

ASSAM SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD.

(A Govt. of Assam Undertaking)
M.R.D Road, Bamunimaidan, Guwahati-21
Email: asidcassam.in@gmail.com

Tender form for supply of Furniture and fixation of rate
Contract having validity of 2 years.

- Tender Reference : SIDC/MKT/TENDER/367/2023-24/1
Dated: 12/07/2023
- Date of commencement of Sale of Tender documents : 14/07/2023
- Last date for sale of Tender documents : 27/07/2023 up to 2.00 PM
- Last date and time for receipt of Tender : 2.00 PM on 27/07/2023.
- Time and date of opening of Tender (Technical Bid) : 3.00 PM on 27/07/2023
- Place of opening of Tender : ASIDC Ltd., Bamunimaidan, Guwahati-21.
- Address for communication : Managing Director
Assam Small Industries Development Corporation Ltd.,
MRD Road, Bamunimaidan
Guwahati – 781021
- Cost of Tender documents : Rs. 500.00 only in favour of ASIDC Ltd.,
Bamunimaidan, Guwahati-781021 in form
of demand draft/ banker's cheque or in cash.



Assam Small Industries Development Corporation Ltd.
(A Govt. of Assam Undertaking)
M.R.D. Road, Bamunimaidan, Guwahati -21.

TENDER FOR RATE CONTRACT FOR SUPPLY OF FURNITURE TO VARIOUS DEPARTMENT OF GOVT. OF ASSAM, ON RATE CONTRACT HAVING VALIDITY OF 2 YEARS.

Assam Small Industries Development Corporation, Bamunimaidan, Guwahati-781021 invites Tender for supply of furniture to various Department of Govt. of Assam, on rate contract.

1) Last date of receipt of Tender

Sealed Tenders [in two separate cover{Techno Commercial bid (Cover A) and Price quote (Cover B)}] will be received till 2.00 PM on 27/07/2023 by the Managing Director, ASIDC Ltd., Bamunimaidan, Guwahati-21.

2) Eligibility criteria :

- i) Tender shall be a manufacturer of furniture items having experience of supplying furniture item to State Govt. Department/ organization / PSU etc. with valid udyam registration certificate in Assam.
- ii) Average annual turnover of the Tenderer during the last three financial years-2020-21, 2021-22, 2022-23, from sales of furniture not less than 20 lakhs.
- iii) The invitation of Tender is open only for those eligible supplier who have their manufacturing unit/ Head Office and setup in Assam.
- iv) Tender should have at least three years market standing as a supplier of furniture items.
- v) Manufacturer have to submit undertaking on non-judicial Stamp paper of Rs. 10.00 that they have not black listed either by the Purchasing Department/ Processing Agency or by any State Govt. Department / Undertaking etc.
- vi) The MSEs must have valid GST Registration.

(1)



3) **General Terms and Conditions :**

i) A complete set of Tender/ Bid documents may be purchased by any interested eligible person or firm on application in writing and upon payment of a non-refundable fee of Rs. 500.00 only in the form of demand draft drawn in favour of Assam Small Industries Development Corporation Ltd.” or in cash.

ii) Tender document may be obtained from the office of the Tender Issuing Authority between 10.00 AM to 5.00 PM from 14/07/2023 to 27/07/2023 upto 2.00 PM on all working days.

Tender documents may also be downloaded from the official website of ASIDC Ltd. viz. <https://asidcltd.assam.gov.in>

The bidder who has downloaded the bid document from the website has to pay the tender fee while submitting the bid. Tender without the tender fee will not be accepted.

iii) Tender will be opened in presence of the tenderer or their authorized representative on the specified date and time as stipulated in the bid documents.

4) **Technical Bid/ Techno Commercial Bid – Cover - A :**

The tenderer should furnish the following in a separate cover hereinafter called 'Cover-A'.

Court fee stamp of Rs.8.25 must be affix.

i) **Constitution of Company/ Firm**

Documentary evidence regarding Constitution of Company/concern/ firm such as certificate of incorporation/ partnership deed etc. with details of the Name Address, Telephone No., Fax, e-mail Address of the firm and of the Managing Director/ Partner / Proprietor.

ii) **Manufacturing Certificate**

Attested copy of valid manufacturing certificate from competent Authority of the Government must be submitted.

iii) **Power of Attorney to Sign**

Instruction such as Power of Attorney etc. authorizing an officer/ employee of the tenderer firm to be enclosed with the tender and such authorized person of the Tender should sign the tender documents.

(2)



iv) Authorisation

Authorisation letter nominating a responsible person of the tender to transact the business with the Tender Inviting Authority.

v) Undertaking (of Tenderer)

Undertaking in the form at Annexure-I

vi) Annual Turnover

Annual turnover statement for last 3 years i.e. 2020-21, 2021-22, 2022-23 along with current commitment for the current financial year in the format given in Annexure-II.

vii) Execution of similar contracts

Details of furniture items supplied during the last three years with summary of purchase orders and performance certificates issued by clients in the specified format Annexure-III. (Copies of purchase order & performance certificate to be enclosed).

viii) GST Registration Certificate

GST registration certificate to be submitted.

ix) Income Tax Return

Up to date Income Tax Return against the PAN of the unit.

x) Undertaking for providing clear identification mark prominently embossed.

