



सत्यमेव जयते

GOVERNMENT OF ASSAM

**BIDDING DOCUMENT**

For the work

Printing of IEC and Publicity material under office of the  
Fishery Information Officer, Assam, Meen Bhawan, Gopinath  
Nagar, Guwahati-16

under

Extension Service (Advertising & Publicity), SOPD  
in

**PACKAGE- A**



OFFICE OF THE FISHERY INFORMATION OFFICER, ASSAM  
ASSAM, MEEN BHAWAN, GUWAHATI-16

Email: [dirfishassam2019@gmail.com](mailto:dirfishassam2019@gmail.com)

Website: "https://fisheriesdirector.assam.gov.in"

CONTENT OF BIDDING DOCUMENTS

SL.	Particulars	Page No.
1	Notice Inviting Tender (NIT)	3-4
2	Instruction to Bidders (ITB)	5-13
3	Undertaking	14-16
4	Form of Bid	17
5	Specification	18

**NOTICE INVITING TENDER**  
**(NIT)**

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE FISHERY INFORMATION OFFICER**  
**ASSAM, GUWAHATI-16**


**NOTICE INVITING TENDER**

Sealed Tender in plain paper affixing non refundable Court fees of Rs. 8.25/- (Rupees eight and twenty five paise) only are invited on behalf of the Department of Fisheries from the intending contractors/suppliers/firms for the works 'Printing of IEC and Publicity material under office of the Fishery Information Officer, Assam, Meen Bhawan, Gopinath Nagar, Guwahati-16' under Extension Service (Advertising & Publicity), SOPD detailed in package-wise below-

SL	Name of activity	Estd. Value (in Rs.)	EMD/Bid Security (in Rs.)	Tender Processing Fee (in Rs.)	Remarks
Package-A	<b>Printing of Booklets</b>	Rs.2,69,000.00	Rs.5380.00 (Rs.2,690.00 for SC, ST, OBC & MOBC) in the form of Bank Draft/FDR/TDR etc.	Rs.100.00 in the form of Bank Draft	Date & time of bid opening is 4 <sup>th</sup> October, 2023 upto 2.00pm
Package-B	<b>Printing of Leaflet &amp; Pamphlet</b>	Rs.66,000.00	Rs.1320.00 (Rs.660.00 for SC, ST, OBC & MOBC) in the form of Bank Draft/FDR/TDR etc.	Rs.100.00 in the form of Bank Draft	
Package-C	<b>Printing of Flex Banner &amp; Poster</b>	Rs.1,41,000.00	Rs.2820.00 (Rs.1410.00 for SC, ST, OBC & MOBC) in the form of Bank Draft/FDR/TDR etc.	Rs.100.00 in the form of Bank Draft	

The Tender documents along with terms & conditions can be seen/obtained from the website "<https://sppp.assam.gov.in>" and "<https://fisheriesdirector.assam.gov.in>". The bid will be opened in the office of the undersigned as per the scheduled mentioned above.

The Tender Inviting Authority (TIA) reserves the right to accept or reject any bid/tender, and to cancel/annul the bidding process and reject all bids at any time prior to contract award.


  
Fishery Information Officer  
Assam, Guwahati

Dated Guwahati the 12<sup>th</sup> Sept, 2023

Memo No. AFI/GHY.93/2022-23/2430-35

Copy to :-

- (1) The Joint Secretary to the Govt. of Assam, Fishery Deptt., Dispur for kind information.
- (2) The Director Information & Public Relation, Assam, Dispur, Guwahati-6 for information with a request to publish the NIT in two consecutive issues of at least two widely circulated newspaper [one English & one Assamese daily] on or before 14<sup>th</sup> September, 2023. Copy emailed to "[janasanyogassamadv@gmail.com](mailto:janasanyogassamadv@gmail.com)".
- (3) The Deputy Director of Fisheries cum DDO, Directorate of Fisheries, Assam for kind information
- (4) The Executive Engineer, Fishery Deptt. for kind information.
- (5) The Nodal Officer, SPPP, Directorate of Fisheries, Assam for uploading in SPPP website.
- (6) The Web Information Manager, Directorate of Fisheries, Assam for uploading in departmental website.

