



## केन्द्रीय आयुर्वेद गव्नेषण प्रतलरुठान, गुव्वाहटी

## केन्द्रीय आयुर्वेद अनुसंधान संस्थान, गुव्वाहटी

(सी.सी.आर.ए.एस के अधीन, आयुष मंत्रालय, भारत सरकार, नई दिल्ली)

बरसजाई, बेलतला, गुव्वाहटी-781028, जिला-कामरूप, असम.

**CENTRAL AYURVEDA RESEARCH INSTITUTE, GUWAHATI**

(Under CCRAS, Ministry of AYUSH, Govt. of India, New Delhi)

Barsojai, Beltola, Guwahati-781028, Dist: Kamrup, Assam.

F. No. 5-5/2022/CARI/Ghy/Tech/Ayurveda Day/

Dated:11.10.2022

### Tender Notice

Tenders in the sealed cover are invited under a two-bid system from manufacturers and their service providers for “**Providing and Installation of Hoarding**” in different areas of Assam. The tender document containing eligibility criteria, the scope of work, term & conditions, and draft agreement can be downloaded or collected from CCRAS website [www.ccras.nic.in](http://www.ccras.nic.in) and CPPP portal [www.eprocure.gov.in](http://www.eprocure.gov.in) from 11.10.2022 to 18.10.2022 or can be collected from office. The interested manufacturers and their service providers are required to submit the bids at the office of “**Central Ayurveda Research Institute, Barsojai, Beltola, Guwahati-781028, Dist: Kamrup, Assam**, by or before on 18.10.2022”. The Tender Documents are non-transferable. Any future clarification and/or corrigendum(s) shall be communicated through the Assistant Director on the CCRAS website: [www.ccras.nic.in](http://www.ccras.nic.in).

Assistant Director, Incharge  
CARI, Guwahati

**General Information**

a)	Last date and time of submission of tenders	<b>18.10.2022 Till 4.30 PM</b>
b)	Time and date of opening of Technical Bid of the Tender	<b>19.10.2022 at 11.00 AM</b>
c)	Time and date of opening of Financial Bid of the tender	<b>19.10.2022 after finalization of technical bid</b>
d)	Place of opening of the tender	<b>Central Ayurveda Research Institute Barsojai, Beltola, Guwahati-781028, Dist: Kamrup, Assam</b>



**TENDER FORM**

**Name of the firm/Agencies :**

**Bidder Details**

Full Name :

Address :

Contact Number :

E-mail :

**GST No. :**

**PAN No. :**



## TERMS AND CONDITIONS

### **(A) Information and Conditions relating to Submission of Bids**

1. The tender document containing eligibility criteria, the scope of work, terms & conditions, and draft agreement can be download or collected from CCRAS website [www.ccras.nic.in](http://www.ccras.nic.in) and CPPP website [www.eprocure.gov.in](http://www.eprocure.gov.in) from **11.10.2022** to **18.10.2022** or from office.
2. The interested firms/suppliers are required to submit the Technical and Financial Bids separately in the format enclosed. the bids in sealed Cover- I containing “**Technical bid**” and sealed Cover -II containing “**Financial Bid**” should be placed in a third sealed cover super-scribed “**Tender for Providing and Installation of Hoarding**” should reach **Central Ayurveda Research Institute, Guwahati-28** by or before **4.30 PM** on **18.10.2022**. The Technical Bids shall be opened at **Central Ayurveda Research Institute, Guwahati-28** in presence of the bidders or their authorized representatives who choose to remain present. The tenders received after the due date & time will be rejected and no claim shall be entertained whatsoever may be the reason.
3. All the duly filled/completed pages of the tender should be given serial/page number on each page and signed by the owner of the firm or his Authorized signatory with seal. In case the tender is signed by the Authorized signatory, a copy of the power of attorney/authorization shall be enclosed along with tender (**Annexure-II**). A copy of the terms & conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms & conditions.
4. Tender with unsigned pages/incomplete/partial/part of tender if submitted will be **rejected**.
5. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting** is permitted in the Technical Bid as well as in Financial Bid unless authenticated by full signature of the bidder. Any omission in filling the column of the Financial Bid form (Schedule of Rates) shall debar a tender being considered. Rates should be filled up carefully by the Tenderer. All corrections in the schedule must be duly attested by full signature of the Tenderer. The corrections made by using fluid and overwriting will not be accepted and tender would be **rejected**.
6. The successful bidder has to accept the Letter of Award within 03 days. If not accepted, after 03 days., the Award of letter will be treated as cancelled.
7. If the successful bidder fails to supply and installation the hoarding within stipulated time unless a time extension has been granted by Central Ayurveda Research Institute, Guwahati-28 or fail to comply with any of the terms and conditions of the contract or fail to sign the contract, the Letter of Award will be treated as cancelled.



8. To assist in the analysis, evaluation and computation of the bids, the Competent Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
9. After evaluation, the work shall be awarded to the agency fulfilling all the conditions and who has quoted the lowest rate as per financial bid after complying with all the Acts/provisions stated/referred to for adherence in the tender.

**(B) Other Terms and Conditions of the Tender**

1. All the rates should be mentioned in Indian national currency (INR) only.
2. Rates quoted should be inclusive of all applicable taxes, levies, freight, packing, forwarding, postage insurance, and installation of the identification cities across the state of Assam.
3. If the price of the contracted articles is/are controlled by the Government, in no circumstances the payment will be higher than the controlled rate.
4. The time for the date of delivery/installation of the hoarding stipulated in supply order be deemed to be essence of the contract and if the supplier fails to deliver or installation the hoarding within the period prescribed for such delivery or installation in the supply order. The competent authority of the Institute may cancel the supply order
5. In case the quality of goods supplied are not in conformity with the standard given in tender and as per the samples supplied or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay. The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required description/specifications and liquidated damages shall be charged.
6. The name and/or quantity of the item(s) mentioned is approximate and is subject to increase/decrease at the discretion of the competent authority of CARI, Guwahati. The payment would be made for actual supply/installation of hoarding taken and no claim in this regard should be entertained.
7. Where the specifications are as per Tenderer's range of product & Tenderer's offer should mention that the item meets all specifications as per the tender enquiry and if there are improvements/deviations the same should be brought out on separate Letter Head of the firm (as per **Annexure-III**). It would be discretion of the competent authority of the institute to accept or reject such deviations which are not in accordance with out required specifications as per given in **Annexure-I**.
8. The service provider must be locally based and registered vender of DIPR or similar organization for which certificate must be submitted.

9. **Performance Certificate:** A Certificate about satisfactory performance & quality of after sales service of the equipment duly authenticated by the HOD/MS of the Institution must be furnished as per **Annexure- III**. Any work order of performance report if available must be furnished.
10. The Tenderers should submit signed photocopies of the GST registration number, PAN Card, Trade License, Income Tax return of last Three years and Balance sheets of last Three years in Technical Bid.
11. Full description & specifications (size/media/type etc.) and name of the manufacturing firm must be clearly mentioned in the tender failing which the tender will not be considered.
12. Payment Terms: No advance payment will be provided by this Institute. Payment will be issued after the receiving of(a) Delivery and Installation of the material in the identified location in good condition.
13. The Courts at Guwahati alone and no other Court will have the jurisdiction to try the matter, dispute or difference between the parties arising out of this tender/supply Order/contract.
14. The competent authority reserves the right to cancel the tendering process at any stage without assigning any reason. No communications in this regard will be entertained.

I/We hereby accept the terms and Conditions given in the tender.

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**(Signature & Stamp of the bidder)**