Undertaking in the specified format Annexure-IV for embossment of identification mark of tenderer.

xi) Details of Manufacturing Unit.

Details of manufacturing unit in the specified format (Annexure-V). The details containing the name and address of premises where the items are actually manufacture.

xii) Undertaking on fraud and corruption.

Undertaking on fraud and corruption in the format at Annexure-VI.

xiii) Agreed terms and conditions.

Agreed terms and conditions as per Annexure-VII.

xiv) Signature and Seal on each page

The tender should be signed by the bidder in all pages with office seal.

xv) Catalogue

The Tender may submit catalogue of equivalent design of each offered item against ASIDC's design if any.

xvi) Checklist of documents.

A checklist (Annexure-VIII) for the list of documents enclosed with their page No. The documents should be serially arranged as per this Annexure and should be securely tied or bound.



The above documents should be sealed in a separate cover superscribed as TECHNICAL BID - Cover-A. (Tender for Supply of furniture due on 27/07/2023) and addressed to the Managing Director, Assam Small Industries Development Corporation Ltd., M.R.D. Road, Bamunimaidan, Guwahati-781021, Kamrup (M), Assam.

5) **Price Quoted –Cover-B :**

Cover-B shall contain the Price Quoted by the tenderer for Group-A & Group-B.

i) **Signature and Seal on all page.**

Each page of the price bid should be duly signed by the Tender affixing the office seal.

ii) **Signature on correction**

Tender should be typewritten and every correction in the tender should be attested with full signature by the tenderer, failing which the bid will be ineligible, Corrections done with correction fluid should also be duly attested.

iii) **Item and rate quoted**

The tenderer shall submit the Price quote (Cover-B) in the format at Annexure-IX. The rates quoted shall be inclusive of excise duty, packaging & forwarding charge, freight, transit insurance and any other charges. The amount of Tax/CST/GST should be indicated separately.

6) **Cover for Technical Bid & Price Quote :**

The two separately sealed covers (Technical Bid “ Cover-A” and Price quote “ Cover-B) shall be placed together inside another cover which shall be sealed and superscribe as “ TENDER FOR SUPPLY OF FURNITURE” due on 27/07/2023 and delivered at the office of the Managing Director, Assam Small Industries Development Corporation Ltd., M.R.D. Road, Bamunimaidan, Guwahati-781021, Kamrup(M), Assam.

7) **Opening of Cover-A & Cover-B of Tender :**

- i) Tenderer or their authorized representatives are entitled to be present on the date and time of opening of Technical Bid. Cover-A.
- ii) Only those tenderer whose technical bids are found to be acceptable after technical evaluation will be invited to be present at the date and time of opening of Price Quote. Cover-B.

The price quote of the Tenderer not found technically qualified will not be open.



8) **Validity of Tender**

Tender shall remain valid for acceptance for a period of 90 (ninety) days after opening of Technical Bid. Bids with shorter validity shall be rejected. Tender Inviting Authority may solicit tenderer's consent for an extension of validity period.

9) **Validity of offer of successful bidder**

The validity of offer of the successful tenderer shall be for two financial years, after finalization and the successful tenderer are bound to supply the items at agreed rates and term and conditions during the period. This validity period may be further extended for further period with mutual consent.

10) **Other Conditions**

i) **Item details**

The details of item with specification are shown in Annexure-X.

ii) **No revision/ modification**

No tenderer will be allowed at any time on any ground, whatsoever, to claim revision or modification of tender submitted.

iii) **Time delivery schedule**

Time delivery schedule should be mentioned in the tender. Cross conditions such as "SUBJECT TO AVAILABILITY", "SUPPLIES WILL BE MADE AS AND WHEN CONSIGNMENTS ARE RECEIVED", etc. will not be considered under any circumstances and the tender of those shall be treated as incomplete and will be summarily rejected.

iv) **Execution of order**

Supplies should be made directly by the successful tenderer and not through agency.

v) **Inspection**

Tender Inviting Authority or his authorized representative has the right to inspect the factories of tenderer at any point of time and also has the right to reject the tender or terminate / cancel the order issued based on adverse report brought out during such inspections. The Tenderer shall extend all facilities to the team to inspect the manufacturing process, quality control measures adopted etc. in the manufacture of the item quoted/ ordered.

vi) **Quality Control**

If needed the quality control inspection of the furniture will be done as indicated in the Procurement Preference Policy, Assam, 2015.