  
Fishery Information Officer  
Assam, Guwahati

**INSTRUCTION TO BIDDERS**  
**(ITB)**

## **1. Scope of Bid**

- 1.1 The Fishery Information Officer, Assam, Guwahati-16 invites bids for collection of rates for the supply as stated. The bidders may submit bids for the work detailed in the table given in NIT.
- 1.2 The Successful bidder will be expected to complete the supply by the intended completion date as specified. The stipulated time may be extended by the undersigned if required.
- 1.3 Throughout this bidding document, the terms 'bid', 'Tender' and 'tender' and their derivatives (bidder / Tenderer / tenderer, bid / Tender / tender, bidding / quoting / tendering, etc.) are synonymous.
- 1.4 Tender is called for collection of L-1 rates. The Fishery Information Officer will select most responsive L-1 bidder to whom supply order will be issued at approved rate for early completion of the procurement

## **2. Source of Funds:**

The Fishery Information Officer, Assam, Guwahati is going to procure the supply work under Extension Service (Advertising & Publicity), SOPD.

## **3. One Bid per Package**

- 3.1 Each bidder shall submit only one bid for one package. A bidder who submits or participates in more than one Bid for a Package will cause all the proposals with the Bidder's participation to be disqualified.

## **4. Cost of Bidding**

- 4.1 The bidder shall bear all costs associated with the preparation and submission of this Bid, and The Fishery Information Officer, Assam, Guwahati will in no case is responsible and liable for those costs. No Bidder shall be entitled to claim any expenses /charges incurred by him or incidental therein in connection with submission of Bid. Cl. 19.6 may be referred to.

## **5. Clarification of Bidding Documents**

- 5.1 A prospective bidder requiring any clarification of the bidding documents may contact the office of the undersigned during office hours before last date of submission of the bids.

## **6. Amendment of Bidding Documents**

- 6.1 Before the deadline for submission of bids, The Fishery Information Officer, Assam, Guwahati may modify the bidding documents by issuing corrigendum/addendum.
- 6.2 Any corrigendum/addendum thus issued shall be a part of the bidding documents and shall be published in the website as information to all the purchasers of the bidding documents. The Fishery Information Officer, Assam, and Guwahati will assume no responsibility for not viewing the website by the bidders.
- 6.3 To give prospective bidders reasonable time in which to take an corrigendum/addendum into account in preparing their bids, The Fishery Information Officer, Assam, Guwahati may, at his discretion, extend as necessary the deadline for submission of bids, in accordance with Sub – Clause 14.2 below.
- 6.4 All amendments issued will be published on the website – “<https://sppp.assam.gov.in>” and “<https://fisheriesdirector.assam.gov.in>”. It is the prerogative of the contractors to visit the aforementioned site for corrigendum, addendum and amendment notices.  
These notices have to be read in conjunction with the tender document and have to be signed and submitted manually along with the bid.

**7. Language of the Bid**

All documents relating to the bid shall be in the English Language.

**8. Documents Comprising Bid**

**8.1** The bid to be submitted by the bidder shall include the following:

- i) Duly signed Bid document (should be signed on each & every pages)
- ii) Tender Processing Fees and EMD/Bid Security in the form specified in Clause 11
- ii) Qualification Information, supporting documents, Certificates, undertaking as specified. (should be signed on each & every pages)
- iii) Form of Bid/Tender (neatly filled and signed).

**9. Currencies of Bid and Payment**

9.1 The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees. All payments shall be made in Indian Rupees.

**10. Bid Validity**

10.1 Bids shall remain valid for a period not less than **6 calendar months** after the deadline date for bid submission specified in Clause 14. A bid valid for a shorter period shall be rejected by The Fishery Information Officer, Assam, Guwahati as non-responsive. In case of discrepancy in bid validity period between that given in the undertaking pursuant to Clause 10 and undertaking submitted by the bidder, the later shall be deemed to stand corrected in accordance with the former and the bidder has to provide for any additional security that is required.

10.2 In exceptional circumstances, prior to expiry of the original time limit, the Fishery Information Officer, Assam, Guwahati may request that the bidders may extend the period of validity for a specified additional period. The request and the bidder's responses shall be made in writing. A bidder may refuse the request without forfeiting his bid security. A bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of his bid security for a period of the extension, and in compliance with Clause 11 in all respects.

