Years.	Bidder shall provide documentary evidence/letters of Completion for the projects where they have done the printing
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. 500/- (Rupees Five hundred) 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. 15,000/- (Rupees Fifteen Thousand) 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- V

INSTRUCTIONS TO BIDDERS

- i. Invitation to this tender is in connection with printing works.
- ii. Tenders should be addressed to “The State Coordinator, National Register of Citizens (NRC), Assam, Achyut Plaza, Bharalupar, Bhangagarh, Guwahati-781005.”
- iii. Tenders can be submitted in person on or before the due date and time specified in the Tender Notice. Such tenders should be dropped in the tender box only kept at the Office of the State Coordinator, National Register of Citizens (NRC), Assam, Achyut Plaza, Bharalupar, Bhangagarh, Guwahati- 781005.
- iv. Alternatively, the bidder can submit the tender by registered post so as to reach the above address on or before the due date and time specified in the Tender.
- v. Tenders received after due date and time will not be considered and the Office shall not be liable or responsible for any postal delays.
- vi. A tender once submitted shall not be permitted to be altered or amended.
- vii. The cost of tender schedule is Rs. 500/-. The Tender Documents purchased is not transferable to any other bidder. The tender cost may be paid by Demand Draft drawn on any Nationalized Bank in favour of ‘The Commissioner & Secretary, Home and Political Department, Dispur, Guwahati- 781006, Assam’ payable at Guwahati. The Tender document may be downloaded from the official website www.nrcassam.nic.in.
- viii. Technical Bid should contain EMD for an amount of Rs. 15,000/- by Demand Draft drawn on any Nationalized Bank in favour of ‘The Commissioner & Secretary, Home and Political Department, Dispur, Guwahati- 781006, Assam’ payable at Guwahati.
- ix. The validity of the Tender Document is for six (6) months and Tender Fee/EMD should be valid for the same period.
- x. The EMD of unsuccessful bidders will be returned after acceptance of the successful Tender and issue of Work Order to the successful bidder within a reasonable time frame. The EMD returned to the unsuccessful bidders shall not earn any interest thereof.
- xi. Any bid not secured with EMD amount will be rejected by the office as non-responsive.
- xii. The EMD amount may be forfeited:
 - a. if a bidder withdraws the bid during the period of bid validity specified in the tender; OR
 - b. in the case of successful bidder, if the bidder fails to sign the contract or to submit the Security Deposit, after awarding of the contract.
- xiii. A prospective bidder requiring any clarification in the Tender may notify the office by letter or by e-mail. The office will respond in writing to any request for clarification in the Tender.
- xiv. Interested bidders may visit the site after obtaining permission from the office to plan the exact requirement and estimate.

- xv. Before closing the Tender, the office may amend the Tender as may be desired. Also, amendment to tender may be given in response to clarifications by prospective bidders at the discretion of the office. Such amendments will be notified in the website www.nrcassam.nic.in.
- xvi. The office, at its discretion, may extend the due date and time for the submission of bids on account of amendments.
- xvii. The bidders must periodically browse the website- www.nrcassam.nic.in till one day before the closing date of this Tender for any amendments or corrigendum issued in connection with this Tender.**
- xviii. The bid shall be signed by the bidder or a person duly authorized to bind the bidder to the Contract. All pages of the bid shall be signed and stamped by the authorized person.

SECTION- VI

Submission of Tender

The Tender shall be submitted in three cover system:

Technical Bid Cover

- i. The Technical Bid should be filled up and put inside in a cover along with the enclosures specified in the Tender document. The Technical bid should not contain any Price/Rate details. The Technical bid cover should be superscripted as 'Technical Bid – **SPMU/NRC/SVC Bills/333/2016/ dated July 11, 2017.**'

The Technical Bid cover should contain the following:

- ii) Tender Fee and EMD amounts as prescribed in the Tender document. The name of the Agency/Firm should be written on the reverse of the Tender/EMD drafts.
- iii) Court Fee Stamp of Rs. 8.25/- pasted on the covering letter head.
- iv) Filled up, signed and stamped all pages of Tender document.
- v) Technical bid with relevant details/enclosures, etc. mentioned in section IV.
- vi) Address of the bidder with phone no. clearly written on the reverse of the covers.

Price Bid Cover

- i. The Price Bid as prescribed should be filled up and sealed in a separate cover superscripted as 'Price Bid- **SPMU/NRC/SVC Bills/333/2016/ dated July 11, 2017.**
- ii. The address of the Bidder should be clearly written on the cover.

