



OFFICE OF THE MISSION DIRECTOR  
**NATIONAL HEALTH MISSION, ASSAM**

Saikia Commercial Complex, Sri Nagar Path, Near Post office Bus Stand, G. S. Road, Christianbasti, Guwahati – 781005  
Website: <https://nhm.assam.gov.in> :: Phone No: 0361-2340236/39 :: Email Id: mdnrhmasm@gmail.com

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**SHORT e-TENDER NOTICE FOR EMPANELMENT  
SELECTION OF AGENCIES/FIRMS FOR INSTALLATION, FLEX  
PRINTING & HIRING OF HOARDINGS**



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Tender Reference No	: NHM/9017/4/2018-IEC/BCC-NHM (Part-2)/28302 Dated:15/12/2021 (ECF NO: 167320)
Date of Tender Publishing & Download	: 16/12/2021 at 10.00 AM
Pre Bid Meeting	: 20/12/2021 at 3.30 PM
Start date of Tender Upload	:21/12/2021 at 10.00 AM
Last Date and Time of receipt of Tender	:27/12/2021 at 2.00 PM
Date and Time of opening Tender	: 27/12/2021 at 4.00 PM
Place of opening Tender	: Office of the Mission Director, National Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.
Address for Communication	: Mission Director, National Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.
Cost of Tender Documents in Demand Draft	: Rs. 2000/- (Rupees One Thousand only) only in the form of Demand Draft in favour of State Health Society, Assam



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**SHORT e-TENDER NOTICE FOR EMPLEMENT**  
**SELECTION OF AGENCIES/FIRMS FOR INSTALLATION, FLEX PRINTING & HIRING OF HOARDINGS**

e-Tender in Single Bid System are invited from agency / firms installation, Flex Printing & hiring of hoardings

**LAST DATE FOR UPLOAD AND RECEIPT OF TENDERS.**

e-Tenders in Single bids (Technical bid) should be submitted on-line in the portal <http://assamtenders.gov.in> on or before 27/12/2021 till 2 PM and the hardcopy of the technical bid affixing court fee stamp of Rs 8.25 (or IPO of Rs 10/- for bidders located outside the State of Assam) only will be received up to 27/12/2021 till 2 PM by O/O the Mission Director, National Health Mission, Saikia Commercial Complex, Shreenagar Path, Christianbasti, G S Road, Guwahati-781005, Assam

**1. ELIGIBILITY CRITERIA**

The Eligibility Criteria and the documents required thereof are given in the table below:

SI No	Eligibility Criteria	Documents required
A	Must be a registered firm/agency (MSME/SSI/any Govt. Registration)	Attested copy of certificate of registration of firm/company/society by competent authority
B	Must have a permanent registered Office in Assam.	Attested copy of Trade License
C	Should have experience of installation of Hoardings and related work (Flex, vinyl Printing) during the last 5 years 2015-2016, 2016-17, 2017-18, 2018-19 & 2019-20.	Attested/notarized copies of at least one single order/contract total value of which should be of not less than <b>Rs. 36.00</b> Lakhs (or more) executed for Government organizations/PSU/Non-Government organizations/Bank/Insurance Company during the last 5 financial years 2015-16, 2016-17, 2017-18, 2018-19 & 2019-20 for hoarding Installation /hiring.
D	Must have been in operation for minimum 10 years with last 3 years of experience in similar nature of work viz. hoarding installation in Assam at District/Block level	Previous Work Orders and Proof of work execution at the district/block level

E	Should have an average annual turnover of at least <b>Rs 80.00 lakhs</b> during the last 3 financial years (2017-18, 2018-19, 2019-20.).	Average annual turnover statement of last 3 financial years (2017-18, 2018-19, 2019-20.) certified by a Chartered Accountant/Auditor
F	Should have valid GST Registration, Permanent Account Number, GSTIN and Trade License and Labour License.	Attested copy of 1. GST Registration Certificate 2. Permanent Account Number (PAN) Card
G	Should have GST paid clearance Certificate upto August 31 <sup>st</sup> 2021	Attested copy of GST Clearance Certificate issued by Tax authority.
H	Any other information, which may be useful in the process of evaluation.	Supporting Documents
I	The bidder should not have been debarred/blacklisted by any State Government or Central Government or their instrumentalities. There should not be any criminal case pending before any court of competent jurisdiction against the bidder.	A self-declaration certificate to this effect should also be enclosed.