11) Acceptance of tender

- i) **Tender evaluation**
Tenders will be evaluated with reference to various criteria of Technical Bid and thereafter the price per unit for the furniture will be finalized by the Tender Committee.
- ii) **Selection of Successful Tenderer**
Shortlisting of tenderers for supply of furniture item for the period of 2 years will be done from the technically qualified tenderer at the lowest accepted rate by the Tender Committee. As a rate contract for the particular item will be fixed, it will be open to the other tenderer to accept the rate as fixed by the Tender Committee and participate as a supplier in the orders to be executed by ASIDC. Selection of more tenderer will lead to solve employment problems directly or indirectly and help in industrialization of the State as well as local manufacturing small scale industries.
- iii) **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.
- iv) **Tender Acceptance**
The acceptance of tenders will be communicated to the successful tenderer in writing, however authority not bound to accept the lowest quoted rate.

12) Agreement

The successful tenderers shall execute an agreement on a non-judicial stamp paper of value of Rs 100/- (stamp duty to be paid by the tenderer) as per proforma at Annexure-XI within 10 days from the date of intimation from the Tender Inviting Authority informing that his tender has been accepted or within 10 days from the date of issue of work order.

13) Security Deposit

The successful tenderer, 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 Scheduled Bank in favour of ASIDC Ltd. valid for a period of one year from the date of order. However, if the supplier fails to execute the order or fails to perform the services as per agreement in addition to other panel action, the Bank Guarantee shall be encashed and the amount will be forfeited.



14) Supply Condition

- i) **Purchase order**
Tender Inviting Authority will issue supply orders as and when required during the rate contract period depending upon the requirement of the Indenting Departments of Govt. of Assam.
- ii) **Specification and quality**
The items supplied by the successful tenderer shall be of best quality and shall comply with the specification and as per approved sample.
- iii) **Delivery period**
The ordered quantity must be delivered and installed at destination within 45 days from the date of supply order or as specified in the order. However, considering the volume of quantity the delivery period may be varied as per instruction of the Indenting Department.
- iv) **Delivery point/ Destination**
Items should be delivered and installed at destination as specified in the supply order.
- v) **Penalty for delayed delivery**
a) In case there is delay in delivery beyond the stipulated period as mentioned in the purchase order, there shall be reduction of price @5% of the value of delayed goods per week of delay or part thereof subject to a maximum 10% of the total value of the order.
b) Once the maximum price reduction is reached, termination of the contract may be considered. Non-performance of the contract provisions shall make the successful tenderer liable to be disqualified to participate in any tender for the next 5 years in addition to forfeiture of security deposit and other panel actions.
- vi) **Alternative Purchase**
If the successful Tenderer/Supplier fails to execute the order within the stipulated time, ASIDC Ltd. will be at liberty to make alternative arrangement for purchase of the items for which the purchase order has been placed, from any other sources or from the open market, at risk and cost of the supplier. This would be in addition to all other penalties including forfeiture of security deposit.
- vii) **Warrantee**
Supplier shall give guarantee against any and all defect in design, workmanship of materials and performance for a period of 12 months from the date of commissioning / installation. If any defects develops during the guarantee period, it should be remedied promptly free of cost by the supplier including expenses of transportation required for such repair or replacement if needed.



viii) **Shortage or damage**

It shall be the responsibility of the supplier for any shortage/ damage at the time of receipt in warehouse/ delivery point. Tender Inviting Authority will not be responsible for the same and no order would be placed.

15) **Force Majeure**

The above conditions of delivery period, price reduction and termination etc. are subject to force majeure conditions which are beyond the control of supplier, do not involve fault or negligence of the supplier and are not anticipated. Such event may include but are not limited to riots, mutinies, war, fire, storm, tempest, flood, earthquakes, epidemics or other exceptional causes like quarantine restriction, freight embargoes on specific request made by the bidder. The time period of supply may be extended by the Tender Inviting Authority at their 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 materials.

16) **Payment Provisions**

- i) No advance payment will be made to the successful tenderer.
- ii) Payments towards the supply of products will be made strictly as per rules of Tender Inviting Authority/ Purchasing Department all payment shall be made by way of crossed A/c payee cheque/ demand draft drawn in favour of the supplier/ RTGS.
- iii) On completion of supplies of ordered quantities, bills/ invoices should be raised in triplicate in the name of Tender Inviting Authority and the same will be released to the supplier as and when received from the Indenting Department.

17) **Annulment of award, forfeiture of security deposit and fresh award**

Failure of the successful tenderer 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. Under such a situation the proposal may be received for award of the contract to the other qualified tenderer. In case it is decided the originals evaluated rate will not be changed.



18) Adjudication / Review Board

Any dispute arising out of or during execution of the contract shall be settled with mutual agreement through the tender committee of the Tender Inviting Authority constituted as per agreement with the Indenting Department.

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) Law covering the contract and jurisdiction

The contract shall be governed by the law 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 Guwahati city only.



UNDERTAKING

To,

.....
.....