Outer Cover

- i. Both the Technical Bid cover and Price Bid cover should then be put in a single outer cover, sealed and superscripted as "Tender for Print works– Tender No. **SPMU/NRC/SVC Bills/333/2016/ dated July 11, 2017.**
- ii. The address of the bidder should be clearly written on the reverse of the cover.
- iii. The covers received without superscription are liable for rejection. The tenders not submitted as specified in the above clauses will also be summarily rejected.

SECTION- VII

Tender Opening and Evaluation

Opening of Tender

- i. The Technical Bid cover will be opened at 12.30 p.m. on the due date in the presence of bidders or their representatives who may prefer to attend Tender opening.
- ii. The Technical Bid will be evaluated as per the Eligibility Criteria as specified in the Tender and list of Technically qualified bidders will be prepared. The Technically qualified bidders alone will be informed of the date of opening of the Price Bid. The Price Bids of Technically qualified bidders will alone be opened and evaluated. The decision of this office will be final in this regard.

Tender Rejection Criteria

- iii. Tenders not fulfilling all requirements in the eligibility criteria as outlined under **Section IV** will be summarily rejected.
- iv. The tenders without the requisite EMD amount will be summarily rejected.
- v. Tenders with incomplete information, subjective and conditional offers as well as partial offers for equipment will be liable for rejection.
- vi. Tenders with deviations from Technical specifications will be rejected.
- vii. Tenders without signed and stamped copy of the Tender document in respective envelopes will be summarily rejected.
- viii. Tenders submitted without audited financial statements of the bidder are liable for rejection.
- ix. In addition to the above rejection criteria, if there is non-compliance of any of the clauses of this Tender document, the Tenders are liable for rejection.

Tender Evaluation

Technical Bid Evaluation

- x. The office will prepare a list of bidders based on the compliance to technical specifications and all the terms and conditions of the Tender. The Tenders, which do not conform to the tender conditions and without adequate capabilities to do so as per Tender requirements, will be rejected without specifying any reason whatsoever.

Price Bid Evaluation

- xi. Only the Price Bids of the Technically Qualified bidders will be opened. The list of bidders will be ranked in ascending order, i.e., bidder quoted the lowest price (L1) will be ranked first and so on. The Prices quoted should clearly show the basic price, taxes separately and finally the total amount inclusive of taxes.

- xii. The rate should be indicated clearly both in words and figures. The rate quoted should be firm and should not be subjected to any variation.
- xiii. Details of the product offered like leaflets, brochures, manuals, guarantee, warrantee, other reference documentation, etc should necessarily accompany the offer and bounded separately in the Technical cover.
- xiv. All responses, as well as any reference materials presented must be written in English only.
- xv. Pages must be numbered consecutively within each section of the proposal showing proposal section and page number.
- xvi. Proposals should include firm equipment/items and should not be with options or alternatives. Proposals without firm details of Make and Models for the equipment are liable to be rejected.
- xvii. No bidder shall try to influence the office on any matter relating from bid opening till the time contract is awarded.

SECTION- VIII

GENERAL TERMS AND CONDITIONS

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or unless otherwise agreed by NRC

Force Majeure

- i. Neither the office nor the successful bidder shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes or contingencies beyond their reasonable control such as:
 - a. Any act of God such as earthquake, landslide, etc., or other events of natural disaster of rare severity.
 - b. Act of war (whether declared or undeclared), threat of war, invasion, armed conflict or act of foreign enemy, blockade, embargo, revolution, riot, religious strife, bombs or civil commotion, sabotage, and terrorism.

Letter of Intent

- ii. After successful completion of the Tender process, a Letter of Intent (LOI) will be issued to the successful bidder by the office. The delivery period will be counted from the date of issue of this letter. The contract period is also counted from the date of issue of LOI.

Performance Bank Guarantee (PBG)

- iii. The successful bidder will be required to remit **Performance Bank Guarantee (PBG)** equivalent to 10% of the total accepted tender value by way of Demand Draft drawn on any Nationalized Bank payable to 'The Commissioner & Secretary, Home and Political Department, Dispur, Guwahati- 781006, Assam' payable at Guwahati.
- iv. The PBG furnished by the successful bidder will be retained by the office up to 90 days from the completion of the work.
- v. The PBG held by the office till it is returned to the successful bidder will not earn any interest thereof.