## 2. **GENERAL CONDITIONS.**

(I) The complete e-tender documents may be obtained from the website- <http://assamtenders.gov.in>. The participating bidders should have valid Digital Signature Certificate (DSC) and have to register in the portal <http://assamtenders.gov.in>. The tender should be submitted on-line in the portal <http://assamtenders.gov.in>. The Demand Draft for Tender Fee of Rs.2000, **EMD of Rs. 2.00 Lakhs** and Court Fee Stamp (Rs.8.25)/IPO (Rs.10.00) are to be submitted along with the hardcopy of technical bid to the O/O of the Mission Director, National Health Mission, Assam, Saikia Commercial Complex, Shreenagar Path, Christian Basti, G S Road, Guwahati-781005, Assam on or before the last date and time of submission of the tender. **The scanned copy of the documents of Technical bid should be uploaded in the portal <http://assamtenders.gov.in>.**

(II) All tenders must be accompanied by Earnest Money Deposit as specified in the relevant clause of the bid document.

(III) Tenders will be opened in the presence of bidders / authorized representatives who choose to attend on the specified date and time as stipulated in the bid document.

(IV) At any time prior to the date of submission of tender, the Tender Inviting Authority may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document by an amendment. All prospective bidders who have received the tender document will be notified of the amendment and that will be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid, Tender Inviting Authority may at its discretion, extend the date and time for submission of tenders.

(V) Interested eligible bidders may obtain further information from the office of the Tender Inviting Authority.

## 3. **TECHNICAL BID-**

The bidder should furnish the following in a separate cover hereinafter called "**Cover A**". **Court Fee Stamp of Rs 8.25 must be affixed.**

- a) Tender Fee of Rs. 2000.00 by DD/Banker's Cheque in favour of " State Health Society, Assam"
- b) Earnest Money Deposit of Rs 2.00 Lakh only in the form of Demand Draft/Bankers Cheque/BG in favour of **State Health Society, Assam** Attested/notarized copy of valid certificate of DICC/competent authority.
- c) Attested copy of certificate of registration of Firm/Company/Society by Competent authority.
- d) Attested copy of Trade License from competent authority with updated validity.
- e) Attested copies of orders/contracts for installation/hiring of hoardings with Two order/ single order of value Rs 36.00 lakhs executed during the last 5 financial years (2015-16, 2016-17, 2017-18, 2018-19 & 2019-20) for hoarding Installation /hiring.
- f) Attested/notarized copy of GST Registration Certificate
- g) Attested/notarized copy of valid GST clearance certificate up to date **31<sup>st</sup> August** 2021.
- h) Attested copy of PAN Card.
- i) Undertaking as per **Annexure I**
- j) Annual Turnover Statement of last 3 financial years (2017-18, 2018-19, 2019-20.) certified by a Chartered Accountant/Auditor in the format at **Annexure II** along with financial statement of (2017-18, 2018-19, 2019-20.)
- k) "Agreed Terms & Conditions" as per **Annexure-III** duly filled in and signed and sealed.
- l) A Checklist (**Annexure-IV**) for the list of documents enclosed with their page number. The documents should be serially arranged as per this **Annexure-IV** and should be securely tied or bound.
- m) The tender/bid document should be signed by the bidder in all pages with office seal and submitted with the bid.

The bidder shall put above documents in a sealed cover super scribed as "**TECHNICAL BID - COVER "A"** tender for selection of agencies/firms for installation & hiring of Hoardings " and addressed to the Mission Director, National Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam. Failure to submit the hard copies of all the required documents the bid will be treated as non-responsive/not qualified and liable to be rejected.

All the documents should be scanned & uploaded in the portal.

#### **4. OPENING OF "TECHNICAL" BID "OF TENDER**

- (a) Bidders or their authorized representatives are entitled to be present on the date and time of opening of Technical Bid - "A".
- (b) Empanelment of only those bidders whose Technical Bids are found acceptable.

