

Section I

OPEN COMPETITIVE BIDDING  
Notice Inviting Bids (NIB)  
for Supply of Uniform for Support Staff

No.CMS(A)3/92/Pt/94

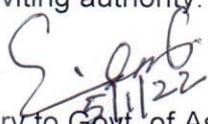
Dated: Dispur, the 5<sup>th</sup> January, 2021

1. The Chief Minister's Secretariat (CMS) invites sealed Bids from eligible Bidders for Supply of Uniform for Support Staff as per following details:

Sl.	Brief Description of Goods	Quantity	Bid Security (Rs.)
1	Supply of Uniform for support Staff	<ul style="list-style-type: none"><li>• 200 formal shirts</li><li>• 200 formal pants</li><li>• 100 Gents Sweater</li><li>• 10 Handloom woven cotton sarees</li><li>• 10 Blouse</li><li>• 5 Ladies Sweaters / Cardigan</li></ul>	7500

2. Bidding will be conducted through Open Competitive Bidding method and procedures as specified in "The Assam Public Procurement Act, 2017" and "The Assam Public Procurement Rules, 2020". These Act and Rule may be viewed and downloaded from the web-link <https://finance.assam.gov.in/portlets/assam-public-procurement-rules-2020>
3. The Bidding Documents can be downloaded from the website <https://www.assam.gov.in>.
4. All bids must be accompanied by a Bid Security as mentioned in the table above.
5. Bids must be delivered to the address below on or before 3 PM of 01.02.2022.  
Under Secretary to the Government of Assam,  
Chief Minister's Secretariat (CMS),  
CM Block, Janata Bhawan, Dispur, Guwahati – 781006
- (entry pass shall be obtained by the bidders from Gana Seva Bhawan, Janata Bhawan, Dispur as per official procedure)*
6. Electronic Bidding mode is not available. Late Bids will be rejected.
7. The Bids will be publicly opened in the presence of the Bidders' designated representatives and anyone who chooses to attend the address below on 01.02.2021 (3:30 PM).

Tender inviting authority:

  
Under Secretary to Govt. of Assam,  
Chief Minister's Secretariat (CMS),  
CM Block, Janata Bhawan, Dispur, Guwahati – 781006  
email : cmoffice-as@assam.gov.in

## Section – II

### **A : QUALIFICATION CRITERIA**

#### **1. Eligibility of Bidders:**

- 1.1 Bidder must submit a refundable Bid Security of Rs.7,500/- (Rupees seven thousand five hundred) only in the form of Fixed Deposit Receipt / Term Deposit Receipt in favour of Secretary, Chief Minister's Secretariat (CMS), CM Block, Janata Bhawan, Dispur, Guwahati – 781006
- 1.2. The bidder should submit two (02) stitched samples (medium size) each of the clothes' items (i.e. Gents' Formal Shirt (Driver and Grade-IV), Gents' Formal Pant (Driver and Grade-IV), Gents' Sweater, Saree, Blouse and Ladies Sweater) with the tender as per the given specification of the submitted uniform meeting all the parameters of the specifications as in these bidding documents. Samples are not returnable.
- 1.3 The original bid security along with 2 sets of switched samples (medium size) as per prescribed specification & other necessary documents (Hard Copy) should be submitted (in sealed cover) to the following address on or before the expiry of the scheduled date and time.

Under Secretary to the Government of Assam,  
Chief Minister's Secretariat (CMS),  
CM Block, Janata Bhawan, Dispur, Guwahati – 781 006

*(entry pass shall be obtained by the bidders from Gana Seva Bhawan, Janata Bhawan, Dispur as per official procedure)*

- 1.4 Bidder must enclose proof of Past performance for supply of switched uniforms only to any Government Department/ organisation in the last three years before the bid opening date along with the Government Order Copy for minimum of Rs.75,000.00. Proof of same to be submitted.
- 1.5 Bidder must enclose GST Registration Certificate from the competent authority.
- 1.6 Bidder must enclose a copy of PAN Card of the Bidder.
- 1.7 The bidder must submit copies of their up to date Trade license from the competent authority.

## **SECTION-III**

### **PART A: INSTRUCTION TO BIDDERS**

#### **1. Quoting of Price:**

The rates quoted for each item of material/ articles shall include all taxes, duties, GST and other levies payable on the prices of the items and/or on the total value thereof plus the costs of transportation from one destination to another, loading and unloading charges, depreciation and damage, if any. No claim for any cost or compensation outside the quoted rates shall be entertained at any point of time and under any circumstance whatsoever.

The rates quoted for each item shall remain valid for the whole duration of the contract and shall not be subject to any increase and/or adjustment for any reason and under any circumstances whatsoever.

The bidder must keep the fact in their mind that the quantity mentioned in the schedule of requirement is a tentative approximation of requirement and not the actual requirement for the period involving the contract.

#### **2. Withdrawal of Bids:**

Any bidder may withdraw the bid upto last date of submission of bid which is also the time for submission of bid. Only single bid shall be submitted by each bidder.

#### **3. Evaluation of quotation:**

The Purchaser will evaluate and compare the quotations to find out that the documents are properly signed conforming to the terms and conditions of the Tender and also that the samples are conforming to specifications.

#### **4. Notification of Award of contract**

The Purchaser will notify regarding the award the contract to the bidder whose tender has been found to be substantially responsive, squarely in order in accordance with the express requirements of the Purchaser and has quoted the reasonably lowest evaluated rates agreeing to perform the obligations.

Notwithstanding anything contained above, the Purchaser reserves the right to accept or reject any or all the tenders and to cancel the bidding process as well as to reject all quotations at any time prior to the award of the contract with reasons to be recorded in writing.

#### **5. Performance Security**

Performance security amounting to 5% of the contract value will be deposited by the successful bidding before contract signing. The Performance Security will be deposited through Bank Guarantee as per Annexure-A / Fixed Deposit Receipts only. The validity of the performance security shall be for a period of 120 days from the date of signing of the contract.

## **6. Signing of Contract**

- a. Promptly after notification of Award, the Purchaser shall send the successful Bidder the Contract Agreement
- b. Within fifteen (15) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Purchaser

## **7. Period of validity of Bids**

Bids shall remain valid for 120 days after the last date of bid submission. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

## **8. Deadline for Submission of Bids**

- a. Bids must be received by the Purchaser at the address and no later than the date and time **specified in the NIB**.
- b. If the due date for submission of bids is not a working day, the bids shall be received and opened at the same time and hour on the next working day.

## **9. Late Bids**

- a. The Purchaser's officer authorized to receive the bids shall not receive any bid that is submitted personally by hand after the time and date fixed for submission of bids under any circumstances.
- b. Any bid which arrives by post after the deadline for submission of bids shall be declared and marked as "Late" and returned unopened to the bidder by registered post.

## **10. Clarification of Bids**

- a. To assist in the examination, evaluation, comparison and qualification of the bids, the Bid Evaluation Committee may, at its discretion, ask any bidder in writing for clarification by a specific date regarding its bid specifically therein that if the bidder does not comply or respond by that date his bid shall be liable to be rejected. The request of the Committee for clarification and the response of the bidder thereto shall be in writing. Depending on the outcome, such bids shall be ignored or considered further;
- b. Any clarification submitted by a bidder with regard to his bid that is not in response to a request by the Committee specifically shall not be considered;
- c. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Committee in the evaluation of the financial bids;
- d. No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted under any circumstances;
- e. All communication generated as above shall be included in the record of the procurement proceedings.

## 11. Comparison of Bids

- a. The Purchaser/ Evaluation Committee shall compare the evaluated prices of all substantially responsive bids. The comparison shall be on the basis of DDP (place of final destination) prices, together with prices for any other required services.
- b. The additional criteria for comparison of bid prices of substantially responsive bids are **specified in Section IV - Evaluation and Qualification Criteria**

### PART B: CONDITIONS OF CONTRACT

#### 1. Conditions for supply:

Staggered delivery of all goods covered by the order shall have to be made at the destinations mentioned in the order within 45 (Forty five) days from the date of issue of the order. Hence, through the last delivery of uniform is to be delivered within 45 days, the first delivery has to begin as soon as possible which will be mutually decided at the time of contract signing.

#### 2. Packing/Packaging:

The Supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract.

#### 3. Termination of Default:

The Purchaser may, without prejudice to any other remedy if available to him, shall issue notice for breach of contract for supplying defective material or sub-standard material to the Supplier's expressed destinations, terminating the Contract in whole or part at the discretion of the Purchaser.

The Purchaser shall also be at liberty to cancel the contract or deduct the proportionate value of the goods complained of if:

- (a) the Supplier fails to deliver any or all of the goods complained of by the Purchaser within the period(s) specified in the Contract, or within any extended period granted by the Purchaser;
- (b) the Supplier fails to perform any other obligation(s) under the Contract; and/or
- (c) the Supplier, in the judgment of the Purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

#### 4. Termination of Contract for Violation:

The Purchaser, by issuing a written notice to the supplier, may at any point of time terminate the Contract, in whole or in part, if the Purchaser reasonably finds that the supplier has violated one or more terms or conditions of the Agreement or has engaged in influencing any of the officials or persons concerned with the implementation of the scheme. The supplier shall not be entitled to any compensation for such termination mid-way but he shall remain entitled to the amount proportionate to the works done until termination of the Contract.

## **5. Resolving Disputes and/or dissensions, if any:**

The Purchaser and the supplier shall make all out efforts to resolve the disputes and/ or the dissensions if ever arises any out of the Contract/ Agreement amicably by direct and formal or informal negotiations and upon failing to arrive at an amicable settlement within 15 (fifteen) days from the date of commencement of the mutual discussion towards settling the dispute or dissension the matter shall be referred to arbitration by mutual consent with due intimation to and from all concerned.

In case of failure of the parties to resolve their dispute or difference or dissension amicably by themselves within 15 (fifteen) days, the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter shall commence unless such notice is given. Arbitration may commence prior to or after delivery of the Goods under the Contract.

The Secretary to the Chief Minister, Assam or his designated representative shall be the arbitrator.

In case the dispute/ dissension between Purchaser and Supplier 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.

## **6. Extension of Contract**

Need and Circumstance based extension of contract in conformity of the extant guidelines and norms will be followed.

## **7. Repeat Orders**

Repeat orders upto 25% of the first order may be given at the same rate and terms. However, additional quantities if so required may be placed with the approval of competent authority.

## **8. Option Clause**

The purchaser reserves the right to increase and/ or decrease the order quantity by a quantity not exceeding 30 % of the estimated quantity.

### **Additional Conditions:**

- (A)** No preference will be given to any bidder or class of bidders, either for price or for any of the terms and conditions, earnest money deposit exemption etc.
- (B)** The bids have to be submitted in a two envelope method. The first envelope will be marked as "Technical Bid" and comprise of all eligibility/ qualification documents including samples. The second envelope will be marked as the "Financial Bid". Both the envelopes will be put in a larger envelope and sealed.
- (C)** The Department shall be at liberty to make amendments or modifications to the bidding documents at any point of time before the date fixed for submission of the tenders.

- (D)** The Department is not bound to accept any tender simply on ground of its rates being the lowest or for quoting unreasonable rates provided he has reasons so to do and, as such, the Purchaser is at liberty to cancel such tenders with reasons to be recorded in writing in the concerned file with intimation to the concerned bidder.
- (E)** Contractor shall be responsible for any defect in stitching, quality of material etc. which may result in poor quality. Two sets of stitched garment of each type to be submitted as samples.
- (F)** In case of any ill fitment, variation of shade etc, the stitched uniform is to be replaced by the supplier at its own cost.
- (G)** The bidder will also have to supply sample of fabric used during delivery so that the same can be tested for compliance to the technical specifications. Random sampling will be conducted on the finished products so as to ascertain uniformity with the cloth samples submitted initially with the bid document.
- (H)** The client will also have the right to demand slight change in the shade of the supplier colour on mutual agreement with the selected supplier without any escalation in cost, subject to the maintenance of uniformity of the cloth specifications submitted initially with the bid document.
- (I)** The bidder or their authorized signatories must put their signature in all pages of their bid documents.

## Section IV – Evaluation and Qualification Criteria

1. This Section contains all the criteria that the Purchaser shall use to evaluate a bid and qualify the Bidders. No other factors, methods or criteria shall be used.

### 2. Qualification and Technical Evaluation

Before determining the lowest-evaluated bid, the Purchaser shall carry out the qualification of the Bidder, using only the eligibility requirements specified in Section II. It shall be followed by the technical evaluation which will primarily be based on testing of the submitted samples.

3. The broad guidelines for evaluation of bids will be as follows :
  - a. Only those bids will be evaluated which are found to be fulfilling all the eligibility criteria of the RFB.
  - b. In respect of two bid system, the compliance of technical bids would be determined on the basis of the parameter specified in the RFB.
  - c. The fabricated uniforms are confirmed on the basis of specification. The quality of material used for stitching will also be a criteria for the inspection of the uniform and the same will be required to be used during the operations of contract. The decision of technical evaluation committee regarding quality of stitching will be final and no correspondence regarding the same will be entertained thereof.
  - d. The price / financial bids of only those bidders will be opened whose technical bids would be accepted.
  - e. The bidder has to quote all the items of price schedule for consideration of L1 Bidder. **In case he/ she fails to quote for any of the items, his/ her bid will not be evaluated further.**
  - f. The price should be quoted in Indian Rupees only in words as well as figures. Taxes, if any, should be indicated separately.
  - g. If any variation arises in between the unit rate and the corresponding quoted total cost, then the unit rate will prevail for calculation of the total cost.
  - h. Only one price should be quoted for each item.
  - i. Rates/ Prices should be valid for one financial year.
  - j. Rates/ prices shall not be increased during the entire period of the contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

## Section V – Schedule of Requirements

The successful bidder shall supply the stitched shirts, pants, sarees, sweater etc. in pieces. Each piece as should be as per the requirement mentioned in the technical specification.

Sl.	Category of staff	No. of staff	Name of the Item
<b>Male Support Staff</b>			
1	Grade IV	75	a. Full Sleeve Shirt* (2 nos. each) b. Formal Pant (2 nos. each) c. Sweater* (1 nos. each)
2	Driver	25	a. Full Sleeve Shirt* (2 nos. each) b. Formal Pant (2 nos. each) c. Sweater* (1 nos. each)
<b>Female Staff</b>			
3	Grade IV	5	a. Handloom Woven Cotton sarees (Plain) (2 nos. each) b. Blouse (Plain) (2 nos. each) c. Sweater/Cardigan* (1 nos. each)

\*Each of these items will bear a label of “Chief Minister’s Office” or similar insignia to be finalized later.

### List of Goods and Delivery Schedule

Item no	Description of goods	Nos.	Delivery date
1.1	Full sleeve shirt for Grade IV	150	Within 45 days of contract signing
1.2	Full sleeve shirt for Driver	50	
<i>Total shirts (A)</i>		<b>200</b>	
2.1	Formal pant for Grade IV	150	
2.2	Formal pant for Driver	50	
<i>Total pants (B)</i>		<b>200</b>	
3	Sweater (Gents) (C)	100	
4	Handloom Woven Cotton Sarees for Peon (D)	10	
5	Blouse (Plain) (E)	10	
6	Sweater (Ladies) (F)	5	
<b>Total of A+B+C+D+E+F</b>		<b>525</b>	

## Section-VI

### Technical Specification

1. Simplified Specification Extracted from IS 015853:2009 RA2018 for Suiting Uniform Fabric of Driver, Grade-IV (Male), Mali (Male) based on the availability of testing facilities at Assam Textile Institute Laboratory. As per BIS norms all the fabric characteristics mentioned in the BIS standard should be fulfilled. If required, other tests apart from the 6 nos of tests mentioned below may be carried out other testing agencies.

SN	Characteristics	Requirement
1.	Nominal Count of Warp & weft yarns (For guidance only)	20tex x 2 (30s/2)
2.	Threads/dm – Warp	260 (+5%, -2.5%)
	Threads/dm – Weft	190 (+5%, -2.5%)
3	Mass (g/m <sup>2</sup> )	190 (+5%, -2.5%)
4	Fibres composition, percent:	67± 3 units Remainder
	(a) Polyester (b) Viscose/Cotton	
5	Breaking strength on 5 cm × 20 cm strip, N (kgf), Min:	880 (89.7) 640 (65.2)
	(a) Warpway (b) Weftway	
6	a) Minimum colour fastness ratings to Washing: Test	4 3-4
	Change in colour	
	Staining in adjacent fabrics	

2. Simplified Specification Extracted from IS 015853:2009 RA2018 for Shirting Uniform Fabric of Driver, Grade-IV (Male), Mali (Male) based on the availability of testing facilities at Assam Textile Institute Laboratory. As per BIS norms all the fabric characteristics mentioned in the BIS standard should be fulfilled. If required, other tests apart from the 6 nos of test mentioned below may be carried out other testing agencies

(Extracted from IS 015852:2009 RA2018 )

SN	Characteristics	Requirement
1.	Nominal Count of Warp & weft yarns (For guidance only)	12tex (50s)
2.	Threads/dm – Warp	440 (+5%, -2.5%)
	Threads/dm – Weft	360 (+5%, -2.5%)
3	Mass (g/m <sup>2</sup> )	102 (+5%, -2.5%)
4	Fibres composition, percent:	67± 3 units Remainder
	(a) Polyester (b) Viscose/Cotton	
5	Breaking strength on 5 cm × 20 cm strip, N (kgf), Min:	440 (44.9) 350 (35.7)
	(c) Warpway (d) Weftway	
6	Minimum colour fastness ratings to Washing: Test	4 3-4
	Change in colour	
	Staining in adjacent fabrics	

3. Simplified Specification Extracted from IS 748: 1990 (RA 2016) for Saree Uniform Fabric of Grade-IV (Female), Mali (Female) based on the availability of testing facilities at Assam Textile Institute Laboratory. As per BIS norms all the fabric characteristics mentioned in the BIS standard should be fulfilled. If required, other tests apart from the 5 nos of test mentioned below may be carried out other testing agencies

**Handloom Woven Cotton Sarees (Plain)**

SN	Characteristics	Requirement
1.	Nominal Count of Warp & weft yarns (For guidance only)	20tex (30s)
2.	Threads/dm – Warp	198 (±5%)
	Threads/dm – Weft	188 (±5%)
3	Mass (g/m <sup>2</sup> )	80 (±5%)
4	Breaking strength on 5 cm × 20 cm strip, N (kgf), Min: (e) Warpway (f) Weftway	140 140 (± 5 on Average Value and ±15 on Individual reading)
5	Minimum colour fastness ratings to Washing: Test	
	Change in colour Staining in adjacent fabrics	4 or better 4 or better

Saree Length = 5.5meter  
 Width = 1.7 meter  
 Blouse Piece = 1meter

5. Specification for Gent's Pullover as per BIS Standard IS 3617: 1992 RA2013

IS 3617 : 1992

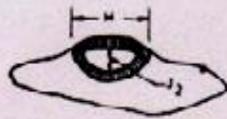
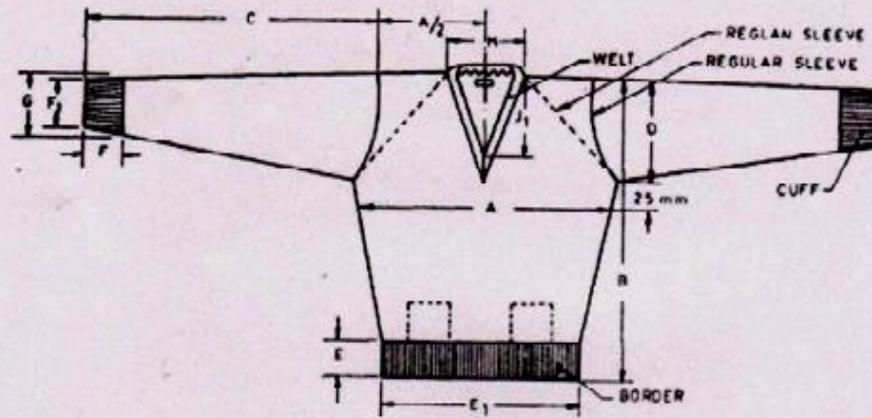


FIG. 1 A ROUND NECK

FIG. 1 TYPICAL V-NECK PULLOVER



FIG. 1 B HIGH NECK

Table 1 Dimensions of Pullover  
( Clause 5.1, and Fig. 1 )

All dimensions in centimetres.

Size	Width Across Chest	Length of Pullover	Length of Sleeves ( see Notes )	Width of Opening at Armhole ( see Note 2 )
	(A)	(B)	(C)	(D)
(1)	(2)	(3)	(4)	(5)
75	38.5	56.0	51.0	19.0
80	41.0	61.0	56.5	20.0
85	43.5	64.0	59.5	21.0
90	46.0	67.0	61.5	23.0
95	48.5	70.0	61.5	24.0
100	51.0	73.0	64.5	25.0
105	52.5	75.0	65.0	26.0
110	55.0	77.0	66.0	26.0
<b>Tolerance</b>	± 1.5	- 2.0	± 2 } ± 1 }	± 2
<b>Method of Test</b>	See C-1			

# SPECIFICATIONS FOR WOMEN'S CARDIGAN KNITTED

Specification for Women's Cardigan as per BIS Standard IS 4582: 1992 RA2013

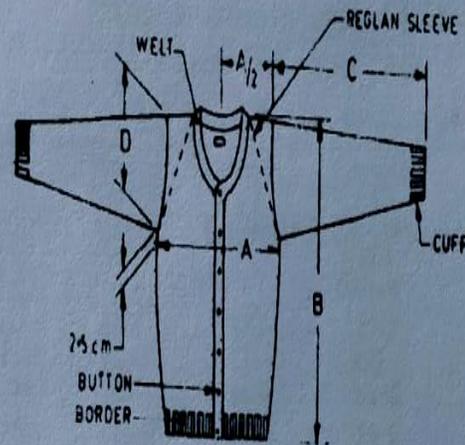


FIG. 1 TYPICAL ROUND NECK CARDIGAN

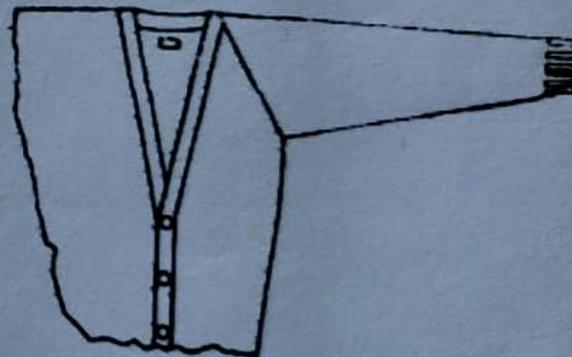


FIG. 2 OPEN NECK CARDIGAN

# SPECIFICATIONS FOR WOMEN'S CARDIGAN KNITTED

Specification for Women's Cardigan as per BIS Standard IS 4582: 1992 RA2013

**Table 1 Dimensions of Cardigan**

( Clause 5.1; and Fig. 1 )

( All dimensions in centimetres )

Size	Width Across Chest	Length of Cardigan			Length of Sleeves ( see Notes )	Width of Opening at Armhole ( see Note 2 )
	( A )	( B )			( C )	( D )
	( 1 )	SSW ( 3 )	MSW ( 4 )	OSW ( 5 )	( 6 )	( 7 )
75	38.5	53.5	53.0	56.0	48.5	19.0
80	41.0	56.5	55.0	60.0	53.5	20.0
85	43.5	58.5	59.0	62.0	56.5	21.0
90	46.0	61.5	61.0	64.0	59.5	23.0
95	48.5	63.5	63.0	66.0	59.5	24.0
100	51.0	66.5	66.0	68.0	61.5	25.0
105	52.5	66.5	66.0	70.0	62.0	26.0
110	55.0	66.5	67.0	70.0	63.0	26.0
Tolerance	± 1.5	← ----- 2.0 ----- →			+ 2.0 - 1.0	± 2.0
Method of Test	See B-1					

The dimensions at C and D may be varied subject to agreement between the buyer and the seller, subjected to the tolerances specified on the agreed values. However, the dimensions so agreed shall not be less than those specified above.

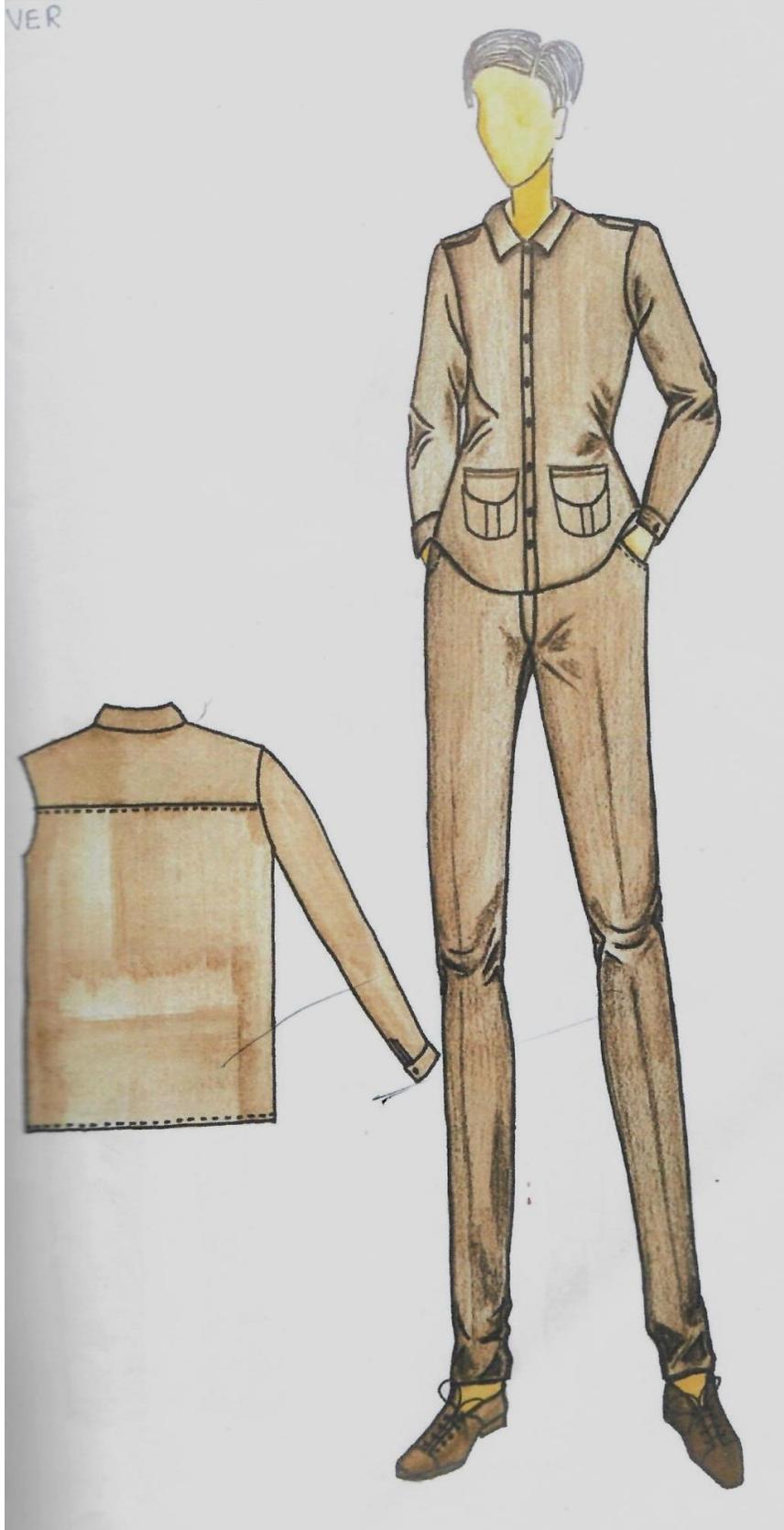
Extracted Specification for Gent's Pullover as per BIS Standard IS 3617: 1992 RA2013  
 AND  
 Women's Cardigan as per BIS Standard IS 4582: 1992 RA2013