Contract Agreement

- vi. The successful bidder should execute an agreement for the fulfilment of the contract in non-judicial stamp paper of value of Rs. 100/-. The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of the office which also have the right to recover any consequential losses from the successful bidder.

- vii. If the bidder fails to act upon the tender conditions or backs out when their tender is accepted, their PBG will also be forfeited to the office.

Release of Work Order

- viii. After the execution of the agreements specified in the Tender Document and receipt of PBG, the office will release formal Work Order to the successful bidder.

Assigning of Tender whole or in part

- ix. The successful bidder should not assign, underlet or sublet to any person(s) or agency/firm for the execution of the contract or any part thereof. If violated, the successful bidder is liable for rejection of their Work Order and recovery of consequential losses.

Completion Schedule

- x. The time period as stipulated in the purchase order or letter of intent shall be deemed to be essence of the contract.

Payment Clause and Billing

- xi. No advance payment will be paid for the contract
- xii. The successful bidder shall raise the invoice in triplicate for the equipment/works in the name of The State Coordinator, National Register of Citizens, Assam, Bhangagarh, Guwahati– 781005.

Arbitration

- i. In case of any dispute, the matter will be referred to an Arbitrator under 'Arbitration and Conciliation Act, 1996'. The arbitration shall be held in Guwahati, and the Courts at Guwahati, Assam only should have jurisdiction in relation thereto. The Arbitrator will be appointed by the office.

Delivery

- i. 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 3 working days from the date of issue of Purchase Order.
- ii. The supplier shall warrant that goods to be supplied shall be in full conformity with specifications.
- iii. 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.

I/We _____
have gone through the terms and conditions and also the corrigendum(s) issued will
abide by them as laid down above.

Name of the bidder: _____

Signature: _____

Name of authorized person: _____

Seal of the bidder

SECTION-IX

BID FORM/EMD FORM

Tender No.: **SPMU/NRC/SVC Bills/333/2016/.....** **dated July 11, 2017**

Date: -----

To,

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

Dear Sir,

1. We, undersigned, offer to supply printing items in conformity with the conditions of contract.
2. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will deposit an amount equal to 10% of the contract sum in the form of Demand draft or in the form of a bank guarantee for due performance of the Contract.
4. We agree to abide by this Bid for a period of 60 days from the date fixed for Bid opening and it shall remain binding upon us.
5. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement. Along with the bid, we have submitted EMD of Rs. 2,000/- in the form of Demand draft in favour of 'The Commissioner & Secretary, Home and Political Department, Dispur, Guwahati- 781006, Assam' payable at Guwahati.

Dated this Day of 2017

Signature of

Name

Bidders's name

Signature of the quotationer(s).....

Seal of the Bidder

SECTION-X

Annual Turnover Statement of the Bidder

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	2013-14	
2	2014-15	
3	2015-16	
Total		

In words: _____

Name of the Chartered Accountant/Auditor _____

Signature of Chartered Accountant/Auditor _____

Date _____

Seal

(Please fill up the statement)

SECTION-XI

Financial Bid Format

Tender document no. _____

To,

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

Sir,

I/We hereby tender for print works for the Office of the State Coordinator, National Register of Citizens, Bhangagarh, Guwahati- 781005 as per Tender document within the time specified and instructions as per terms and conditions. The rates are quoted in the prescribed format given below:

Sl. no.	Name of Work	Specification	Quantity*	Rate (per page)	Tax, if any	Gross Total
01.	Tender for Printout of Documents	Paper-A4, 75 GSM Maplitho Paper, Single side printout in black & white ink.	5,00,000			

**Quantity may increase or decrease as per requirement of Department*

Dated this Day of 2017

Signature of

Name

Bidders's name

Signature of the quotationer(s).....

Seal of the Bidder

SECTION-XII

PERFORMANCE SECURITY GUARANTEE BOND

1. 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.*

SECTION-XIII

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/SVC Bills/333/2016/.....** **dated July 6, 2017** 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 _____2017 at Guwahati.

For and 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: _____

SECTION-XIV

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 the firm of the undersigned has never been blacklisted by any Govt. agency or department.

In case at any stage, it is found that the information given by me is false/ incorrect, NRC shall have the absolute right to take any action as deemed fit/ without any prior intimation to me.

Yours faithfully,

(Signature of the bidder)

Name _____

Designation _____

Date _____

Seal

Sign: