

অসম দক্ষতা বিশ্ববিদ্যালয়

# Assam Skill University

(A State University established under Assam Act No. IX of 2020)

Mangaldai, District: Darrang, Assam - 784125



## TENDER DOCUMENT

FOR

HIRING OF VENDOR FOR SUPPLY OF OFFICE STATIONERY AND  
EXAMINATION RELATED ITEMS IN ASSAM SKILL UNIVERSITY AT  
MANGALDAI, DARRANG, ASSAM - 784125

October 2025

# CONTENTS

**TENDER FOR HIRING OF VENDOR FOR SUPPLY OF OFFICE STATIONERY AND EXAMINATION RELATED ITEMS IN ASSAM  
SKILL UNIVERSITY AT MANGALDAI, DARRANG, ASSAM - 784125**

## TENDER DOCUMENT

**Tender No. ASU/ADMIN/Stationary/377/2025**

**Dated: 22/10/ 2025**

## **GENERAL TERMS & CONDITIONS**

<b>ISSUE OF TENDER DOCUMENT</b>	<b>22/10/2025</b>
<b>LAST DATE FOR SUBMISSION:</b>	<b>2:00 PM ON 12th NOVEMBER, 2025</b>
<b>OPENING OF BID:</b>	<b>2:30 PM ON 12th NOVEMBER, 2025</b>
<b>VENUE:</b>	<b>Conference Room, Assam Skill University, City Office-3rd Floor, DECT Office Complex, Rehabari, Guwahati, Assam – 781008</b>
<b>ESTIMATED COST:</b>	<b>Rs. 5,00,000.00</b>
<b>TENDER PAPER COST:</b>	<b>NIL</b>
<b>EARNEST MONEY DEPOSIT:</b>	<b>Rs. 10,000.00</b>
<b>VALIDITY OF TENDER:</b>	<b>90 days from the Date of Opening of Bids.</b>
<b>MODE OF TENDERING</b>	<b>A single-stage two-envelope bidding system will be followed. The Notice Inviting Tender (NIT) and related documents shall also be uploaded on the Assam Tender Portal as well as on the Assam Skill University website: <a href="http://www.asu.ac.in">www.asu.ac.in</a></b>

**Clarification(s)/Corrigendum(s) if any shall be available on above referred websites only.**

## 1. INTRODUCTION

Assam Skill University (ASU), established under the Assam Skill University Act, 2020, invites sealed tenders from reputed, experienced, and licensed vendor for providing **OFFICE STATIONERY AND EXAMINATION RELATED ITEMS** on outsourcing basis at its Mangaldai Campus.

## 2. ELIGIBILITY CRITERIA

The vendor shall meet the following eligibility criteria and submit the corresponding documents to testify eligibility as indicated below (**Mandatory documents in the Quotation**):

Sl. No.	Eligibility Criteria	Documentary Proof to be Submitted
I.	Date of establishment of the Vendor: The Vendor must be in the business for at least five (5) years	Proof of incorporation/inception of the bidder/ Vendor/Trade license registration Certificate.
II.	GST Registration in the name of the Vendor submitting the bid	Self-attested Copy of GST Registration Certificate in the name of the Vendor submitting the bid
III.	Pan Card in the name of the Vendor submitting the bid	Self-attested copy of the Pan Card in the name of the Vendor submitting the bid
IV.	Up-to-date Trade License in the name of the Vendor submitting the bid.	Self-attested copy of Trade License in the name of the Vendor submitting the bid
V.	Income Tax Clearance Certificate/Assessment Order and Audited Balance Sheet for the past three preceding financial years must be furnished.	Self-attested copy of Income Tax Clearance Certificate/Assessment Order and Audited Balance Sheet for the past three preceding financial years in the name of the Vendor submitting the bid
VI.	The bidder/Vendor shall have its own registered office/ branch in Guwahati from where regular services/correspondences can be provided.	Details of location to be provided (rent agreement/ electricity bill etc.)
VII.	Average annual turnover of the last 3 Financial Years (2022-23, 2023-24 & 2024-25) should not be less than Rs. 50 Lakh.	Attach Chartered Accountant certified financial statements for the last 3 Financial Years with valid UDIN number.
VIII.	The Agency should have prior experience in supplying office stationary for a continuous period of minimum of 3 years.	Duly filled up format furnished at <b>ANNEXURE-B</b> below along with Work Order(s)/ Completion Certificate(s) copies issued by Higher Educational Institute/Educational Institute in Assam.
IX.	The Vendor should not have ever been blacklisted by any Govt. Department/ PSU/ Semi-Govt./ HEI/ Educational Institute/ Private Organization /Educational Institute in Assam in the past for breach of contract, fraudulent, unethical or corrupt business practices. There should be no case or charge under	Non- Black listed, declaration on this effect in the Letter Head of Firm. Duly filled up Non-Black listed, declaration on this effect in the Letter Head of Firm to be furnished as per <b>ANNEXURE-C</b>