*Note- Please sign each page of document including terms & conditions & tender.*





**TECHNICAL BID****(In separate sealed Cover-I super scribed as "Technical Bid")**

1.	Name & Address of manufacturer and their authorized dealers/distributes/Agency/Service provider with phone number, email, name and telephone/mobile	
2.	Specify your firm/company is a manufactures/authorized dealer/distributor/Agency/ Service provider	
3.	Name, Address & designation of the authorized person (sole proprietor/Partner/Director)	
4.	Please attached copy of Income Tax Return of last three years ( <i>duly certified by Chartered Accountant</i> ) with signature	Attached/Not attached
5.	Please attached balance sheet ( <i>duly certified by Chartered Accountant</i> ) for last three (3) years	Attached/Not attached
6.	PAN No. (Please attach copy) with signature	Attached/Not attached
7.	GST Registration Number (Please attached copy) with signature	Attached/Not attached
8.	Trade License (Please attached copy) with signature	Attached/Not attached
9.	Acceptance of terms & conditions: Please sign each page of terms & conditions with signature and company seal and attach separately with technical bid.	Attached/Not attached
10.	Power of Attorney/authorization for signing the <b>bid (Annexure-II)</b>	Attached/Not attached/NA
11.	Please submit an undertaking on Company's letterhead that no vigilance case or court case is pending against the firm/supplier.	Attached/Not attached
12.	Please furnish an undertaking on Company's letterhead indicating that they have not supplied and installation that said hoardings any individual, Govt. or private Institution at a rate lower than the quoted rate.	Attached/Not attached
13.	Technical details of the quoted items with reference to tender specifications as mentioned under <b>Annexure-I</b> .	(Attached Technical detail/specification sheet to attached)
14.	Declaration by the Bidder/Tenderer ( <b>Annexure-IV</b> )	Attached/Not attached
15.	Tender Form Details	Attached/Not attached

**Declaration by the Tenderer:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**(Signature of Tenderer with Seal)**

Name:  
Address:



## FINANCIAL BID

(In sealed Cover-II super scribed "Financial Bid")

To.

Assistant Director, Incharge  
Central Ayurveda Research Institute,  
Guwahati-28

Dear Sir

Our **item-wise** quoted rate for providing and Installation of Hoarding in different areas of Assam as given below.

Sl No.	City	Location	Size	Type	Media	Sqft	Rate	GST	total
1	Kamrup Metro	Maligaon	40x20	FL	Billboard	800			
2	Kamrup Metro	Airport road	30x30	FL	Billboard	900			
3	Kamrup Metro	Christianbasti	30x30	FL	Billboard	900			
4	Kamrup Metro	Baihata Chariali	20x10	NL	Billboard	200			
5	Kamrup Rural	Agiathuri Ganeshmandir	20x10	NL	Billboard	200			
6	Kamrup Rural	Bijoyagar town enty	20x10	NL	Billboard	200			
7	Kamrup Rural	Bako fac-dhuburi	20x10	NL	Billboard	200			
8	Kamrup Rural	Sonapur	20x20	NL	Billboard	400			
9	Kamrup Metro	Chandrapur	20x10	NL	Billboard	200			
10	Dibrugarh	RKB FCG Railway Station	20x20	NL	Billboard	400			
11	Jorhat	Jorhat Agriculture	20x10	NL	Billboard	200			
12	Jorhat	Jorhat Torajan	30x30	NL	Billboard	900			
13	Tinsukia	Tinisukia ASTC	20x10	NL	Billboard	200			
14	Tinsukia	Dhalasadiya road	20x10	NL	Billboard	200			
15	Nagaon	Nogaon town entry	20x10	NL	Billboard	200			
16	Bongaigaon	Bongaigaon sahidbadi	20x10	NL	Billboard	200			
17	Bongaigaon	North salmara	20x10	NL	Billboard	200			
18	Sonitpur	Tezpur Tribeny	30x30	NL	Billboard	900			
19	North Lakhimpur	Bandardewa	20x10	NL	Billboard	200			
20	North Lakhimpur	Lokhimpur Ranganadi flyover	20x10	NL	Billboard	200			
21	Sibsagar	Sibsagar ASTC	30x30	NL	Billboard	900			
22	Barpeta	Barpeta Aste	20x10	NL	Billboard	200			
23	Goalpara	Goalpara civil	20x10	NL	Billboard	200			
24	Darrang	Sipajhar	20x10	NL	Billboard	200			
25	Hojai	Hojai Town Entry	20x10	NL	Billboard	200			
26	Nalbari	Nalbari dhamdama bustand	20x10	NL	Billboard	200			
27	Marigaon	Morigaon College	20x10	NL	Billboard	200			