#### **5. VALIDITY OF BID:**

Bids shall remain valid for acceptance for a period of **90** days after opening of Technical Bid i.e. Cover 'A'. Bids with shorter validity shall be rejected. Tender Inviting Authority may solicit bidders consent for an extension of validity period. A bidder may refuse extension request without forfeiting their EMD.

## 6. VALIDITY OF OFFER OF SUCCESSFUL BIDDER:

The validity of offer of the successful bidders shall be at least **2 years** from the date of finalization of the order and the successful bidder will be bound to execute the work at agreed rates and terms and conditions during this period.

## 7. ACCEPTANCE OF TENDER

### (i) Tender Evaluation

Tenders will be evaluated with reference to technical parameters to determine the technically qualified bidders. Technically qualified bidders will be empanelled under NHM, Assam and work will be allotted on need basis after taking price quotations from the empanelled firms. The bidder quoting the lowest price shall be ranked as L1 bidder of that item and work will be allotted accordingly.

### (ii) Right to Reject Tender

Tender Inviting Authority reserves the right to accept the tender or to reject the tender for all items or for any one or more of the items tendered at any point of time without assigning any reason.

### (iii) Tender Acceptance

The acceptance of the tenders will be communicated to the successful bidder in writing.

### (iv) Agreement

The successful bidder shall execute an agreement in the format at **Annexure VI** on a non-judicial stamp paper of the value of Rs. 100 (stamp duty to be paid by the bidder) within 10 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted or within 10 days from the date of issue of order

## 8. Earnest money Deposit

- a) The EMD of the unsuccessful bidders will be returned within 30 days after the finalization of the tender.
- b) The EMD of the successful bidders will be returned within 30 days from the date of furnishing security deposit amounting to 5% of the order value.

## 9. SECURITY DEPOSIT

The successful bidder, within 10 days of signing of the agreement, shall be required to submit Security Deposit of **5 %** of the order value in the form of bank guarantee from any Indian schedule Bank in favour of **“State Health Society, Assam”** valid for a period of 24 months from the date of signing of agreement (**Form of Agreement as per Annexure VI**). However, if the agency fails to execute the order or fails to perform the services as per agreement, in addition to other penal actions, the bank guarantee shall be en-cashed and the amount will be forfeited.

## 10. NON ASSIGNMENT OR SUB- LETTING

The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons, whatsoever.

## **11. COMMUNICATION**

All notices or communications relating to or arising out of the agreement or any of the terms thereof shall be considered duly served on or given to the bidder if install to him or left at his premises, places of business or abode.

## **12. ANNULMENT OF AWARD, FORFEITURE OF SECURITY DEPOSIT & FRESH AWARD**

Failure of the successful bidder to comply with the requirements of signing of agreement and / or submission of security deposit within the time schedule as stipulated above shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security/EMD. Under such a situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstance. In case it is decided to go for the next lowest bidder, negotiation may be considered to bring down their price nearer to the originally evaluated lowest bid.

## **13. SUPPLY CONDITIONS**

### **a. Work Order:**

Work orders will be placed on the successful bidder at the discretion of the Tender Inviting Authority, during the validity period of 2 years.

### **b. Specifications and Quality:**

The items installed/supplied by the successful bidder shall be of the best quality and shall comply with specifications, stipulations and conditions specified at **Annexure-V**

### **c. Terms and Conditions:**

- 1) Hoardings will be variable in nature i.e. one message will be replaced by another as and when ordered by the National Health Mission Director, Assam
- 2) Selected firms/agencies once empanelled with NHM Assam, should specify the cost of installation of the hoardings including maintenance charges for 6 months. There is no necessity to show installation and maintenance charges separately. No additional payment will be made for transportation.
- 3) The message for printing will be supplied by the NHM Directorate. The responsibility for collecting the soft copy of the design will lie on the firms. The hoardings will be the property of NHM and the hoardings will be maintained by the firm for two years from the date of installation.
- 4) The selected firm/s (for item 2), within 15 days of receipt of work order, shall be required to submit performance Security deposit of 10 per cent of the order value in the form of Performance Bank Guarantee in favour of the Mission Director valid for a period of 2 years. The Bank Guarantee shall be returned on satisfactory completion of the work, on request. However, if the bidder fails to execute the order or fails to perform the services as per agreed terms of contract, in addition to other penal actions, the Bank Guarantee shall be en-cashed & the amount be forfeited.