SN	Characteristics	Requirement
1.	a) Wales per 5cm b) Courses per 5 cm	Declared or as agreed tolerance $\pm 2$
2.	Dimensional Change (due to relaxation)	5%
3	Minimum Colour fastness ratings: Washing (Hand Wash) i) Change in colour ii) Staining of adjacent fabric	3 3
4	Minimum Colour fastness ratings : rubbing (dry and wet)	3
5	Minimum Col fastness ratings: light	4
6	Blend Composition of yarn	As agreed tolerance $\pm 2$

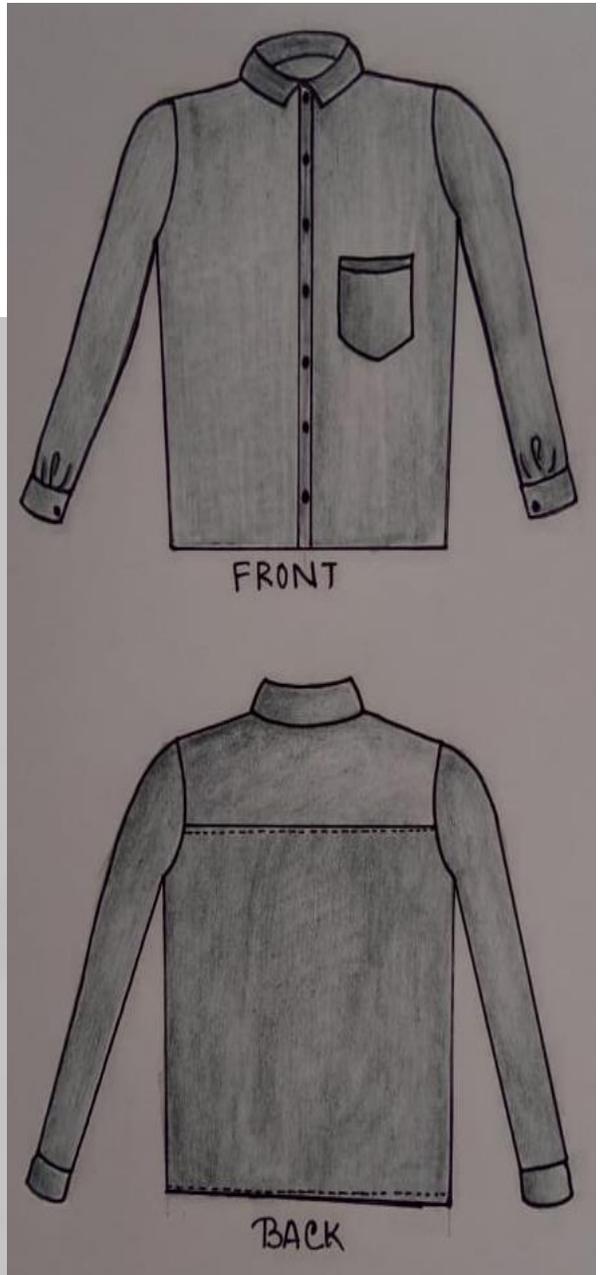
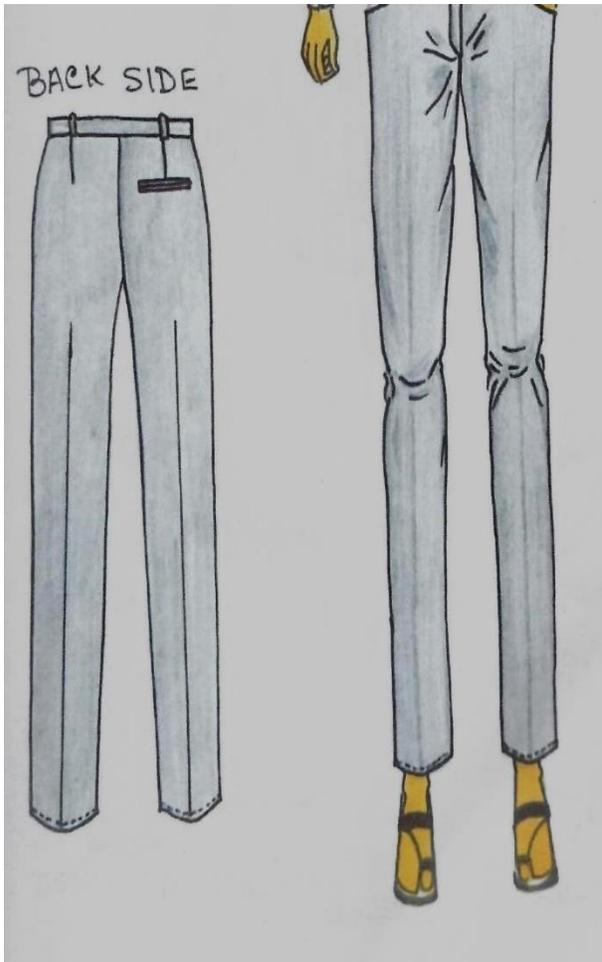
### Design Specifications

