



GOVERNMENT OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER : BAKSA : MUSHALPUR

E-mail: dc-baksa@nic.in

Phone/Fax-03624-234556/234524

No. DEV-19/93/2023-FS-BAK/Pt/3

Date: 09/01/2024

To : The DIPRO,
Baksa, Mushalpur.

Sub : Regarding Office Notice Inviting Bids for Assam Sanskritik
Mahasangra, 2023-24.

Sir,

With reference to the subject cited above. I am to inform you that the undersigned office intending to invite interested and eligible Event Management Agencies, Firms for holding District Level Competition, Assam Sanskritik Mahasangram, 2023-24, Baksa district through Bids as enclosed herewith.

In view of the above, I would like to request you to publish the Notice Inviting Bids in all leading English and Bodo dailies of state, preferably Bodosa dailies on 09/01/2024.

This is for favour of your information and necessary action.

Yours faithfully,

Encl. As stated above.

Sub-Divisional Officer (Sadar)
& Nodal Officer, Assam Sanskritik Mahasangram, 2023-24
Baksa, Mushalpur.

Date: 09/01/2024

No. DEV-19/93/2023-FS-BAK/Pt/3-A

Copy to –

1. The Director of Cultural Affairs, Assam, Ambari, Guwahati – 1 for kind information.
2. The DIO, NIC, Baksa for uploading in website of Baksa.
3. PA to DC, Baksa for kind appraisal of District Commissioner, Baksa.

Sub-Divisional Officer (Sadar)
& Nodal Officer, Assam Sanskritik Mahasangram, 2023-24

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Notice Inviting Bids

Sealed bid affixing non-refundable court fee stamp of Rs. 8.25 (Rupees Eight and twenty-five paisa) only are invited by the District Commissioner, Baksa from eligible Manufacturers / Suppliers/Firms for Supply of Sound system, DG Sets (on hire) etc., for Assam Sanskritik Mahasangram, 2023-24 in respect of Baksa, District. .

Detailed list of the items and relevant terms & conditions of the contract for supply of the items are listed in the bid document. Intending bidders are requested to carefully go through the detailed bid document, which is available for download online at the official website <https://baksa.assam.gov.in/> . Alternatively the bid document may be collected from the office of the District Commissioner, Baksa, Mushalpur.

The last date for submission of bid is 15/01/2024 up to 3.00 pm. The bids will be opened on the same day at 4.00 pm in the presence of the bidders/authorized representative and other interested parties, if any.



Chairman,
Tender Committee,
Assam Sanskritik Mahasangram, 2023-24
Baksa, Mushalpur

BIDDING DOCUMENT

Open Competitive Bidding
(Single stage, single envelope, offline bidding)

**Supply items for Assam Sanskritik Mahasangram, 2023-24
(Baksa District)**

Tender Schedule

Tender publishing date:	09/01/2024
Bid security amount:	Rs.10,000/- (Rupees Ten thousand only)
Bid submission period:	From 09/01/2024 to 15/01/2024 upto 3:00 P.M
Tender opening date:	15/01/2024 at 4.00 P.M

GENERAL TERMS AND CONDITIONS

1. **Scope of work:** The undersigned invites bids for Supply of items for Assam Sanskritik Mahasangram, 2023-24 in respect of Baksa district. .
2. **Eligible Bidders:** This invitation for Bids is open to reputed manufacturers / firms /suppliers, especially with prior experience in Govt. supplies.
3. **Bid Security:** Rs.10,000/- (Rupees ten thousand only), which will be refunded to unsuccessful bidders within 30 days after awarding of the contract.
4. **Technical Bid details:** Bidders shall provide business details in **Annexure B** and submit necessary documents along with it. Incomplete bids will be rejected.
5. **Financial Bid details:** Bidders shall quote their best rates, inclusive of all taxes, for all items listed in **Annexure C**. Rates should reasonably commensurable with prevailing Market Rates.
6. **Submission of Bids:** Bid along with filled **Annexure (A, B & C)**, necessary documents and bid security is to be submitted in sealed envelope, Super-scribed on the cover as "Supply of items Assam Sanskritik Mahasangram, 2023-24 and dropped in the tender drop box placed at the office of the undersigned till 3.00 pm of **15/01/2024**
7. **Validity of Bids:** Bid shall remain valid for 120 days from the date of tender opening.
8. **Firm Prices:** Prices quoted by the bidder shall remain firm and fixed during the contract period. However, statutory variation in GST will be applicable.
9. **Withdrawal of Bids:** Any bidder may withdraw the bid up to last date of submission of bid. Withdrawal after that will lead to forfeiture of bid security money.
10. **Opening of Tender:** The tenders will be opened in the presence of tenderers or their authorized representatives on **15/01/2024 at 4.00 PM.**
11. **Evaluation of bids:** Only technically and financially responsive bids, i.e., bids with fully filled Annexures and conforming to terms & conditions, will be selected.
12. **Selection of L1:** Preference will be given to the lowest and the most advantageous bids. But, the lowest rate may not be compulsorily accepted. Unreasonable or unrealistic bid shall be liable for rejection, even if it is the lowest.
13. **Signing of contract:** The Bid submitted by the successful bidder (L1) and clauses of this Bid Document shall constitute the Contract Agreement.
14. **Performance Security (Security Deposit):** Bid Security of successful bidder will be adjusted as Performance Security, which shall be refunded on written request after 60 days of completion of the contract period.
15. **Supply order:** Supply order will be issued by the undersigned
16. **Payment:** Subject to availability of funds, payment shall be made as per the Govt. of Assam rules & norms. No payment will be made for rejected or damaged items and under no circumstances advance payment will be made to the contractor.
17. **Right of acceptance:** The undersigned reserve the right to accept the whole or any part or portion of a bid; reject any or all bids or cancel or withdraw the tender notice without assigning any reason thereof. The undersigned also does not bind itself to accept the lowest rates and reserves the right not to place any order even after acceptance of the contract and no claim or compensation in this regard shall be entertained.