- 5) Security deposit will be forfeited for non-performance and that too without prejudice to other legal action.
- 6) As the maintenance of the hoardings will be the responsibility of the firm, they will be liable for all legal consequences arising out of bad maintenance of the hoardings.
- 7) If the hoardings are damaged because of storm or any other natural calamity or for any other reasons, the hoardings will be restored by the firm without any additional cost.
- 8) All permissions required from any government, private agency shall be obtained by the firm concerned and no extra payment will be made. Any rent paid for this purpose will be the sole responsibility of the agency.
- 9) Municipality taxes, as applicable, will be paid by the agency.

**d. Delivery Period:**

Unless otherwise specified, the hoardings should be installed and flex delivered as per the period mentioned in the work order.

**e. Penalty for Delayed Delivery:**

- I. In case there is delay in installation/delivery beyond the stipulated period as mentioned in the work order, there shall be penal deduction @ **0.5 per cent** of the value of the delayed items per week of delay or part thereof subject to a maximum of 10 per cent of the total order value
- II. Once the maximum price reduction is reached, termination of the contract may be considered. Non-compliance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years, in addition to forfeiture of Security Deposit and other penal actions.

**f. Alternative work order:**

If the successful Bidder fails to execute the order within the stipulated time, the Tender Inviting Authority will be at liberty to make alternative arrangements for purchase of the items for which the purchase orders have been placed, from any other source or from the open market, at the risk and cost of the agency. The excess expenditure over and above the ordered price incurred by the tender inviting authority will be recovered from the successful bidder. This would be in addition to any other penalties including forfeiture of security deposit.

**14. FORCE MAJUERE**

The above conditions of installation/delivery period, price reduction & termination etc. are subject to force majeure conditions which are beyond the control of the agency, do not involve fault or negligence of the agency and are not anticipated. Such events may include but are not limited to riots, mutinies, war, fire, storm, tempest, flood, earthquakes, epidemics, or other exceptional causes like quarantine restrictions, freight embargoes. On specific request made by the bidder the time period of installation/delivery may be extended by the tender inviting authority at his discretion for such period as may be considered reasonable. However, the condition shall not include scarcity of raw materials, power cut, labour dispute, failure of sub-vendor and increase in cost of raw material.



## **15. FRAUD & CORRUPTION:**

The bidders, agencies & contractors shall observe the highest standard of ethics during bidding and during performance of the contract. For the purposes of this provision, the following acts shall be considered as corrupt and / or fraudulent practices -

1. "Corrupt Practice" means offering, giving, receiving, or soliciting directly or indirectly, of anything of value to influence the action of an official in the procurement process or in contract execution.
2. "Fraudulent Practice" means misrepresentation or omission of facts in execution of contract.
3. "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive level.
4. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or in execution of a contract.

During the process of evaluation of a bid or proposal for award of a contract, if it is detected that a bidder directly or through agent has engaged in corrupt, fraudulent, collusive or coercive practice in competing for the contract in question, then a) the bid shall be rejected and b) declare the firm ineligible for a specific period or indefinitely to participate in a bidding process. However, if any such practice is detected at any subsequent stage or during execution of the contract, the Tender Inviting Authority will exercise the right to cancel the contract and make suitable alternative arrangement at the risk and cost of such offending bidder.

## **16. PAYMENT PROVISIONS**

- A. Payments towards the supply of items will be made strictly as per rules, terms & conditions of the Tender Inviting Authority. All payments shall be made by electronic clearance mode or by way of Crossed A/C Payee Cheque drawn in favour of the agency.
- B. On completion of supplies of ordered quantities bills/ Invoices should be raised in triplicate in the name of the Tender Inviting Authority with address.
- C. 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.
- D. Any Tax/Duties levied by Govt. during the tenure of the contract will be effected on the contract price.