Sl. No	Item	Specifications
1	Full sleeve shirt (Male)	<ol style="list-style-type: none"> <li>1. French seam in armhole</li> <li>2. French seam in side seam</li> <li>3. Top stitch in yoke</li> <li>4. Top stitch / seam in armhole</li> <li>5. Lapped seam in pocket</li> <li>6. Top stitch in pocket</li> </ol> <p>Grade IV</p> <p style="padding-left: 40px;">Colour:           Medium Grey</p> <p style="padding-left: 40px;">Pocket:           Patch pocket</p> <p>Driver</p> <p style="padding-left: 40px;">Colour:           Light brown</p> <p style="padding-left: 40px;">Pocket:           Below pocket</p>
2	Men's trouser	<ol style="list-style-type: none"> <li>1. Top stitch in side pocket</li> <li>2. Back: welt pocket &amp; top stitch</li> <li>3. Double pleats in front</li> <li>4. Two (2) darts at the back</li> <li>5. Belt loops</li> </ol> <p>Grade IV</p> <p style="padding-left: 40px;">Colour :           Medium Grey</p> <p style="padding-left: 40px;">Pocket :           Patch pocket</p> <p>Driver</p> <p style="padding-left: 40px;">Colour :           Light brown</p> <p style="padding-left: 40px;">Pocket :           Patch pocket</p>
3	Female Saree	<ol style="list-style-type: none"> <li>1. Length: 5.5 metres</li> <li>2. Width : 42 inch</li> <li>3. Material: Cotton</li> <li>4. Colour: Muga colour</li> </ol>
4	Pullover for driver (Gents)	<ol style="list-style-type: none"> <li>1. Fabric: Acrylic Yarn (2 ply)</li> <li>2. Colour: Dark Grey</li> <li>3. Rib: Weaved</li> <li>4. Neck: V-neck</li> <li>5. Sleeve: Regular</li> </ol>
5	Pullover for Grade-IV (Gents)	<ol style="list-style-type: none"> <li>1. Fabric: Acrylic Yarn (2 ply)</li> <li>2. Colour: Denim Blue</li> <li>3. Rib: Weaved</li> <li>4. Neck: V-neck</li> <li>5. Sleeve: Regular</li> </ol>
6	Cardigan (Female)	<ol style="list-style-type: none"> <li>1. Fabric: Acrylic Yarn (2 ply)</li> <li>2. Colour: Denim Blue</li> <li>3. Neck: Front Open</li> <li>4. Rib: Weaved</li> <li>5. Sleeve: Regular</li> </ol>

VER



*Uniform of Driver (Male) for reference only.*



*Uniform of Grade IV (male) for reference only.*



*Uniform of Grade IV (Female) for reference only.*

**Section VI – Bidding Forms Letter of**

**Bid**

*The Bidder must prepare the Letter of Bid on its letterhead clearly showing the Bidder's complete name and address.*

***Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.***

Date: .....

Bid Ref. No.....

To: ***[insert complete name of Purchaser]***

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders;
- (b) We meet the eligibility requirements and have no Conflict of Interest;
- (c) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods:***[insert a brief description of the Goods and Related Services]***;
- (d) The total price of our Bid is:
  - 1. Price of the goods and related services as per technical specifications given in Section IV: Schedule of Requirements;
  - 2. Total price of related services as specified in the Schedule of Requirements:
- (e) Our bid shall be valid for a period .....fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents;
- (g) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process;

- (h) We, along with any of our subcontractors, suppliers, manufacturers, or service providers for any part of the contract, are not debarred by any procuring entity under the State Government, the Central Government or any State Government or any Public Undertaking, Autonomous body, Authority by whatever name called under them;
- (i) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any activities which is in contravention of the Code of Integrity proscribed in the Assam Public Procurement Act and Rules.
- (j) We hereby certify that we are neither associated nor has been associated directly or indirectly with the consultant or any other entity that has prepared the design, specifications and other documents for the subject matter of procurement.
- (k) We hereby certify that we have fulfilled our obligations to pay all such taxes as payable to the Central Government or the State Government or any local authority;
- (l) We hereby certify that we are not insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended, not currently blacklisted and must not be the subject of legal proceedings for any of the foregoing reasons;
- (m) We hereby certify that our directors and officers have not been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- (n) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and
- (o) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

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

Name of the person duly authorized to sign the Bid on behalf of the Bidder \_\_\_\_\_

Title of the person signing the Bid \_\_\_\_\_

Signature of the person named above \_\_\_\_\_

Date signed \_\_\_\_\_

## Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:

Bid Ref. No.:

1. Bidder's Name <i>[Bidder's legal name]</i>
2. Bidder's year of registration: <i>[Bidder's year of registration]</i>
3. Bidder's Address: <i>[ Bidder's legal address]</i>
4. Bidder's Authorized Representative Information Name: <i>[ Authorized Representative's name]</i> Address: <i>[ Authorized Representative's Address]</i> Mobile numbers: <i>[insert Authorized Representative's mobile numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
5. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITB4.3. <input type="checkbox"/> Income Tax Registration Document / PAN Card <input type="checkbox"/> GSTIN Registration Certificate <input type="checkbox"/> Any other document