Tender No.
For supply of

Sir,

- 1) I, Shri on behalf of M/s having registered office at do hereby declare that for the above and undertake to comply with all tender items and conditions. The rates quoted by me / us are valid and binding on me/ us for acceptance for a period of yearand from the date of award of contract to us.
- 2) I/we undersigned hereby bind myself/ ourselves to the office of to supply The rates quoted by me/ us for the items tendered for are specified against each. It is certified that rates quoted are lowest quoted for any institution in India and not higher than the MRP/ prevailing market rate.
- 3) The articles shall be strictly as per specification and of the best quality as per requirement of the Indenting Department. The decision of the office of the (hereinafter called the said purchaser) as regards to the quality and specification of articles shall be final and binding on me/us.
- 4) We hereby undertake to pay the penalty as per terms and conditions of the contract for delayed supply of the ordered items.
- 5) We agreed to accept amount of the bill to be paid by the purchaser after completion of all formalities and should any amount of the bill found by the purchaser/ auditors to have been overpaid, the amount so found shall be refunded by me/us.
- 6) We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.



- 7) The Tender Inviting Authority has the right to accept or reject any or all tenders without assigning any reason.
- 8) We understand all terms and conditions of the contract and bind myself / ourselves to abide by them.
- 9) 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:



ANNUAL TURNOVER STATEMENT OF THE MANUFACTURER

The Annual Turnover of M/S. for the last three years and concurrent commitment for the current financial year are given below and certified that the statement are true and correct.

Sl. No.	Year	Turnover, Rs. in Lakhs
	2020-21	
	2021-22	
	2022-23	
	Total	Rs.....

Concurrent Commitment:

Sl. No.	Contract Ref.	Purchaser	Total Contract value	Outstanding value	Estimated delay in completion

Date :

Place :

Signature of Auditor/ Chartered
Accountant

(12)



Annexure – III

Tender No

PERFORMANCE STATEMENT

Sl.	Name of the product	Quantity supplied	Year of supply	Value	Name and full address of the purchaser
	1	2	3	4	5
1					
2					
3					

(Please use additional sheets if required. Copies of purchase orders executed during last three financial years to be enclosed)

Signature :

Name:

Designation:

Date:

Name & Address of the firm:



Tender No

UNDERTAKING FOR EMBOSSEMENT OF CLEAR IDENTIFICATION MARK
PROMINENTLY EMBOSSED

We M/s do hereby declare that if favoured with an order, we will supply the furniture items embossed with clear identification mark prominently embossed.

Signature :

Name:

Designation:

Date:

Name & Address of the firm:



Declaration on Manufacturing facilities / after sales service.

Tender No.

For supply of :

1.	Name of the Tenderer	
2.	Full Postal Address	
3.	Telephone No/ Fax No.	
4.	Email Address	
5.	Date of inception of Business	
6.	Registration No. & Date	
7.	Issued by	
8.	Validity	
9.	Details of manufacturing activity	
10.	Name of Govt. Department / Pvt. Institutions to which the tenderer already supplied the items with quantity value and supply period	
11.	Has the tenderer ever been blacklisted by any govt. agency? If yes, give details.	
12.	Are any cases pending in the court related to any supplier? If yes, give details.	
13.	Does the firm has adequate facilities for inspection and quality control. If yes, give details.	



I Shri proprietor/ partner/ Director of M/s hereby declare that the information given in this form is true and correct to the best of my knowledge and belief.

I/ we agree to the Tender Inviting Authority forfeiting the performance security deposit and blacklisting us, if any information furnished by us is proved to be false at the time of inspection on non-compliance with terms and conditions of the contract.

I offer to supply the items mentioned in the schedule (enclosed in price bid) at the rate quoted therein.

I agree to hold this offer for two years after finalization of rate contract.

Signature :

Name:

Designation:

Date:

Name & Address of the firm:



Tender No

UNDERTAKING ON FRAUD & CORRUPTION

We do hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for supply of furniture items under tender reference no we shall strictly observe the terms and conditions against fraud and corruption in force in the country.

Signature :

Name:

Designation:

Date:

Name & Address of the firm:



Tender No. & Date

AGREED TERMS & CONDITIONS

A. Details of Bidder

Bidder Name:

Offer Ref:

Telephone No:

Fax No:

Contact Person:

Signature:

E-mail:

B. Definitions

- 1) "Purchaser" means the Indenting Department of Govt. of Assam, Assam or his authorized representative.
- 2) "Tenderer" 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 "Supplier" 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	Vendor's Confirmation (Confirmed/ Noted/ Deviation furnished separately)
	C. Technical	
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 furnished.	



14	Packing/forwarding, transportation, loading / unloading and insurance are supplier's responsibility. However, to protect the items from physical damages and/or deterioration due to weather during transit supplier to ensure proper packing & handling arrangement. Please confirm compliance.	
15	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 one year from the date of order.	
16	Confirm acceptance of Part Order.	
17	Confirm acceptance of Repeat order within 24 months from the date of initial order at same price and terms & conditions.	
18	In case of material having self life, confirm that you have declared the same with the expiry date. Also confirm that such materials shall be dispatched within 30 days from the date of manufacture.	
19	It is noted that the purchaser would disown any responsibility / liability toward irregularity. Contravention or infringement of any statutory regulations including those of patent, on manufacture or supply of good covered by the order.	
20	Terms & Conditions indicted 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.	
21	Confirm that you shall observe the highest standard of ethics during bidding and incase favoured with an order, the execution of the order will be completed, without resorting to any fraud, corruption and/or coercion.	
22	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:



CHECK LIST

Sl. No.	Cover A	Yes	No
1.	Court Fee Stamp affixed.		
2.	Documentary evidence for the constitution of the company/ concern.		
3.	Attested photocopy of Udyam registration certificate		
4.	Catalogue / drawings of furniture.		
5.	Power of Attorney, Resolution of Board etc. authorizing an officer of the tendering firm.		
6.	Detailed specifications & dimensions of each item.		
7.	Undertaking in the form at Annexure-I.		
8.	Annual Turnover Statement for 3 years as per Annexure-II.		
9.	List of similar contracts executed during the last 3 years as per Annexure-III.		
10.	G.S.T. Registration Certificate.		
11.	Undertaking for mark identification Annexure-IV.		
12.	Details of Manufacturing Unit as per Annexure-V.		
13.	The List of items quoted as per Annexure-X.		
14.	Undertaking on fraud and corruption as per Annexure-VI.		
15.	Agreed Terms and Conditions as per Annexure-VII.		
16.	Signature and seal on each page of Tender Document		
Sl. No.	Cover B	Yes	No
1	Price Quoted as Annexure-IX submitted in a sealed cover		



List of furniture procured by Government Departments

Sl. No.	Name of Item	Specification
1.	Premium Executive Table with ERU for Chief Minister/ Ministers/ Chief Secretary/Addl. Chief Secretary/ Principal Secretary/ Commissioner & Secretary	Premium Executive Table made of special quality both side machine polish pre-laminated imported particle board. i) Size-(2200W x1080D x 760H) mm. ii) Size-(1800W x900D x 760H)mm.
2.	Executive Table with ERU for Secretary/ Addl. Secretary/ Joint Secretary	Premium Executive table with ERU, made of 18mm both side pre-laminated MDF board and 33 mm. m.s. square tubular heavy pipe frame. Size-(1800W x920D x 760H)mm.
3.	Executive Table for Deputy Secretary/ Under Secretary	Specification same as sl.2 but without ERU i) Size-(1840 x 920 x 760H) mm. ii)Size-(1690 x 900 x 760H)mm.
4.	Full Steel Secretariat Table (double drawer) for Senior Administrative Assistant	Steel full Secretariat table made of 25mm M.S. square pipe heavy and 0.8mm C.R. sheet Top of the table made of 18mm both side pre-laminate MDF board. Size-(1370 x 760 x 760) mm.
5.	Steel half Secretariat Table, (single drawer) for Junior Administrative Assistant	Steel half Secretariat table made of 25 mm M.S. square pipe heavy and 0.8 mm C.R. sheet Top of the table made of 18mm both side pre-laminate MDF board. Size-(1230x615x760)mm
6.	Wooden Computer Table	Computer table made of 18mm & 12mm thick both side pre-laminated MDF board. Size-(1066 x 508 x 760)mm
7.	Wooden Centre Table	Wooden Centre Table made of 1 st class seasoned titachap timber. Standard size.
8.	Wooden Glass Top Centre Table	i) Centre Table with glass top with machine polish wooden frame. Standard Size. ii) Side table standard size.
9.	Conference Table	Conference table made of 25mm machine polished both side pre-laminated particle board, middle portion of the top with leatherite cover. Size-(4800x1800x760)mm



Sl. No.	Name of Item	Specification
10.	Executive Revolving Chair, High Back for Chief Minister/ Minister/ Chief Secretary/ Addl. Chief Secretary/ Principal Secretary.	Executive Revolving High Back special quality chair with 1 st class seasoned machine polish teak/Sishu timber Frame with best quality pure leatherite cover on high density P.U. foam. Standard Size.
11.	Executive Revolving Chair, High Back for Secretary/ Addl. Secretary/ Joint Secretary	Executive Revolving High Back Chair Hydraulic push Back type with best quality soft P.U. handle, seat & back with heavy duty P.U. foam covered with best quality cloth comfort & stylish.
12.	Executive Revolving Chair, High Back for Deputy Secretary/ Under Secretary / Superintendent	Executive Revolving High Back Chair Hydraulic push Back type with best quality soft P.U. handle, seat & back with heavy duty P.U. foam covered with best quality cloth comfort & stylish.
13.	Medium Back Revolving Chair	Executive Revolving Chair Hydraulic push Back type with best quality soft P.U. handle, seat & back with heavy duty P.U. foam covered with best quality cloth. Standard Size.
14.	Computer Revolving Chair	Computer Revolving Chair Hydraulic push Back type with best quality soft P.U. handle, seat & back with heavy duty P.U. foam covered with best quality cloth. Standard Size.
15.	Executive Visitors Chair	Special quality visitor chair with stainless steel frame machine polish teak wood arms and imported seat and back.
16.	Staff/ Visitors Chair	Steel tubular cushioned chair made of 25 mm heavy M.S. Pipe frame. Seat and back made of high density foam on block board with 1 st class leatherite cloth with wooden arm rests.
17.	Wooden premium Executive chair for VIP	Wooden Chair made of Teak Wood with cushion fitted seat & back. i) For Chief Minister/Ministers/Chief Secretary/Addl. Chief Secretary /Principal Secretary/ Commissioner & Secretary. (As per drawing enclosed). ii) For Secretary/Addl. Secretary/Jt. Secretary. (As per design) iii) For Deputy Secretary/Under Secretary/ Superintendent. (As per design). iv) For other Staff/Visitors (As per design)
18.	Wooden/ Executive chair for staff	Wooden armless chair made of 1 st class seasoned machine polish teak wood frame. Seat and back made of 19mm block board 4"thick high density P.U. foam covered with best quality pure leather.