28	Dhemaji	Dhamaji civil	20x10	NL	Billboard	200			
29	Dhubri	Dhuburi bilasipara	20x10	NL	Billboard	200			
30	Karbianglong	Diphu GS Road	30x15	NL	Billboard	450			
31	Majuli	Majuli Garmur	20x10	NL	Billboard	200			
32	Golaghat	Golaghat Municipality market	20x10x2	NL	Unipole	400			

- As per Annexure-I

**Declaration by the Bidder:**

1. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in the Tender document regarding the providing and Installation of Hoarding in different areas of Assam. I/we agree to abide them.
2. No other charges would be payable by the Client and there would be no increase in rates in accessory, references standards, consumables, etc. during the Contract period.

Place:..

Date:

**(Signature of Bidder with Seal)**

Name

Seal

Address

**TECHNICAL SPECIFICATIONS FOR REQUIRED HOARDING**

<b>SL NO.</b>	<b>ITEM</b>	<b>SPECIFICATIONS</b>	<b>QUANTITY</b>
<b>1.</b>	Providing and Installation of Hoarding	<b>Media:</b> Billboard	<b>32 nos.</b>

**AUTHORIZATION CERTIFICATE**

To,  
Assistant Director, Incharge  
CARI, Guwahati

Respected Sir,

Authority letter against Tender No. \_\_\_\_\_ due on  
\_\_\_\_\_ item quoted \_\_\_\_\_

We, M/s \_\_\_\_\_ Who are established & reputed manufacturers  
of \_\_\_\_\_ having Factory at \_\_\_\_\_ & hereby  
authorize M/s \_\_\_\_\_ (Name & address of agent) to bid, negotiate &  
conclude the contract with your Institution against above tender for the above goods manufactured  
by us.

Yours faithfully,

(Signature & Name of manufacturer/Dealer with address & Seal)

**Note:** This letter of authorization should be on the letterhead of the dealer/manufacturing concern & should be signed by a person competent & having the authorization to issue the said certificate on behalf of the manufacturing firm. The said certificate should also bear the signature of participating bidder as a witness.



**Declaration by the Bidder/Tenderer**

I ..... daughter/son/wife  
of Shri .....Proprietor/Partner/Director  
/Authorized Signatory of ..... competent to sign this declaration  
and execute this tender document.

1. I/we have carefully read and understood all the terms and conditions of the tender No. .... Dated:..... and hereby convey my/our acceptance of the same. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
2. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in Tender document regarding Providing and Installation of Hoarding in different areas of Assam. I/we agree to abide them. I/ we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law. No other charges would be payable by Client and there would be no increase in rates during the contract period.
3. Bid Security Declaration  
(i) That if I/we withdraw or modify our bids during the period of validity etc. I/we will be suspended for the period of one year in the tender floated by CARI Guwahati.

Date:

Signature of bidder/tenderer

Place:

Name:

Designation:

Seal:



**Technical Compliance Statement Form**

To,

The Assistant Director, Incharge  
CARI, Guwahati

Respected Sir,

Following are the particulars of the compliance with complete name of item with square meter and Serial Number has been highlighted or underlined as per the requirements of the tender specifications. Please consider it.

Sl No.	City	Location	Tender Specification				Comply Doesn't Comply
			Size	Type	Media	Sqft	
1	Kamrup Metro	Maligaon	40x20	FL	Billboard	800	
2	Kamrup Metro	Airport road	30x30	FL	Billboard	900	
3	Kamrup Metro	Christianbasti	30x30	FL	Billboard	900	
4	Kamrup Metro	Baihata Chariali	20x10	NL	Billboard	200	
5	Kamrup Rural	Agiathuri Ganeshmandir	20x10	NL	Billboard	200	
6	Kamrup Rural	Bijoy Nagar town entry	20x10	NL	Billboard	200	
7	Kamrup Rural	Bako fac-dhuburi	20x10	NL	Billboard	200	
8	Kamrup Rural	Sonapur	20x20	NL	Billboard	400	
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10	Dibrugarh	RKB FCG Railway Station	20x20	NL	Billboard	400	
11	Jorhat	Jorhat Agriculture	20x10	NL	Billboard	200	
12	Jorhat	Jorhat Torajan	30x30	NL	Billboard	900	
13	Tinsukia	Tinisukia ASTC	20x10	NL	Billboard	200	
14	Tinsukia	Dhalasadiya road	20x10	NL	Billboard	200	
15	Nagaon	Nogaon town entry	20x10	NL	Billboard	200	
16	Bongaigaon	Bongaigaon sahidbadi	20x10	NL	Billboard	200	
17	Bongaigaon	North salmara	20x10	NL	Billboard	200	
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24	Darrang	Sipajhar	20x10	NL	Billboard	200	
25	Hojai	Hojai Town Entry	20x10	NL	Billboard	200	
26	Nalbari	Nalbari dhamdama bustand	20x10	NL	Billboard	200	