## **17. NON CONFORMANCE, TERMINATION & PENALTIES**

- A. If the items do not conform to specifications, the same shall be change by the agency at the agency's cost within a period of 30 days of the receipt of the letter/notice from the Tender Inviting Authority. If the agency fails to change the items within the stipulated time, the Tender Inviting Authority will have the right to reject such ITEMS NOT CONFORMING TO SPECIFICATIONS. The decision of the Tender Inviting Authority or any officer authorized by him on the quality of the items supplied shall be final and binding.
- B. In case of installation/delivery of inferior quality items not conforming to specifications, the Tender Inviting Authority will be at liberty to terminate without assigning any reasons thereof the contract either wholly or in part on 30 days notice. The agency will not be entitled for any compensation whatsoever in respect of such termination.

C. For infringement of the stipulations of the contract or for other justifiable reasons, the contract may be terminated by the Tender Inviting Authority, and the agency shall be liable for all losses sustained by the Tender Inviting Authority, in consequence of the termination which may be recovered personally from the agency or from his properties, as per rules.

D. Non performance of any of the contract provisions will disqualify a firm to participate in tenders issued by the Tender Inviting Authority for the next five years.

E. In the event of making ALTERNATIVE PURCHASE, the agency will be imposed penalty apart from forfeiture of Security Deposit. The excess expenditure over and above contracted prices incurred by the Tender Inviting Authority in making such purchases from any other source or from the open market shall be recovered from the Security Deposit or from any other money due to the agency and in the event of such amount being insufficient, the balance will be recovered personally from the agency or from his properties, as per rules.

F. In all the above conditions, the decision of the Tender Inviting Authority shall be final and binding.

**18. ARBITRATION**

Any dispute whatsoever in any way arising out of or relating to the contract shall be referred to arbitration of the Mission Director, National Health Mission, Assam or to the sole arbitration of some person nominated by him. There shall be no objection if the arbitrator so appointed happens to be an employee of National Health Mission, Assam. The award of the arbitrator shall be final, conclusive and binding on all parties.

**19. SAVING CLAUSE**

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

**20. LAWS GOVERNING THE CONTRACT & JURISDICTION**

The contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Court within the city of Guwahati only.

**21. INTERNAL EVALUATION CRITERIA/PROCESS**

SI No	Evaluation Criteria	Supporting Document to be submitted	Maximum Marks
1	<b>Bidder Credentials detailing Services, Case Studies, Clients Served, Empanelment</b>	Credentials	20
2	<b>Experience of having worked at district/ block level in Assam for execution of similar hoarding installation assignments for any Assam Govt Department/Agency</b> i. 1 – 10 districts = 8 marks ii. 11 – 20 districts = 12 marks iii. 21 – 30 districts = 15 marks iv. 31 and more districts = 30 marks	Copy of Work Order/ Contract/ Agreement/ Completion Certificate	30

3	<b>Experience of Hoarding installation for any Assam Govt Department/ Agency in Assam</b> i. Upto 200 hoardings = 8 marks ii. 201 – 300 hoardings = 12 marks iii. 301 – 500 hoardings = 15 marks iv. More than 500 hoardings = 30 marks	Copy of Work Order/ Contract/ Agreement/ Completion Certificate	30
4	<b>Positive Net Worth in the Turnover in the last financial year (2019-20)</b> i. Rs 50 lakhs upto 70 lakhs = 5 marks ii. Above Rs 70 lakhs upto Rs 90 lakhs = 8 marks iii. Above Rs 90 lakhs upto Rs 110 lakhs = 12 marks iv. Above Rs 110 lakhs = 20 marks	Copy of Annual Turnover Certificate certified by Chartered Accountant mentioning Net Worth	20

- All bids will be evaluated as per the internal evaluation criteria above and scored basis a total of 100 marks
- Top 10 firms/agencies will be empanelled on the basis of highest scored.
- Financial bids will be requested from the empanelled bidders as and when required
- The decision of the tender committee will be final and binding. NHM, Assam reserves the right to accept or reject a proposal without assigning any reason thereof.