10.3 Deleted.

10.4 Bid evaluation will be based on the bid prices without taking into consideration the above correction.

**11. Tender Processing Fee and Bid Security/EMD**

11.1 (i) The Bidder shall furnish, as part of his Bid, Tender processing fee which must be in the form of Demand Draft from any Nationalised/Regional/Scheduled Indian bank payable at Guwahati in favour of **“Fishery Information Officer, Assam, Guwahati-16”**

(ii) The Bidder shall also furnish, as part of his Bid, a Bid Security in the amount as shown in the Table of NIT for this particular work. The bid security shall be in favour of the **Fishery Information Officer, Assam, Guwahati**, in the form of Fixed Deposit Receipt/TDR/Draft/Bankers cheque issued by any Nationalized /Schedule Indian Bank. (Bid security for bidders under SC/ ST/ OBC/ MOBC will be half of the Bid security specified for Gen caste).

11.2 Bid Security issued as security for the bid shall valid for 45 days beyond the initial validity of the bid.

- 11.3 Any bid not accompanied by an acceptable Bid Security and not secured as indicated in Sub-Clause 11.1 and Sub Clause 11.2 above shall be rejected by the Fishery Information Officer, Assam, Guwahati as non-responsive.
- 11.4 Unless there is any challenge on the bid/ bid process in any court of law, the Bid Security of unsuccessful bidders will be returned within 28 days of the end of the validity period specified in Sub clause 10.1.
- 11.5 The Bid Security of the Successful Bidder will be discharged when the bidder has signed the Agreement and furnished the Performance Security.
- 11.6 The Bid Security/EMD may be forfeited
  - a) If the Bidder withdraws the Bid after Bid opening during the period of Bid Validity;
  - b) If the Bidder does not accept the correction of the Bid Price, pursuant to Clause 18; or
  - c) In the case of a successful Bidder, if the Bidder fails within the specified time limit to:
    - i) Sign the Agreement; or
    - ii) Furnish the required Performance security.

**12. Format and Signing of Bid**

- 12.1 Deleted.
- 12.2 The bid shall be typed or written in indelible ink and all pages of the bid document, Certificate furnished in support of qualification information and others must be signed by the bidder or a person or persons duly authorized to sign on behalf of the Bidder.
- 12.3 The Bid shall contain no alterations or additions, except those to comply with instructions issued by The Fishery Information Officer, Assam, Guwahati, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialized by the person or persons signing the bid.

**13. A) SUBMISSION OF BID:**

- 13.1 Bid document along with all necessary documents should be submitted with signature of the Bidder on each page and should be in a sealed envelope. This shall be treated as acceptance of all T&Cs by the bidder and as a part of the agreement for fulfillment of the contract.
- 13.2 The rates offered should be written both in figure and words and no crossing or overwriting shall be entertained in the Bid. Bidder should submit their rates in the Form of Bid enclosed with bid document. In case of any discrepancy between quoted rates, the rates offered in word will be considered.
- 13.3 deleted
- 13.4 The Bidder is required to quote a firm offer in the price Bid (Form of Bid), inclusive of all prevailing taxes, cess, duties and transportation cost etc. as applicable for the assignment.
- 13.5 All taxes including GST, duties, cess, levies, royalty, transportation cost, packaging cost, delivery cost, loading-unloading cost, turnover tax or any other tax on material etc. required in connection with the work payable by the Bidder under the contract, or for any other cause shall be included in the rates/prices submitted by the Bidder. No extra amount will be borne by the Department
- 13.6 deleted.
- 13.7 In case of any Bid where unit rate of any item/items appear unrealistic such Bid will be considered as unbalanced and in case the Bidder is unable to provide satisfactory explanation such a Bid is liable to be disqualified and rejected.



## **B) Sealing and Marking of Bids**

- 13.8 The Bidder shall seal the hard copy of the Bid in envelope
- 13.9 Bid to be opened on date&time as specified in NIT.  
The contents of Bid will be as specified in Clause 8.1
- 13.10 The envelopes containing the Bid shall
- b) Be addressed to The Fishery Information Officer, Assam, Guwahati.
  - c) Bear the identification, i.e., “NIT reference”, “name of work” and “package no.” etc.
- 13.11 In addition to the identification required in Sub-Clause 13.1, the envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late, and if the TIA declares the Bid as non-responsive pursuant to Clause 17.
- 13.12 If the outer envelope is not sealed and marked as above, The Fishery Information Officer, Assam, Guwahati will assume no responsibility for the misplacement or premature opening of the bid.
- 13.13 Any document, if found not readable / illegible will not be considered for evaluation & summarily rejected.