### Form of Price Schedule

[The Bidder shall fill in the Price Schedule Form for Goods in accordance with the instructions indicated. The list of line items in column 1 of the Price Schedules shall coincide with the List of Goods specified by the Purchaser in the Schedule of Requirements and may be appropriately modified as per requirement of particular Goods]

Sl. No	Name of the Item	Total Quantity (A)	Unit cost on cloth (B)	GST on B (C)	Stitching unit cost (D)	GST on D (E)	Total unit Cost with GST (F)=(B+C+D+E)	Cumulative cost (F*A)
1.1	Full sleeve shirt for Grade IV	150						
1.2	Full sleeve shirt for Driver	50						
2.1	Formal pant for Grade IV	150						
2.2	Formal pant for Driver	50						
3.1	Gents Sweater for Grade IV	75						
3.2	Gents Sweater for Driver	25						
4	Handloom Woven Cotton Sarees for Grade IV	10						
5	Blouse for Grade IV	10						
6	Sweater (Ladies)	5						
Total								

Signature and seal of bidder's authorized signatory

**Note : The bidder must quote for each of the items mentioned in the Form of Price Schedule.**

**Proforma for Performance Statement (for a period of last three years)**

Name of the Firm:

Order placed by (full address of Purchaser)	Order No. and Date	Description and quantity of ordered goods	Value of order	Date completion of delivery		Remarks indicating reasons for late delivery, if any	Has the supply of goods been satisfactory performance?*
				As per contract	Actual		
1	2	3	4	5	6	7	8

Signature and seal of the Bidder

The Bidder shall also furnish the following documents in connection with their past performance:

- i. Copy of Purchase Orders
- ii. Copy of Invoices
- iii. Proof of Payment received from Purchasers
- iv. Documentary evidence (Client's certificate) in support of satisfactory completion of contract

**Section – IX  
Contract Form**

**Contract Agreement**

*[The successful Bidder shall fill in this form in accordance with the instructions indicated]*

THIS AGREEMENT made the day of.

BETWEEN

- (1) Chief Minister's Secretariat, Govt. of Assam having its principal place of business at [ address of Purchaser ] (hereinafter called "the Purchaser"), of the one part, and
- (2) [ name of Supplier], a corporation incorporated under the laws of India and having its principal place of business at [ address of Supplier ] (hereinafter called "the Supplier"), of the other part:

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., [brief description of Goods and Services] and has accepted a Bid by the Supplier for the supply of those Goods and Services

The Purchaser and the Supplier agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other contract documents.
  - (a) the Letter of Acceptance
  - (b) the Letter of Bid
  - (c) the Addenda Nos.\_\_\_\_(if any)
  - (d) Conditions of Contract
  - (e) the Specification (including Schedule of Requirements and Technical Specifications)
  - (f) the completed Schedules (including Price Schedule)
  - (g) any other document listed in the contract as forming part of the Contract

3. In consideration of the payments to be made by the Purchaser to the Supplier as specified in this Agreement, the Supplier 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 Supplier 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.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Union of India on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed:

in the capacity of

in the presence of

For and on behalf of the Supplier

Signed:

in the capacity of

in the presence of

**PERFORMANCE BANK GUARANTEE PROFORMA**  
**(To be executed on Non Judicial Paper of value INR 100/-)**

**To**  
**The Secretary to Chief Minister, Assam**  
**Chief Minister's Secretariat (CMS)**  
**Government of Assam**

**OUR LETTER OF GUARANTEE No.: \_\_\_\_\_**

In consideration of Chief Minister's Secretariat (CMS), CM Block, Janata Bhawan, Dispur, Guwahati, Assam – 781006 (hereinafter referred to as "CMS" which expression shall unless repugnant to the content or meaning thereof include all its successors, administrators officers and executors) and having awarded "Contract" issued vide Order No.\_\_\_\_\_ dated \_\_\_\_\_ with/ on \_\_\_\_\_ M/s\_\_\_\_\_ (hereinafter referred to as "The Supplier" which expression unless repugnant to the content or meaning thereof, shall include all the successors, administrators, officers and executors).

2. Whereas "The Supplier" having unequivocally accepted to provide the services as per terms and conditions given in the agreement/ bid document\_\_\_\_\_ dated\_\_\_/ \_\_\_\_\_ Contract No.\_\_\_\_\_ dated\_\_\_\_\_ and CMS having agreed that "The Supplier" shall furnish to CMS a Performance Bank Guarantee for the faithful performance of the entire contract, for the value of INR \_\_\_\_\_ (Indian National Rupees \_\_\_\_\_ only).

3. We, \_\_\_\_\_("The Bank") which shall include our successors, administrators, officers and executors herewith establish an irrevocable Letter of Guarantee No.\_\_\_\_\_ in your favour for account of \_\_\_\_\_(The Supplier) in cover of performance guarantee in accordance with the terms and conditions of the tender document/ Agreement/ Purchase Order.

4. Hereby, we undertake to pay up to but not exceeding \_\_\_\_\_(say \_\_\_\_\_ only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount claimed is due by reason of "The Supplier" having failed to perform the agreement and despite any contestation on the part of above named Supplier.

5. This Letter of Guarantee will expire on \_\_\_\_\_including 60 days of claim period and any claims made hereunder must be received by us on or before expiry date after which date this Letter of Guarantee will become of no effect whatsoever whether returned to us or not.

**Authorized Signatory Manager**  
**Seal of Bank**