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**ANNEXURE I  
UNDERTAKING**

To

Mission Director,  
National Health Mission, Assam

Tender No. \_\_\_\_\_

For \_\_\_\_\_

Sir,

1. I, Shri \_\_\_\_\_, on behalf of M/s \_\_\_\_\_ having registered office at \_\_\_\_\_ and branch office at-----, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of **two** year from the date of award of contract to us.
2. We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT and SECURITY DEPOSIT shall be forfeited by us.
3. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
4. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
5. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE :  
NAME & DESIGNATION :  
DATE :  
NAME & ADDRESS OF THE FIRM :

**Annexure-II**  
**ANNUAL TURNOVER STATEMENT OF THE BIDDER**

The Annual Turnover of M/s \_\_\_\_\_ for the past three years are given below and certified that the statement are true and correct.

Sl No.	Year	Turnover in Lakhs	Turnover in Words
1.	2017-18		
2.	2018-19		
3.	2019-20		
		Total	- Rs. _____ Lakhs

Seal & Signature of Chartered  
Accountant/Auditor

**Annexure-III  
AGREED TERMS & CONDITIONS**

Tender No. & Date \_\_\_\_\_

**A. Details of Bidder**

Bidder Name:

Offer Ref:

Telephone No:

Fax No:

Contact Person:

Signature:

E-mail:

**B. Definitions**

1. "Purchaser" means the Mission Director, National Health Mission, Assam or his authorized representative.
2. "Bidder" means a person or firm or company who has made an offer for supply of goods and /or service as per tender.
3. "Vendor" or "Agency" means a person or firm or company, to whom the order is addressed for supply of goods and /or services.
4. "Site" means the premises of the purchaser or any other place as decided by the Purchaser.

**NOTE: The questionnaire below must be duly filled in and should be enclosed with un-priced Technical Bid, (Cover A). Clauses confirmed here under should not be repeated. All commercial terms and conditions should be indicated in this format. If necessary, details including deviations to the terms and conditions of the bid document, if any, should be enclosed as annexure to this questionnaire.**

Sl. No.	Description	<u>Vendor's Confirmation</u> (Confirmed/Noted/Deviati on furnished separately)
<b>C. Technical</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 delivery/installation 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 furnished.	
6.	Confirm that Earnest Money Deposit (EMD) as per bid document has been furnished in Cover A	
<b>D. Commercial</b>		
1.	It is noted that any deviations to the commercial terms and conditions shall lead to loading of prices or rejection of offer.	
2.	It is noted that the statutory variations in taxes and duties within the contractual delivery period shall be borne by the purchaser.	
3.	If there is any variation or fresh imposition of Excise Duty at the time of supply due to various reasons, including turn-over, confirm	

	that the same shall be borne by agency.	
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 agency the same shall be borne by the agency. This will be in addition to Price Reduction for Delay in Delivery.	
5.	Confirm acceptance of Price Reduction Schedule for delay in delivery/installation @ 0.5% of delayed value of items per week of delay or part thereof subject to maximum of 10% of the total order value.	
6.	Confirm acceptance of installation/delivery Period as indicated in the bid document.	
7.	Confirm acceptance of relevant payment terms specified in the bid document.	
8.	It is noted that delivery period, price reduction, termination etc are subject to Force Majeure Condition as stipulated in the bid document.	
9.	Confirm that the quoted prices shall remain firm & fixed till complete execution of the order.	
10.	Transportation, loading/ unloading and insurance is agency's responsibility. However, to protect the items from physical damages and/or deterioration due to weather. Please confirm compliance.	
11.	Confirm that security deposit of 5 % 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 <b>two years</b> from the date of order.	
12.	Confirm acceptance of Part Order.	
13.	Confirm acceptance of Repeat order within 24 months from the date of initial order at same price and terms & conditions.	
14.	It is noted that the purchaser would disown any responsibility / liability towards irregularity, contravention or infringement of any statutory regulations including those of patent, on manufacture or supply of goods covered by the order.	
15.	Terms & Conditions indicated in this format shall not be repeated in the bid. Terms & Conditions indicated elsewhere and contradicting those in this format shall be ignored. Confirm compliance.	
16.	Confirm that you shall observe the highest standard of ethics during bidding and in case favored with an order, the execution of the order will be completed, without resorting to any fraud, corruption and/or coercion.	
17.	Confirm that the offer shall be valid for a period of 90 days from the date of bid opening.	