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

- 14.1 Complete Bids must be received by The Fishery Information Officer, Assam, Guwahati at the address specified above not later than the date indicated in N.I.T. In the event of the specified date for the submission of bids declared as holiday on the date of receipt of the bids as specified the bids will be received and opened on the next working day at the same time and venue.
- 14.2 The Fishery Information Officer, Assam, and Guwahati may extend the deadline for submission of bids by issuing an amendment in accordance with Clause 6, in which case all rights and obligations of The Fishery Information Officer, Assam, Guwahati and the Bidders previously subject to original deadline will then be subject to the new deadline.

## **15 Late Bids**

- 15.1 Any Bid received late by The Fishery Information Officer, Assam, Guwahati after the deadline prescribed in Clause 14 will be returned unopened to the bidder.

## **16. deleted**

## **17. Bid Opening**

- 17.1 The TIA will open all the Bids received (except those received late), in the presence of the Bidders or their representatives who choose to attend at time, date and the place specified in N.I.T in the manner specified in Clause 11 and 17.3. In the event of specified date of Bid opening being declared a holiday on the date of receipt of the bids as specified the bids will be received and opened on the next working day at the same time and venue.

## **17.2 deleted**

- 17.3 The envelope containing the Bid shall be opened. The inner envelope marked, “Tender Processing Fee” will be opened first and if the cost of the Bidding document is not there or incomplete, the remaining bid documents will not be opened and bid will be rejected. The amount, form and validity of the Bid security furnished with each bid will be announced. If the bid security furnished does not conform to the amount and validity period as specified in the Invitation for Bid, and has not been furnished in the form specified in Clause 11, the remaining bid will be returned to the bidder.

## **17.4**

- i) The bid accompanied with valid bid security will be taken up for evaluation with respect to the Qualification Information and other information furnished in Part I,

if the bid pursuant to Clause 8.1 and if necessary the bid security may be placed for confirmed by the issuing Bank,

ii) Deleted

iii) Deleted

iv) The TIA will finalize the list of responsive bidders, whose quoted rates are eligible for consideration.

17.5 deleted

17.6 At the time of opening of Bid, the names of Bidders responsive in accordance with clause 17.4 (iv) of ITB their quoted rate/amount will be announced.

## **18. Correction of Errors**

18.1 The bids determined to be substantially responsive will be checked by the TIA for any arithmetic errors. Errors will be corrected as follows:

i) Where there is a discrepancy between the rates in figures and in words, the rate in words will govern; and

ii) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

18.2 The amount stated in the bid will be corrected by the TIA in accordance with the above procedure and the bid amount adjusted with the concurrence of the Bidder in the following manner:

i) If the Bid price increases as a result of this correction, the amount as stated in the bid will be the 'bid price' and the increase will be treated as rebate;

ii) If the Bid price decreases as a result of this correction, the decreased amount as stated in the bid will be the 'bid price'.

Such adjusted bid price shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount the Bid will be rejected, and the Bid security may be forfeited in accordance with Sub-Clause 11.6 (b).

iii) deleted

## **19. Terms & Condition:**

19.1. The bidder should be a Registered Supplier/Firm having up-to-date valid registration under the Printing & Stationery Department of Govt. of Assam.

19.2 No bid/Tender will be accepted after the stipulated date and time as mentioned.

19.3 The proposed supply quantity of material may be increased or decreased as per approved rate vis-a-vis fund provision. Work order will be issued to successful bidder after obtaining administrative and financial sanction from the competent authority. No payment will be considered against incomplete work and found not satisfactory by this office

19.4 The undersigned reserves the right to accept or to reject any or all the bid/Tender without assigning any reasons whatsoever and he does not bind himself to accept the lowest bid.

