

**BIDDING DOCUMENT**

**for**

**Providing leaflets, hoardings, and posters to**

**Assam Skill University.**

**OPEN COMPETITIVE BIDDING**

***(One Cover Bidding)***

***Issued on: 10/04/2025***

***Bid Reference No.: ASU/ASUP/329/2025/11***

***Purchaser: Assam Skill University Project***

***Country: India***

## ***Notice Inviting Bid***

***Bid Reference No.: ASU/ASUP/329/2025/11***

***Dated 10 April, 2025***

1. The Government of India has received financing from the Asian Development Bank (ADB) toward the cost of “Assam Skill University Project”. Part of this financing will be used for payments under the Contract named above. Bidding is open to Bidders from eligible source countries of ADB.
2. CEO, Assam Skill University Project cum Registrar, Assam Skill University (“the Purchaser”), invites online bids from eligible Bidders for “ Providing leaflets, hoardings, and posters to Assam Skill University” as under:

Sl. No	Particulars	Qty	Unit	Delivery Period	Delivery Location
1.	Leaflets Printing	15000	Nos.	15 Days	Assam Skill University Project
2.	Installation of Hoardings	3600	Montly Rental per sq ft.	1 Month	3rd Floor, DECT Complex, Rehabari, Guwahati-781008
3.	Posters Printing and Installing across Guwahati	5000	Nos.	15 Days	

### ***3. Key Events and Timelines***

<b>Tender Schedule</b>		
1.	Date of publication of Tender:	10 April 2025
2.	Availability of Tender Document	The complete Tender Document may be downloaded for free from Assam Skill University official website: <a href="https://asu.ac.in">https://asu.ac.in</a>
3.	Last date and time for submission queries in writing or vide email	19 April 2025 up to 12:00 noon Email: asup.assam@gmail.com.
4.	Pre Bid Meeting	NA
5.	Start Date & Time of Bid Submission	24 April 2025 at 10:00 hours (IST)
6.	End Date & Time of Bid Submission	03 May 2025 at 14:00 hours (IST)
7.	Date & Time for opening of Technical Bid	03 May 2025 at 15:00 hours (IST)
8.	Bid Submission Address	The hard copy of the Bid Document to be submitted in the below mentioned address: 3rd Floor, DECT Complex, Rehabari, Guwahati-781008
9.	Bid Security	INR 10,000.00
10.	Address of Communication	Name & Designation: CEO, Assam Skill University Project cum Registrar, Assam Skill University Address:

		3rd Floor, DECT Complex, Rehabari, Guwahati-781008 Email ID: asup.assam@gmail.com
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4. All bids must be accompanied with the Bid Security as specified in the Bid Document and must be delivered to the above office at the date indicated above. delay in submission of Bid will result in non-acceptance and return of the Bid Document unopened. The Purchaser will not be responsible for any postal delay.
5. The Bids will be publicly opened in presence of designated representative who choose to attend the address given above on specified date and time
6. In the event of the date specified for bid receipt and opening being declared as holiday for Purchaser's office, the due date for submission of bids will be the following working day at the appointed times.

**CEO, Assam Skill University Project cum Registrar,  
Assam Skill University**

## **Instructions to Bidders**

### **General Instruction:**

- (a) The bidders are instructed to read the complete bid document beforehand carefully and then prepare and submit the bid in advance to avoid any bottlenecks, whatsoever, in the last minute of submission. Failure to provide required information or to comply with the instructions incorporated in this Bidding Document may result in rejection of bids submitted by Bidders.
- (b) Bidders not fulfilling the eligibility criteria as set out in the bid document should abstain from participating in the bidding process, as their bid shall be rejected and not considered for further evaluation.
- (c) Prospective bidders are requested to submit their suggestions and queries, if any, for clarifications, with respect to any matter covered in the Tender document, in by e-mail.
- (d) The Bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its bid including preparation and submission of its bid and subsequently processing the same. The Procuring Entity shall, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the bidding process.
- (e) The successful Bidder will render intended Goods/Service to the procuring entity for the period as mentioned in the bid.
- (f) The Contract shall be interpreted in accordance with the laws of the Purchaser's country

### **Language of Bids:**

Bid submitted by the Bidder and all subsequent correspondences and documents relating to the bid exchanged between the Bidder and the Procuring Entity, shall be written in English language. However, the language of any printed literature furnished by the Bidder in connection with its bid may be written in any other language, provided the same is accompanied by a self-certified English translation and, for purposes of interpretation of the bid, the English translation shall prevail.