Sl. No.	Name of Item	Specification
19.(i)	Wooden leatherite special quality sofa set for VIP	i) Sofa set made of 1 st class seasoned machine polish teak wood frame and high density soft P.U. Foam and best quality cloth. Standard size. Grade-I (3+1+1) ii) -Do- Grade-II.
19(ii).	Wooden special quality sofa set for visitors	-Do-
20.	Steel Almirah (big)	Four shelves Steel Almirah with five compartments with three way inside locking system having rigid unpickble six liver lock with stainless steel key. Enamel spray painted and entry rust treated nicely finish. Made of 0.8mm CR sheet. Size-(1980x915x480) mm
21.	Steel Almirah (small)	Three Shelves Steel Almirah without locker specification same as above. Size-(1270x760x430) mm
22.	Steel Book Case	Steel Book Case with four compartments & separate glass made of 0.8 mm C.R Sheet with locking arrangement with 6 liver lock. Size-(1675x840x305) mm
23.	Steel Slotted Angle Rack	i) Skelton type steel Rack made of slotted angles with adjustable five shelves including top and bottom made of 0.8 mm CR sheet nicely finished with enamel spray paint without any bars and dents. Size-(1980mm x 915mm x 457mm) ii) Specification same as above but with three shelves. Size-(915mmx915mmx457mm)
24.	Folding Partition	i) Made of 1 st class wood/Timber. ii) Made of best quality Cane. iii) Made of best quality Bamboo. Standard Size.
25.	Wooden Tool	Made of 1 st class local wood.(Titachap/Bonsom) Standard Size.
26.	Steel visitor Chair (3 seater)	Made of MS round/square pipe & sheet(22G) with chromium plating. Size-(1448 L x 610 B x 787 H) mm.
27.	Stand Table	Made of 1 st class local wood (Titachap/ Bonsom). Size: (760 Lx 610 B x 910 H) mm.
28.	Executive Visitor Chair (G-Type)	Made of 25mm round tubular heavy pipe frame with PU soft handle and seat & back made of high density PU foam covered with best quality cloth. (Standard size)



Sl. No.	Name of Item	Specification
29.	Wooden Sofa Set	Wooden Sofa Set made of Teak Wood with P.U.foam (4") cushion. Standard Size: As per drawing. (one three seater, two single seater)
30.	Powder Coated Steel Almirah (Big)	Four shelves Steel Almirah with five compartments with three way inside locking system having rigid unpickable six liver lock with stainless steel key. Powder coated and antirust treated nicely finish. Made of 0.8mm CR sheet. Size-(1980x915x480) mm
31	Powder Coated Steel Almirah (Small)	Three Shelves Steel Almirah without locker specification same as above. Size-(1270x760x430) mm
32.	Wooden Book Shelve	Wooden Book shelve made of 18mm BSL wood based MDF Board with Glass door with three shelve making four compartment. Nicely finish best quality handle etc. Size 1675x840x380)mm
33.	Wooden File Cabinet	Wooden file cabinet made of 18mm BSL wood based MDF Board with best quality handle card holder with locking arrangement (as per design). (i) Size- (1524 x 457 x 610)mm (ii)Size- (812 x 457 x 990)mm
34	Coat Stand	Made of Steel Standard size as per design.
35.	Wooden Bed (King Size)	King Size Bed made of 1 st class wood with Mattress, Pillow & Bed sheet. (Standard size as per design)
36.	Wooden Bed (Single)	Single Bed made of 1 st class wood with Mattress, Pillow & Bed sheet. (Standard size as per design)
37.	Steel Bed (Single)	Steel Bed made of 33mm OD, 19mm OD M.S. pipe medium gauge. Bed top frame made of (50x25)mm rectangular pipe (M) with three nos.25mm square MS pipe(M) support. Top of the bed made of 25mm MDF Board. Steel portion to be nicely finished with branded enamel paint on red oxide primer with mosquito net fitting provision. Size(1980x915x457)mm
38.	Corner Table	Corner Table made of 1 st class timber with one drawer and one cupboard. Size(460x460x460)mm
39.	Foot Rest	Wooden foot rest made of 1 st class timber with nicely varnishing.(Bet quality) Size: (560x460x460)mm