19.5 All taxes including GST, duties, cess, levies, royalty, transportation cost, packaging cost, delivery cost, loading-unloading cost, turnover tax or any other tax on material etc. required in connection with the work payable by the Bidder under the contract, or for any other cause shall be included in the rates, prices submitted by the Bidder. No extra amount will be borne by the Department

19.6 The bidders will have to furnish the following with the tender:

i) Court Fee stamp of Rs.8.25.

ii) Tender processing fee which must be in the form of Demand Draft from any Nationalised/Regional/Scheduled Indian bank payable at Guwahati in favour of "Fishery Information Officer, Assam, Guwahati-16"

- iii) EMD/Bid Security which must be in the form of FDR/TDR/Draft/Banker's Cheque from any Nationalized/Regional/Scheduled bank payable at Guwahati in favour of "**Fishery Information Officer, Assam, Guwahati-16**".
- iv) The bidder/bidders submitting tenders in the name of a partnership firm will have to execute and furnish a copy of power of attorney.
- v) Copy of up to date Trade License in the name of bidder/firm
- vi) Copy of PAN in the name of bidder/firm
- vii) Copy of GST registration in the name of bidder/firm
- viii) Bid validity undertaking that the bid shall remain valid for a period of 180 days after the deadline date for bid submission specified in Clause 10
- ix) Copy of Income tax return for the Assessment Year 2023-24
  - x) Samples of materials to be used for the job must be provided mentioning clearly the brand and GSM as per above mentioned specification.
  - xi) Multiple quoted rates for one package will not be valid. Incomplete tender will be rejected.
  - xii) The printing job is to be completed and the printed material is to be delivered to this office as directed within stipulated period as per the work order to be issued by the undersigned.
  - xiii) The bidders are required to produce the original documents for verification by the Bid Evaluation Committee on the day of opening of bid, if asked for.
  - xiv) Evaluation of rates will be done on each package and similarly the work will be awarded to the lowest responsive bidder.
  - xv) For evaluation / selection of bidders, decision of the tender committee shall be final. The undersigned reserves the right to reject incomplete tender. Conditional tenders will not be accepted. Bids not confirming to any provisions may be treated as non-responsive and rejected.
  - xvi) Draft copies of printing materials must be finalized after proof reading.
  - xvii) After completion of the work, the softcopy of the composed matter in Page-maker/Corel Draw/Adobe Photoshop as applicable and Printable Document Format (PDF) is to be submitted along with the Bill & Challan (in triplicate) with due stock entry duly certified by authorised officer.
  - xviii) The bidder must be ready to accept required modification on the tentative job requirement as mentioned above depending on the situation and approval of the authority, which however will remain within the specified amount. Any such modifications shall be intimated/ discussed with the bidder in due course of time.
  - xix) The undersigned reserves all the rights to accept any offer that would be advantageous to the authority and right to cancel any or all quotations without assigning any reason thereof.
  - xx) Any dispute what so ever, will be confined under the jurisdiction of Gauhati High Court, Guwahati.
  - xxi) Payment terms: 100% on completion of entire allotted works. Payment will be made only after accord of FOC/approval of fund released by the competent Government authority.
  - xxiii) Any other document mentioned in this Bid Document.

**19.7. Quoted Value/Rate:**

- The Bidder may quote his rate in terms of Rupees only.
- The rate/value quoted by the Bidder should be including all the taxes, royalty, cess, duties and GST etc. No extra amount will be considered by the Department.
- The quoted rates will be valid for at least 12 calendar months without any enhancement of rates.

- 19.8. No claim of compensation for submission of Tender: No Bidder shall be entitled to claim any expenses /charges incurred by him or incidental therein in connection with submission of bid.
- 19.9. The Bidders are subjected to disqualification, if they have:
- i) Made misleading or false representations in the forms, statements and attachments submitted in proof of the requirements.
  - ii) Record of poor performance such as abandoning the assignment, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.
  - iii) Indulged in unlawful means in obtaining/submitting Bids.
  - iv) Been black listed by the competent authority.
- 19.10 The successful bidder must have to complete the supply within stipulated time period mentioned in the Press Notice from the date of issue of formal supply order from the undersigned following signing the agreement with the undersigned and deposit of Performance Security Deposits.
- 19.11 The item after supply, if not found conforming as per specification will be summarily rejected.
- 19.12 In the event of defective execution of work leading to rejection of work, the firm within 15 days will have to re-print the same and carry out corrections and improvements as may be advised and no extra cost/charges shall be entertained against such work.