### **Preparation of the Bid:**

- (a) The Bid shall be submitted with Letter of Bid (Technical & Price) along with other

supporting documents as mentioned in the bid placed in a single sealed envelope, clearly marked as “Providing leaflets, hoardings, and posters to Assam Skill University”; Not to open before 03 May, 2025 at 3:00 PM.” The name of the bidder, address and contact no. should be mentioned on the reverse of the sealed envelope.

(b) The bids shall comprise of the following

1. Letter of Bid
2. Bid security amounting to **INR 10,00.00/-** (Rupees Ten Thousand) . **There will be no exemption on Bid Security in any case.**
3. Complete address and contact details of the Bidder having the following information:
  - i. Name of Firm:
  - ii. Firm Representative Name:
  - iii. Address for communication:
  - iv. Contact No.:
  - v. Electronic Mail Identification (E-mail ID):
  - vi. GST Registration Certificate
  - vii. Up-to-date valid Trade License.
  - viii. PAN card.
  - ix. Bank details.
  - x. All other qualifying documents.
4. Your bid must be signed by you or your authorized representative. Without a signature in your Letter of Bid , your Bid will not be considered further.
5. Your Bid should be valid for a period of **60** days from the deadline for submission of the bid as indicated below. If you withdraw your bid during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of service provider/supplier for the project for three years.

#### **Qualification of Bidder:**

The Bidder must fulfill following qualification:

<b>S. No</b>	<b>Qualification Criteria</b>	<b>Supporting Documents Required</b>
<b>(i)</b>	The bidder should have valid GST, PAN	a) GST registration certificate b) PAN card

S. No	Qualification Criteria	Supporting Documents Required
(ii)	The Agency must be incorporated & registered in India, under the Indian Companies Act /Societies Registration Act/Trust Act/ any other Act in India and should be in operations in India for minimum of 5 years.	Certificate of incorporation/ registration certificate
(iii)	Authorized Representative	The written confirmation of authorization to sign on behalf of the Bidder shall consist of: Authorization letter in company's letterhead/ written authorization from Board of Directors.
(iii)	The Bidder must have completed at	a) Work order/contract agreement/
	least 1 similar (eg: Design and printing of branding material/ Audio visual creatives/Mass Media Dissemination, outdoor publicity and events/online advertising/social media handling etc) order of minimum value of Rs. 10 Lakhs <b>in the last three years</b> in any Govt./ Semi Govt./ Public sector undertakings.	work competition certificate etc.
(iv)	Bidder must be accredited/registered with DIPR/DAVP (BOC) /Prasar Bharti/State Govt. Department/ PSU/Govt. autonomous society	Necessary supporting documents to establish the claim
(v)	The Bidder should have a minimum average annual turnover of more than or equal to Rs 15 lakhs in the last three financial year starting from 2021-22, 2022-23 and 2023-24.	Certificate by a Chartered Accountant with valid UDIN. As per Form-4
(vi)	The Bidder must have registered office in Guwahati in operation from last 3 years (2022, 2023 and 2024)	a) Copy of any two of the followings: Property Tax Bill/Electricity Bill/Telephone Bill/ GST Registration/Lease agreement.

<b>S. No</b>	<b>Qualification Criteria</b>	<b>Supporting Documents Required</b>
<b>(vii)</b>	The bidder should not have been blacklisted any other Government organization during any of the last 3 years	a) Self-declaration certificate on the letter-head of the firm should be attached. Form-5

### **Bid Security:**

- i. The Bidder shall furnish, as part of its bid, a bid security for an amount of Rs. 10,000.00 (Rupees Ten Thousand) only in the form of Bank Guarantee/ Demand Draft/ Term Deposit / Fixed Deposit Receipt / duly pledged in favour of “Chief Chief Executive Officer, Assam Skill University Project payable at Guwahati.
- ii. The Bid Security must remain valid for a period of 45 (forty five) days beyond the original bid validity period or beyond any period of extension subsequently requested by the Purchaser.
- iii. Any bid not accompanied with Bid Security shall be treated as non-responsive by the Purchaser.
- iv. Unsuccessful bidder’s Bid Securities will be discharged / returned as promptly as possible as but not later than 30 days after the expiration of the period of bid validity prescribed by the Purchaser.
- v. The Bid Security may be forfeited If a Bidder withdraws its bid during the period of bid validity specified by the Bidder

### **Evaluation and Comparision:**

- (a) The Bid determined to be substantially responsive will be evaluated by comparison of their offer prices. A bid is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Bid document.
- (b) In evaluating the bid, the Purchaser will adjust for any arithmetical errors as follows:
  - I. where there is a discrepancy between amounts in figures and in words, the amount 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.

If you refuse to accept the correction, your bid will be rejected.

(c) The evaluation of a bid will include and take into account all taxes and duties /GST payable on the services if the contract is awarded to the Bidder

### **Right to Reject Tender**

The Purchaser reserves the right to accept the Bid or to reject the Bid at any point of time without assigning any reason.