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM

**Annexure IV  
Check List**

Sl. No	Cover A	Yes	No
1	Court fee Stamp affixed		
2	Tender Fee of Rs. 2000.00 by DD/Banker's Cheque in favour of " State Health Society, Assam		
3	Attested copy of certificate of registration of Firm/Company/Society by Competent authority		
4	Attested copy of Trade License from competent authority with updated validity		
5	Attested/notarized copies of at least one orders/contracts total value of which should be of not less than <b>Rs. 36.00</b> Lakhs executed for Government/PSUs/Bank/Insurance/Non Government organizations during the <b>5 financial years</b> 2015-16, 2016-17, 2017-18, 2018-19 & 2019-20 for hoarding Installation /hiring.		
6	Attested/notarized copy of GST Registration Certificate.		
7	Attested copy of the PAN card in the name of the proprietor/Printing press.		
8	Attested/notarized copy of up to date GST clearance certificate/receipt with up-to-date validity 31 <sup>st</sup> March 2021		
9	Average annual turnover statement of last 3 financial years certified by a Chartered Accountant/ Auditor, in the prescribed format (Annexure-II) along with the financial statements of <b>2017-18, 2018-19 &amp; 2019-20.</b>		
10	Under taking as per Annexure-I		
11	EMD in the form of DD/Banker's cheque/BG		
12	Agreed terms & condition as per Annexure III		
13	Supporting documents which is useful for evaluation.		



## Annexure-V

### Specifications & Scope of Work

#### **A.) Specifications:**

Installation with printing and flex mounting (on supporting structure mentioned below) of various multicolor hoardings, across Assam, highlighting health messages of sizes : (i) 20' x 10', (ii) 40' x 20' for hiring across Assam, bus stands, market places and other prominent places (all over the state of Assam) etc as designed by the National Health Mission Directorate.

#### **ITEM 1 (20' X 10'):**

Supporting structure: The hoardings (of the above mentioned sizes) are to be installed on two metal posts of size 4" x 2" and twin angle (size 2'x2') with best Iron outer frame supported by 6 Nos. of horizontal members and 8 Nos. of vertical members (2"x1-1/2) inside the outer frame with G.I sheet (28 gauge) on the Iron frame.

#### **Foundation:**

- a. Depth of Footing: 4' (four feet)
- b. Footing size: 5' x 5'
- c. PCC with Brick Soling.
- d. 4" should be minimum 10 mm thick,
- e. Bottom of the board from ground level should be 12ft.

#### **ITEM 2 (40' x 20'):**

Hiring of existing space for Two year in prominent locations across the State for installation of non/lit Hoardings

**Quantity:** This is indicative and may vary depending on actual requirement and availability of fund.

**Annexure-VI  
Form of Agreement**

THIS CONTRACT AGREEMENT is made, This ..... day of month..... year.....  
BETWEEN

- (1) Name and Address of the Purchaser:
- (2) Name and Address of the Agency:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [insert: brief description of goods and services] and has accepted a bid by the Agency for the supply of those goods and services in the sum of [insert: contract price in words and figures] (hereinafter called “the Contract Price”)

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

- 1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Contract referred to.
- 2. The following documents shall constitute the Contract between the Purchaser and the Agency, and each shall be read and constructed as an integral part of the Contract:
  - (a) This Contract Agreement
  - (b) Special Conditions of Contract
  - (c) General Conditions of Contract
  - (d) Technical Requirements ( including Technical Specifications)
  - (e) The Agency’s bid and original Price Schedules
  - (f) The Purchaser’s Notification of Award
  - (g) [Add here: **any other documents**]
- 3. In consideration of the payments to be made by the Purchaser to the Agency as hereinafter mentioned, the Agency hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
- 4. The Purchaser hereby covenants to pay the Agency in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Purchaser

Signed: \_\_\_\_\_  
In the capacity of [insert: **title or other appropriate designation**]

In the presence of \_\_\_\_\_  
For and on behalf of the agency

Signed: \_\_\_\_\_  
In the capacity of [insert: **title or other appropriate designation**]

In the presence of \_\_\_\_\_