**20. ELIGIBILITY CRITERIA:**

- a) This Invitation for Bids is open to bidders who are a Registered Supplier/Firm as mentioned in NIT.
- b) The Bidders are required to produce the original documents for verification by the Bid Evaluation Committee as and when asked for.
- c) The Bidder should submit all necessary documents as specified in the NIT.

**21. RIGHT TO ACCEPTANCE / REJECTION OF BID:**

- 21.1 The right of acceptance of Bid rests with the TIA who does not bind itself to accept the lowest Bid and also reserve the right to reject any or all the Bid(s) received without assigning any reason whatsoever. Any dispute arises in future will be finalized by the Department of Fisheries, Government of Assam.
- 21.2 Bids imposing any extra conditions of their own will not be entertained.
- 21.3 No price escalation will be granted.

**22 PERFORMANCE SECURITY:-**

- a. Within 7 (seven) days of receipt of the notification of award by the supplier, as a security for due performance of the contract, the supplier shall furnish performance security to the purchaser for an amount equivalent to 5% of the total contract value in the form of a Bank Guarantee/TDR/FDR from any Nationalized/Regional/Scheduled bank payable at Guwahati in favour of “**Fishery Information Officer, Assam, Guwahati-16**” with a validity for 12 months from the date of commissioning of the supplied item. If the successful bidder, upon receipt of notification of award, fails to furnish the performance Bank Guarantee within the stipulated time, the notification of award issued shall be automatically get withdrawn and cancelled.

**23. AWARD OF CONTRACT:**

- a) A technically valid & substantially responsive bidder/Tenderer/supplier who have quoted L-1 amount in a package shall be selected after evaluation of bids. The lowest quoted rates that are realistic quoted by technically valid & substantially responsive bidder /Tenderer/supplier will be approved by the authority.

- b) After fulfillment of criteria in the evaluation process and approval from competent authority the notification of award i.e., L.O.A. (**Letter of Acceptance**) will be issued in favour of supplier for supply at approved rates. However, lowest evaluated price shall not be the sole criteria for award of contract.
- c) Within 7 (seven) days of receipt of the notification of award i.e., L.O.A, on signing the agreement and submission of **Performance Security Deposit @ 5%**, the Fishery Information Officer, Assam will award the contract to the selected bidder.
- d) On acceptance of the Bid, the bidder shall name in writing his accredited representative(s), who would be responsible for taking instructions from the Department.
- e) The undersigned reserves the right of accepting or rejecting any or all the bids without showing any reasons thereof.
- f) On submission of the Performance Security Deposit by the successful bidder, the EMD/Bid Security will be returned to him by the authority.

**24. PAYMENT PROVISION:**

- a) There is no provision of mobilization/ any other advance to the approved bidder.
- b) The Bidder should produce delivery challan in triplicate and invoice/bill in triplicate for making payment.
- c) Payment will be made to the successful bidder on receipt of the item in good condition at the destination point duly certified & signed with stock entry by authorized representative and subject to receive of necessary fund from Administrative Department

**25. WHERE THE BIDDER / SUPPLIER WILL QUOTE HIS RATES ? :**

The Bidder/Supplier have to quote the rate/value in the “**Form of Bid**” against the work in compliance to the provision of the para 19.7 (“Quoted Value/Rate” under “Terms and Condition”) above



Fishery Information Officer  
Assam, Guwahati-781016

**UNDERTAKING**

1. Certified that I will not claim anything in any shape from the Government if the work/supply order is curtailed or stopped at any stage for want of funds.
2. I, the undersigned, do here by certify that all the statements made in the required attachments are true and correct.
3. I, do here by agree that the quoted rates will be valid for at least 12 calendar months without any enhancement of rates.
4. I am agree to abide this **bid for a validity period of 6 calendar months** for the data fixed for receiving the same and it shall be binding on us and may be accepted at any time before the expiration of that period.
5. The above-mentioned points will form a part of the Contract Agreement.
6. I do here by accept all T& C as per the NIT
7. I do hereby declare and solemnly affirm that the individual/firm/company has not been blacklisted by central Government/State Government/PS/Autonomous body/Supreme Court/High court of any state/district Court of any state from participating in any Projects.
8. I do hereby declare and solemnly affirm that that the individual/firm/company has not been indulged in unlawful means in obtaining/submitted this Bid.
9. I do hereby declare and solemnly affirm that that the individual/firm/company has not made misleading or false representations in the forms, statements and attachments submitted in proof of the requirements.
10. I do hereby declare and solemnly affirm that that the individual/firm/company has not any record of poor performance such as abandoning any assignment, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.