INSTRUCTIONS TO THE BIDDER

1. Only a single bid has to be submitted by each bidder.
2. Bidder should fill all the details in Annexure A and Annexure B.
3. Bidder should submit self-attested copies of the following, failing which, the bid will be rejected –
 - Copy of PAN Card;
 - Copy of up-to-date GST Registration Certificate;
 - Copy of up-to-date Trade License issued by the Competent Authority;
 - Copy of IT return for last 3 consecutive years;
 - Statement declaring last 3 years' sale/supply experience of the firm;
4. Bidder should quote their best rates in "Annexure C". Bids without the rates of all the items will be rejected.
5. Rates should be quoted in print (both in figures and words). In case of any discrepancy, the figures mentioned in words will be considered.
6. Any over-writing, over-typing or erasing of figures or words in the bid which render it doubtful and ambiguous shall render the same invalid.
7. Hypothetical or conditional bid will not be entertained. Bids shall not be allowed to be withdrawn or altered after due date of submission.
8. Bidder must submit Bid Security in the form of Demand Draft / Fixed Deposit, in favour of the District Commissioner, Baksa.
9. Bidder should give an undertaking/affidavit (along with Annexure B) that he/she is not currently blacklisted or banned on the account of poor performance by the Govt.

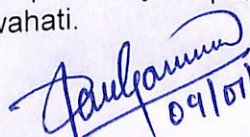
PENALTIES & SETTLEMENT OF DISPUTES

If the supply is not made within the stipulated time and items are required to be purchased from the market at higher rates, the excess amount spent on the same will be deducted from the contractor's bill in addition to imposing penalty of 1% per day subject to maximum penalty of 10% of delayed supply.

If the supplied items are not found in conformity with the approved specifications / quality, the entire supply will have to be replaced with the good one at the cost of the contractor.

All out efforts shall be made to solve disputes and/ or the dissensions, if any ever arises out of the contract, amicably through mutual discussion. However, if the parties fail to arrive at an amicable settlement within 15 (fifteen) days from such discussion, the matter may be referred to appellate authority specified in "The Assam Public Procurement Act, 2017" and "The Assam Public Procurement Rules, 2020" as an arbitrator for a settlement through arbitration.

And if the matter could not be resolved by arbitration within 30 days from the date of commencement of the process of arbitration, then the legal dispute may be pursued only at the Court (s) under jurisdiction of/ at Gauhati High Court, Guwahati.


09/07/24

Chairman,
Tender Committee,
Assam Sanskritik Mahasangram, 2023-24
Baksa, Mushalpur

BID APPLICATION

To : The District Commissioner,
Baksa, Mushalpur

Sub: Submission of bid for Supply of items of Assam Sanskritik
Mahasangram, 2023-24.

Madam,

Having examined the bidding document including addendum thereof (if any), I offer to supply the items described above in accordance with the Conditions of Contract, Rate and Specifications accompanying this Bid.

This Bid and your acceptance of it as winning bid shall constitute a binding contract between us. I understand that you are not bound to accept the lowest bid that you receive.

I hereby confirm that this bid complies with the Eligibility, Bid Validity and Bid Security required by the Bidding documents.

Yours faithfully,

Bidders' Signature:

Name of Bidder: _____

Address: _____

TECHNICAL BID

- 1. Name of the bidder with address
.....
- 2. Nature of Business:
.....
- 3. Name of contact person (with Telephone No./ Mobile No.):
.....
- 4. GST No.(self-certified copy to be attached):
- 5. PAN No.(self-certified copy to be attached):
- 6. Trade license (self-certified copy to be attached):
- 7. Have previous experience in govt. supplies? (Yes/No) (if yes, supporting documents to be enclosed):

Bidders' Signature:

Name of Bidder: _____

Address: _____

UNDERTAKING / AFFIDAVIT

I,, owner/ proprietor of
.....participating in the tender
(Ref No.....Date.....) for **Supply of
items for Assam Sanskritik Mahasangram, 2023-24 in respect of Baksa district**, 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.

Bidders' Signature:

Name of Bidder: _____

Address: _____

SCHEDULE OF ITEMS AND FINANCIAL BID

Sl. No.	Name of Item	Unit Rate(Rs.)	Unit Rate (In words)
1.	Sound System (on hire) (for 3 days)		
2.	DG Set including POL (on hire) (for 3 days)		
3.	Flex (in sq feet)		
4.	Banner (in sq feet)		
5.	Standee (in sq feet)		
6.	Refreshment – Tea and Snacks		
7.	Refreshment – Lunch (in packet)		
8.	Photography and Videography (for 3 days)		
9.	Stage Decoration (for 3 days)		
10.	Certificate		
11.	Anchoring (per day)		
12.	Transportation		
	LMV (per day incl. POL)		
	Bus (per day incl. POL)		

Date:..

Signature of the Bidder with Seal

Place:

Name.....