27	Marigaon	Morigaon College	20x10	NL	Billboard	200	
28	Dhemaji	Dhamaji civil	20x10	NL	Billboard	200	
29	Dhubri	Dhuburi bilasipara	20x10	NL	Billboard	200	
30	Karbianglong	Diphu GS Road	30x15	NL	Billboard	450	
31	Majuli	Majuli Garmur	20x10	NL	Billboard	200	
32	Golaghat	Golaghat Municipality market	20x10x2	NL	Unipole	400	

With the submission of this, I/we undertake that no false claim has been done and I/we will be responsible for any kind of fabricated and false statement.

Yours faithfully

(Signature & Name of service provider. with address & seal)





**CONTRACT AGREEMENT FORM (Format)**

(To be made on Rs. 1000.00 Non-Judicial Stamp Paper)

This Agreement is made on \_\_\_\_\_ day of \_\_\_\_\_ 2022 between CARI, Guwahati on one part, and M/s.....Agency for

**WHEREAS** the Rate Contracting Authority invited bids for certain goods and ancillary services viz. Hoarding (Brief description of goods” and services) and has accepted a bid by the supplier for the supply of those goods and services.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this agreement words and expression shall have the same meaning as are respectively assigned to them in the conditions of contract referred to
2. The following documents shall constitute the contract between the Rate Contracting Authority and the supplier, and each shall be read and construed as an integral part of the contract
  - a. This contract agreement:
  - b. All the terms and conditions of contract:
  - c. Technical Specifications:
  - d. The supplier’s financial bid
  - e. The Rate Contracting Authority’s notification of rate contract (Letter of award).
3. This contract shall prevail all other contract documents. In the event of any discrepancy or inconsistency with the contract documents, then documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Purchaser to the supplier as hereinafter mentioned, 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.
5. 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 as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract. Brief particulars of the goods and services which shall be supplied/provided by the supplier are as under: -

S. No.	Name of the Item with specification/size	Quantity	F.O.R. Rate per Unit (Rs)*



\*The above rates are inclusive of GST, excise duty, transportation, insurance, inspection & testing charges and any incidental charges.

6. The prices shall be valid for six months from the date of agreement, unless revoked and thereafter for a further period as agreed upon mutually.
7. The suppliers are not authorized to supply material directly to any state Govt./Semi Govt/ Any other organization on the rate lower than the rate contract.
8. The supplier shall install the hoarding supply the goods at the identified address given in the tender documents.
9. The supplier shall raise bills directly in the name of Assistant Director, Incharge, CARI Guwahati against the supplies made directly by them to the indentor's satisfaction in compliance with the conditions contained in the supply order.
10. The supplier shall receive payment against its bill after all the necessary verifications and installation of equipments. No advance payments will be made in any circumstance.
11. The supplier shall carefully read all the conditions of tender for supply of equipment and accept all terms and conditions in the tender document. Signing this contract means that the supplier has read all the terms and conditions and abide by it.
12. The service provider shall provide documentary proof/photographs of installation of the hoarding in the identified locations.

**IN WITNESS** whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written. That, in token of this agreement, both parties have today affixed their signature at Guwahati. Signed, Sealed and delivered by the Said (For the RATE CONTRACTING AUTHORITY) **CARI, Guwahati.**

Witness:

- 1.
- 2.

**AGENCY (Name and Details)**

Witness:

- 1.
- 2.