Sl. No.	Name of Item	Specification
40.	Wooden Almirah	Wooden Almirah made of 1 st class timber with panel door, four compartment. Nicely varnishing and with necessary hardware fitting. Size: (1980x915x460) mm
41.	Podium	Podium made of BSL wood based 18mm MDF Board. Size: FH= 1670 mm. BH.= 1070 mm W = 610 mm B = 610 mm
42.	Steel powder coated Full Secretariat Table for Senior Administrative Assistant.	Powder Coated Steel Full Secretariat Table made of 25mm M.S. square pipe heavy and 0.8mm C.R. sheet Top of the table made of 18mm both side pre-laminate MDF board. Size-(1370 x 760 x 760) mm.
43.	Steel Powder Coated Half Secretariat Table for Junior Administrative Assistant.	Powder Coated Steel Half Secretariat Table made of 25 mm M.S. square pipe heavy and 0.8 mm C.R. sheet Top of the table made of 18mm both side pre-laminate MDF board. Size-(1230x615x760)mm
44.	Powder Coated Book Shelve	Powder Coated Steel Book shelve with four compartment & separate glass door, made of 0.8mm C.R. sheet with locking arrangement with six lever lock. Size:(1675x840x380)mm
45.	Powder Coated Steel Slotted Angle Rack.(Big)	Skelton type steel Rack made of slotted angles with adjustable five shelves including top and bottom made of 0.8 mm CR sheet nicely finished with powder coated paint without any bars and dents. Size-(1980mm x 915mm x 457mm)
46.	Powder Coated Steel Slotted angle Rack (Small)	Skelton type steel Rack made of slotted angles with adjustable three shelves including top and bottom made of 0.8 mm CR sheet nicely finished with powder coated paint without any bars and dents. Size-(915mmx915mmx457mm)



GROUP-B**Additional Items**

Sl. No.	Name of Item	Specification
1.	Almirah	Steel Almirah with three shelves making four compartments made of 1mm (20G) C.R. Sheet with three way inside locking arrangement having a rigid unpickable six lever lock with stainless steel key. Nicely powder coated and anti rust treated. All materials conforming to IS specification. Size-(1980x915x457) mm
2.	Steel Rack	Skelton type steel Rack made of slotted angles with adjustable three shelves including top and bottom made of 1 mm (20G) C.R. sheet nicely finished with enamel spray paint and without any bars and dents. Size-(915x915x457) mm
3.	Steel one drawer Table	Steel one drawer Table made of 25mm M.S. square heavy pipe and 0.8mm C.R. sheet. Top of the table made of 18mm both side pre-laminated MDF Board. Size-(1230x615x760)mm
4.	Reception Table	Reception Table made of 19mm block board and both side high quality sunmica pasting. Size-L-1675mm B-915mm FH-1066mm BH-760mm.
5.	Working Table with locker system	Table made of 25mm M.S. square pipe heavy and 0.8 mm C.R. sheet. Top of the table made of 18mm thick 1 st class seasoned (Titachap) wood, nicely varnished with single drawer made of 0.8mm C.R. sheet and best quality locking system. Size - (1524x610x 760)mm.
6.	Working Table with locker system	Stainless Sheet Table made of 25mm SS square heavy pipe and top made of 1 mm thick SS sheet 204 gauge with locker system. Size- (1540 x 615 x 760)
7.	Steel Almirah with Locker	Steel Almirah with three shelves and four compartments made of 1mm CR sheet with three way inside locking arrangement having a rigid unpickable six lever lock with stainless steel key. Nicely Powder coated and anti rust treated. All materials conforming to IS specification. Size-(1980x915x459)mm
8.	Iron Safe	Iron Safe with double locking arrangement of 2/2.5mm MS sheet with unpickable lock and brass nickeled heavy handle having one drawer, one removable shelve and fire resistance. Size- i) (1220 x 915 x 610)mm ii) (915 x 610 x 457)mm iii) (610 x 610 x 457)mm iv) (457 x 457 x 305) mm



FORM OF CONTRACT AGREEMENT

This Contract agreement is made this.....day of monthyear.....
between:-

- i) Name & Address of Procuring Agency:-
(on behalf of purchasing Deptt.)
- ii) Name & Address of the Supplier:-
(Principal)

Whereas the Procuring Agency invited Tender for certain goods / items for Electric items/...../...../.....and accepted by the supplier (Principal) to supply the goods at the lowest approved rate by the Procuring Agency and a contract is awarded to the principal by the Procuring Agency, the deeds of the contract is described as follows:-

For execution of Purchasing Department's order No.....
Date.....Placed with M/s.....on behalf of
the said Deptt. vide ASIDC's order No.....This
Agreement is made at Guwahati the.....
.....between Assam Small Industries Development
Corporation Ltd. Guwahati acting through the Managing Director or his nominee (Hereinafter called
the Procuring Agency) of the one part and M/s.....with
registered Office at P.O.....village.....
District.....represented by its proprietor / partner / Director Shri.....
.....Son of / Wife ofage.....
Residing at(hereinafter
called the principal which expression shall include his administrators, representatives, heirs and
permitted assigns) of the other part.