### **Award of Contract**

- (a) The Purchaser shall award the contract to the Supplier whose bid has been determined to be substantially responsive and who has offered the lowest price . Accordingly, award will be given to only one supplier.
- (b) A Bid shall be rejected if the qualification criteria as specified in Section 3 (Evaluation and Qualification Criteria) are no longer met by the Bidder whose offer has been determined to be the lowest evaluated Bid. In this event the Purchaser shall proceed to the next lowest evaluated Bid to make a similar reassessment of that Bidder's capabilities to perform satisfactorily.
- (c) At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section 6 (Schedule of Supply), provided this does not exceed the percentages indicated in the BDS, and without any change in the unit prices or other terms and conditions of the Bid and the Bidding Document

### **Payment Terms:**

- (a) No advanced payment will be made to the Service Provider.
- (b) 100% Payment shall be made within 60 days after successful delivery and installation of the services with the timeline stipulated in the bid.
- (c) Bill in triplicate to be submitted to ASUP office after successful delivery and installation of the service along with following documents.
  - a. Copy of the work order.
  - b. Proof of Service Delivered.

### **Resolution of Disputes**

The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of an unresolved dispute between the Purchaser and the Supplier, the dispute shall be

settled in accordance with the provisions of the arbitration law or rules of the Purchaser's country

### **Conflict of Interest:**

A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to be in a conflict of interest with one or more parties in this bidding process if any of, including but not limited to, the following apply:

1. they have controlling shareholders in common; or
2. they receive or have received any direct or indirect subsidy from any of them; or
3. they have the same legal representative for purposes of this Bid; or
4. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to material information about or improperly influence the Bid of another Bidder or influence the decisions of the Purchaser regarding this bidding process; or
5. a Bidder was affiliated with a firm or entity that has been hired (or is proposed to be hired) by the Purchaser or Borrower as Project Manager for the contract; or
6. A Bidder that has a financial or familial relationship with staff of the Purchaser including project implementing/executing agency, or of a recipient of a part of the loan who: are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract.

### **Failure to Perform**

The Purchaser may cancel the Agreement if the Service provider fails to deliver the service, in accordance with the above terms and conditions, despite a 7-day notice given by the Purchaser, without incurring any liability to the Service Provider.

### **Termination**

The contract can be terminated at any point of time prior to its completion by either of the parties with 30 days of notice period without assigning any reason thereof.

The Purchaser may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified

- i. if the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Employer may have subsequently approved in writing;

- ii. if the Service Provider become insolvent or bankrupt;
- iii. if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- iv. if the Service Provider, in the judgment of the Employer has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract.

### **Force Majeure**

The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- (a) For purposes of this Clause, “Force Majeure” means an event beyond the control of the Service Provider and not involving the Service Provider’s fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- (b) If a Force Majeure situation arises, the Service Provider shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

### **Scope of Work:**

The Assam Skill University Project now intends to carry out publicity for admissions to Assam Skill University for the July 2025 session. In this connection, the Purchaser is issuing this Bidding Document for Providing leaflets, hoardings, and posters to Assam Skill University for on-ground publicity. The scope includes poster printing and pasting across the city, leaflet printing with design and distribution, and the installation of hoardings.

<b>Sl.No.</b>	<b>Item</b>	<b>Specs/Requirement</b>	<b>Qty</b>	<b>Unit</b>
1.	Leaflet	A4 / 1/8 demai size multicolour both side print with	15000	Nos.
2.	Hoarding	9 hoarding of avarage size of 400 sq ft each ( 20 X 20 ) Locations : Ganeshguri (khanapara side facing),	3600	per sq ft

Sl.No.	Item	Specs/Requirement	Qty	Unit
		Panbazar -Dighali pukhuri area, Jalukbari junction area, Beltola Basistha area, Lakhara- ISBT Area , Mangaldai, Bongaigaon, Nagaon and Nalbari for <b>1 months</b> (monthly rental)		
3.	Poster	Standard Poster size ( 17 x 22 inch) one side multicolour with papers 100/130 GSM paper quality , with installation in various locations across Guwahati .	5000	Nos.

# BID FORMS

## Form-1- Letter of Bid (Technical)

*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: **[insert date (as day, month and year) of Bid Submission]** Bid Ref.

No.: **[insert number of bidding process]**

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

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda;
- (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 Completion Schedules specified in the Activity Schedule the following Non-Consultancy Services
  - :[insert a brief description of the Services];**
- (d) The total price of our Bid is specified in the Priced Activity Schedule.
- (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 other than alternative bids submitted in accordance with
- (h) We, along with any of our subcontractors, suppliers, consultants, 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 of the Bidding Documents
- (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 or is being proposed as Project Manager for the contract
- (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 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 .....