We further confirm that we are aware that, our Bid would be liable for rejection in case any material misrepresentation is made or discovered at any stage of Bidding Process or thereafter during the agreement period and the amount paid (including performance security deposit) shall stand forfeited without any further intimation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ /2023

Name of bidder/supplier \_\_\_\_\_

Signature of bidder/supplier \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FORMAT OF**

**UNDERTAKING REGARDING NOT BLACKLISTED**

I/we/ M/s .....  
( sole applicant/ Lead Member/ Member/ Affiliate) on behalf of (bidder/firm/company)  
..... do hereby declare and solemnly affirm that the  
individual/firm/company have not been blacklisted by Central Government/ State Government/  
PS/Autonomous body/ Supreme Court/ High Court of any State/ District Court of any State from  
participating in any Projects.

We further confirm that we are aware that, our Application for the captioned project  
would be liable for rejection in case any material misrepresentation is made or discovered at any  
stage of Bidding Process or thereafter during the agreement period and the amount paid  
(including performance security deposit) shall stand forfeited without any further intimation.

Dated ..... this the.....day of 2023

Name of bidder/supplier .....

Signature of the Authorized Person.....

Name of the Authorized Person.....

**FORMAT OF**  
**BID VALIDITY UNDERTAKING**

I/we/ M/s .....  
(sole applicant/ Lead Member/ Member/ Affiliate) on behalf of (bidder/firm/company)  
..... do hereby declare and solemnly affirm that  
the individual/firm/company agree to abide this bid for a period 180 days for the data fixed for  
receiving the same and it shall be binding on us and may be accepted at any time before the  
expiration of that period.

Dated ..... this the.....day of 2023

Name of Applicant.....

Signature of the Authorized Person.....

Name of the Authorized Person.....



## FORM OF BID

To

The Fishery Information Officer,  
Assam, Guwahati

1. We offer to Execute the supply work at my following quoted rates described below and remedy any defects therein in conformity with the terms & conditions at following rates :

SL	Items	Unit	Quoted by bidder/supplier. (In figure and word inclusive of all applicable taxes, GST, duties, cess, levies, charges, royalty, transportation cost, packaging cost, delivery cost, loading-unloading cost, turnover tax and all other applicable taxes etc)			
			Rate (in figure)	Rate (in words)	Quantity	Amount (in figure)
<b>Package- A: Printing of Booklets</b>						
1	Booklets on composite fish culture in Assamese	No.			1500	
2	Booklets on Fish disease and prevention Methods in Assamese	No.			880	
3	Booklet on Annual administrative Report in English	No.			300	
4	Booklet on Departmental ongoing Schemes in English	No.			200	
Total Amount in figure					Rs.	
Total Amount in words- Rupees....						

2. We undertake, if our Bid is accepted, to commence the work/supply as soon as in reasonably possible time after the receipt of the award of contract and to complete the work/supply comprised in the Contract within the stipulated time stated in the document.
3. Unless and until a formal Agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
4. We understand that you are not bound to accept the lowest or any tender you may receive.
5. We undertake, our quoted rates will be same for at least 12 calendar months without any enhancement of rates.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ /2023

Name of bidder/supplier \_\_\_\_\_

Signature of bidder/supplier \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SPECIFICATIONS FOR PACKAGE- A**

1) For Assamese Booklets:- Demy One Eight Size Multicolour Booklet. Cover: 250 GSM glossy art paper with gloss lamination. Inside pages: 130 GSM Glossy Art Paper & All pages printing in multicolor. Centre Pin Binding. Including Layout Design, composing, photo incorporation etc. having page approximate 50-60 pages.

2) For English Booklets:- Demy One Four Size Multicolor Report. Cover: 300 GSM glossy art paper with gloss lamination. Inside pages: 170 GSM Glossy Art Paper & All pages printing in multicolor. Perfect Binding. Including Layout Design, photo incorporation etc. having page approximate 40-44 pages.



Fishery Information Officer, Assam  
Guwahati – 780016