



**GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION (SECTT.-ESTT.) DEPARTMENT
DISPUR:: GUWAHATI-6
Block-A, Ground Floor, Janata Bhawan, gad.assam.gov.in**

No. 205659 /18
.....2023

Dated Dispur, the 30/01/23

Short-Notice Inviting Tender

Quotations affixing Court Fee Stamp of Rs. 8.25 (Rupees Eight and Twenty-five paise) only under sealed cover are invited from interested firms/agencies for supply of "ID card, Lanyard and Yo-yo holder" under the General Administration (Sectt.-Establishment) Department. The bidder shall quote their rates inclusive of all taxes, as per the specifications mentioned below:

Sl. No.	Particulars of tender	Specification	Approx. requirement for 1 year
1	a. ID card b. Lanyard c. Yo-yo holder	<ul style="list-style-type: none"> • PVC card • Standard width for lanyards, with print • QR code • Hologram 	1500

The incumbent firm must submit the following:

- I. Firm Registration Certificate or Registration Certificate under Shop & Establishment Act or Registration Certificate as supplier.
- II. Current Bank Account details of the Firm/Supplier
- III. Details of the updated IT Clearance Certificate
- IV. Updated copy of trade license
- V. PAN No. and GST Registration details
- VI. Earnest Money Deposit (EMD) of value Rs. 10,000/- (Rupees Ten Thousand) only in favour of the Additional Secretary to the Government of Assam, General Administration Department payable at Guwahati in form of Demand Draft/ FDR/ NCS from Nationalized or any scheduled bank (but not from co-operative or Gramin Bank) and no interest is payable on EMD by the Department. EMD amount in the form of cash or any other form like online payment shall not be accepted. EMD of unsuccessful bidders shall be refunded except for L-1 bidder after completion of bid.
- VII. Sample design for quality checking.

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The quotations shall be received by this office till **15/02/2023** during office hours and shall be opened on the following working day by the tender committee.

Terms & Conditions

1. The firm must have its registered office and/ or its authorized representative stationed within the city of Guwahati.
2. Party will be selected on the basis of quality of sample of ID card, lanyard and yo-yo holder provided with tender paper. The lowest rate may not automatically qualify for selection.
3. The Contractor shall supply ID-card, as per guidance and requisition provided by the General Administration (Sectt.-Estt.) Department.
4. The requisition should be collected by the contractor from the Department, at least twice a week and should be delivered positively by the next Monday or if Monday happens to be a holiday then by the next working day, whichever is earlier.
5. The cost of collection of requisitions from the department and delivery of cards to Assam Secretariat will be borne by the Contractor.
6. The contract would be valid for a period of 1 (one) year w.e.f. the date of signing of agreement. The selected rate shall be valid for the contract period and shall not be subject to any variations due to increase in material price or any other conditions whatsoever.
7. The Contractor will have to maintain utmost discretion and caution to ensure no loss of ID cards while in their custody, so as to prevent any misuse of the information by miscreants.
8. The Contractor will be held accountable for any loss or misuse of ID cards if the loss of cards occurs during their custody, and appropriate action will be initiated accordingly.
9. In case of any lapse on the part of the Contractor, GAD reserves the right to realize penalty or fines from the Contractor.
10. G.A.(SE) Deptt. will be at liberty to advertise for a fresh contract on the expiry of the contract period or renew the same contract by a separate written order, subject to satisfactory performance of the Contractor.
11. The Contractor will submit the bills for the completed work/services etc. only, at the end of each month to the authorized officer who will scrutinize the bill and if found in order, certify for payment and existing rules shall prevail.
12. Undersigned reserves the right to alter/cancel the terms & conditions mentioned above in greater interest.

Signed by Omar Shariff

Date: 30-01-2023 13:52:19

Joint Secretary to the Govt. of Assam, General
Administration Department.

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Copy to :-

1. Director, Information & Public Relations, Assam, Dispur. He is requested to take necessary action for publication of this notice in local newspapers. He is also requested to forward copy of advertisement to this Department for record.
2. Notice Board.
3. Content manager.

By Order Etc.

e-signed

Joint Secretary to the Govt. of Assam,
General Admn. (Estt.) Department.