## **Form-2 - 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: *[insert date (as day, month and year) of Bid Submission]* Bid Ref. No.:  
*[insert number of bidding process]*

1. Bidder's Name <i>[insert Bidder's legal name]</i>
2. Bidder's year of registration: <i>[insert Bidder's year of registration]</i>
3. Bidder's Address: <i>[insert Bidder's legal address]</i>
4. Bidder's Authorized Representative Information  Name: <i>[insert Authorized Representative's name]</i>  Address: <i>[insert Authorized Representative's Address]</i>  Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i>  Email Address: <i>[insert Authorized Representative's email address]</i>
Details of the Contact Person Name:  Designation:  Contact Number:  Email ID:
Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i>  Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITB 4.3.  Income Tax Registration Document / PAN Card  GSTIN Registration Certificate  Any other document

### Form-3- Letter of Bid (Financial)

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

**Ref : Your Bid No.**

**Date:**

To: [insert complete name of Employer]

**Sub:** Submission of Price Bid for “Providing leaflets, hoardings, and posters to Assam Skill University”

Sir,

I/We have read and understood the detailed terms & conditions mentioned in the bid and shall abide by it in case being invited for the award of contract.

It is hereby declared that particulars furnished herewith are true and correct as per my/our knowledge and belief. In the event of any particulars are found to be false, I/We shall be liable to such consequences/lawful actions as the purchaser wish to take.

The total price of our bid, including any unconditional discounts offered is:

Total Bid Pricer: [insert the total price of the bid including GST and any other taxes which will be payable on completion of work- [in words and in figures]

#	Specifications	Qty	Unit	Unit cost in Rs (a)	GST In Rs (b)	Total cost incl. GST in Rs. (c)=(a)+(b)
	Printing Services :	15000	Nos			
1	Leaflet (A4 / 1/8 demai size multicolour both side print with)					
2	Hoarding (9 hoarding of avarage size of 400 sq ft each ( 20 X 20 ) Locations : Ganeshguri (khanapara side facing), Panbazar -Dighali pukhuri area, Jalukbari junction area, Beltola Basistha area, Lakhara- ISBT Area , Mangaldai, Bongaigaon, Nagaon and Nalbari for 1 month	3600	Per sq.ft			
3	Standard Poster size ( 17 x 22 inch ) one side multicolour with papers 100/130 GSM paper quality , with installation in various locations across Guwahati	5000	Nos.			
Total						
Total in words						

Payment of GST and other taxes payable for the goods at the time of invoicing shall be at actual.

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 .....

## Form-4- Certificate by Chartered Accountant

### Turnover Certificate

(On the letterhead of Chartered Accountant/Statutory Auditor)

We/I have verified the Audited Financial Statement of Accounts and other documents of..... having registered office at ..... pertaining to the financial year 2020-21, 2021-22 and 2022-23. Based on our verification of the aforesaid statements and records, we certify that the following details are true to the best of our information and according to the explanation given to us.

(Amount in INR)

<b>Financial Information</b>	<b>Financial Year</b>			<b>Average</b>
	2021-22	2022-23	2023-2024	
	Audited	Audited	Audited	
<b>Total Turnover during the year</b>				
<b>Turnover from Restaurant business other than Bar/liquor Sale.</b>				

Date:

Signature and seal of the CA firm:

Place:

**UDIN :**.....

Note:

a) The bidder must furnish audited financial statements for the above-mentioned financial years.

**Form 5-UNDERTAKING**

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

To: [insert complete name of Employer]

Your tender No.\_\_\_\_\_

We..... do hereby declare that presently we do not stand blacklisted by any Central or State Government or Public Sector organization or debarred from participating in tender of such organization and are therefore eligible to participate in Assam Skill University Project tender No..... Date.....

SIGNATURE : .....

NAME & DESIGNATION : .....

DATE : .....

NAME & ADDRESS OF THE FIRM : .....

## Letter of Acceptance

*[on letterhead paper of the Employer]*

**date** . . . . .

To: *[insert name and address of the Service Provider]*

Subject: **Contract No.** . . . . .

This is to notify you that your Bid dated ..... [insert **date of bid submitted by the bidder**] for providing ..... for Assam Skill University against Bid Invitation Ref. No. ..... (*insert Bid Ref. No.*) is hereby accepted by the Employer for the rates as offered vide your bid, as which is corrected and modified in accordance with the Instructions to Bidders. Please also find the Schedule of Rates as annexure to this.

Authorized Signature: .....

Name and Designation of Signatory: .....

Name of Employer: .....