WHEREAS the Procuring Agency has agreed to engage the principal as a qualified supplier of ASIDC Ltd. as per Tender Notice No.....dt..... and supply order against the purchasing department's Order No.....dt.....of.....for supply of the following materials (details as mentioned in our ASIDC's Order No.....dt.....)

1.

2.

3.

NOW, therefore his agreement witnesseth as follows:-

IN CONSIDERATION of the fact that the Procuring Agency has agreed to supply the goods through the principal related to the order as mentioned above under the following terms and conditions. The principal hereby convenents with the Procuring Agency here as under.

1. The principal will supply the ordered goods as per the specification and quality as per terms conditions as mentioned in the supply order of the Procuring Agency.
2. In the event of any complaint for supply of substandard, un-specified materials and not in conformity of approved specification and quality, the principal shall be liable to replace / rectify the supplied materials at their own cost. If any damages are claimed by the Purchaser i.e..... for non supply of quality goods the same shall also be borne by the principal.



3. Supplier shall give guarantee against any and all defects in design, workmanship of materials and performance for a period of 12 months. If any defect develops during the guarantee period it shall be remedial property free of cost by the supplier including transportation required for such reason.
4. The Procuring Agency will raise the bills with the purchasing departments against supply of goods by the Principal against the order of the Procuring Agency. On receipt of payment from the purchasing department, the payment will be released by the Procuring Agency after deducting the service charge. Penalty due to delayed supply or for other reasons, other dues / advance if any.
5. The principal will deliver the ordered goods to the concerned department through the challan issued by the Procuring Agency only within the delivery period indicated in the supply order and the principal will return the receipted copies of the challan duly signed by the authorized person with seal along with satisfactory report as indicated in the order of the Procuring Agency.
6. The principal will submit bill together with the challan and other documents as required against the supply for release of payment.
7. The principal will deposit a security deposit @ 5% of the order value in the form of Bank guarantee from any Indian Schedule Bank in favor of ASIDC Ltd. valid for a period of one year.
8. All payments against execution of this order are subjected to receipt of fund from the purchasing department. In the event of delay in making payment by the Purchaser which may subsequently lead to delay in payment to the principal by the Procuring Agency, the principal shall not be entitled to claim any interest / compensation from the Procuring Agency who is not Purchaser for such delayed payment.
9. That in case of any shortage, leakage, damage, breakage, late supplies, late submission of R/R/Motor transport receipt, delivery, challans inadequate packing etc. or any losses in transit for whatever circumstances or reasons, it shall be on the account of the principal and the amount thus involved shall be deducted from his bills.
10. That in case contravention of any clauses, condition or part of this agreement and / or of the supply order which result in any loss, damage and or penalty, the Procuring Agency reserves the right to initiate proper and necessary action for recovering the same from the principal and the principal hereby convenants to identify the Procuring Agency of all such sums as may be found due and payable.



11. As the supply is govern by the terms and condition of the Tender & purchasing department, it will automatically be applicable to the principal also as the case may be. In the event of cancellation of order by the purchasing department, the Procuring Agency reserves the right to cancel the order and to terminate the agreement for which the principal cannot claim for compensation of loss from the Procuring Agency.
12. The termination shall not debar the Procuring Agency from recovering any of its dues under this agreement from the principal's property, money, cheques, and other amounts with the Procuring Agency or elsewhere.
13. All the documents i.e. contract agreement, Terms & conditions of Tender, Technical requirements shall constitute the contract between Procuring Agency (on behalf of Purchaser) and the principal and each shall be an integral part of contract.
14. All disputes arising out of this agreement are subject to the Jurisdiction of the Courts situated in Guwahati only.
In witness where of the parties hereto have signed hereunto the date year written at the beginning.

WITNESSES:

(FOR AND ON BEHALF OF THE PRINCIPAL)
ALONG WITH SEAL

1.

2.

3.

(FOR PROCURING AGENCY ON BEHALF OF PURCHASING DEPTT.)
ALONG WITH SEAL



QUALIFICATION CRITERIA

The following evaluation criteria shall be adopted with respect to the evaluation of Technical Bids submitted by the Tenderer.

Sl. No.	Heads	Marks
1.	Financial stability of the organization/firm based on annual Turnover for 3 years financial year 2020-21, 2021-22 & 2022-23. Average of three years turnover will be taken for marking. Solvency status will also be taken into account.	20
2.	Experience of the Tenderer in executing similar assignment in Government and allied organization. (At least 3 contracts of similar work)	30
3.	Registration and confirmation to other statutory norms	20
4.	Warranty of the supply by the tenderer for 12 months	10
5.	Head Office in Assam for at least past three years.	10
6.	Submission of catalogue	10

A minimum of 70 marks will have to be obtained by the tenderer to qualify the technical evaluation. ASIDC reserves the right to reduce the minimum qualifying marks base on any exigencies the bids.