	investigation/ enquiry/ trial against the Vendor, nor conviction in a Court of law	
X.	Documentary evidence for experience in Supplying Office Stationery and Examination related items to different Higher Educational Institutes/Educational Institutes for the value not less than <b>Rs. 10 lakhs per annum under a single contract.</b>	Self-attested copies of experience certificate in supplying Office Stationery and Examination related items for the value not less than Rs. 10 lakhs per annum under a single contract in the name of the Vendor/Bidder submitting the bid. Duly filled up format to be furnished as per <b>ANNEXURE-D</b>
XI.	<b>The list of clients, present and past, should be enclosed.</b> Certificates from clients with respect to <b>performance of the Vendor in the last 3 years</b> should be enclosed.	Self-attested copy of client list, present and past, certificate from clients with respect to performance of the Vendor in the last 3 years shall be submitted by the Vendor submitting the bid. Duly filled up format to be furnished as per <b>ANNEXURE-E</b>
XII.	The total number of staff in your organization engaged in supply and production of office stationery and examination related items and the total turnover per annum for the last three years needs to be furnished.	Self-attested copy of total staff list of your organization engaged in supply and production of office stationery and examination related items and the total turnover per annum for the last three years shall be submitted by the agency submitting the bid. Duly filled up format to be furnished as per <b>ANNEXURE-F</b>
<ul style="list-style-type: none"> <li>• <b>Bidder who does not provide any of the above documents, such quotation will be summarily rejected.</b></li> <li>• <b>If the performance of the bidder is found to be unsatisfactory for any reason, in any organization, ASU reserves the right to reject the bid submitted by bidder.</b></li> <li>• <b>The opinion/ decision of ASU regarding the bid shall be final and conclusive. ASU reserves the right to reject any or all the bids at any time without assigning any reason thereof.</b></li> </ul>		

Your bid/(s) should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the **Contract**.

### 3. Preparation and Submission of Bid

- a) **Technical Bid (Envelope-I)**
  - i. Covering Letter.
  - ii. Registration Certificates (Company/Firm).
  - iii. GST Registration & PAN.
  - iv. EPF & ESI Registration.
  - v. Labour License (if applicable).

- vi. List of clients with work orders.
- vii. Audited balance sheets/CA certificate for last 3 years.
- viii. Tender document signed & stamped as acceptance.

**b) Financial Bid (Envelope-II)**

(To be submitted in prescribed format)

Sl. No.	Name/Type of Item	Basic Specifications	Quantity	Unit of Measure	Rate Per Unit (Rs)
1.	Blank Answer Books	70 GSM, 16 pages	10000	Per Book	
2.	Blank Answer Books	70 GSM, 24 Pages	15000	Per book	
3.	Blank Answer Books	70 GSM, 32 Pages	10000	Per book	
4.	Blank Additional Sheet	70 GSM, 4 Pages	100000	Per Sheet	
5.	Blank Marks Foil	100 GSM Bicolour	1000	Per Foil	
6.	Self-Adhesive Poly Bag	8-inch x 12-inch	2000	Per Bag	
7.	Self-Adhesive Poly Bag	14-inch x 12-inch	2000	Per Bag	
8.	Pre-Printed Envelope	5-inch x 8-inch	500	Per Envelope	
9.	Green Envelope	10-inch x 14-inch	1000	Per Envelope	
10.	Register Book	No. 16	As required	Per Book	

- Unit Rates should be inclusive GST.
  - Lowest bidder (L1) will be evaluated on **overall rates**, following the technical assessment of the sample items and documents.
1. The prices should be quoted for Assam Skill University, Mangaldai and should be accompanied by adequate eligibility documentation and **sample of each item**.
  2. The bidder shall submit only one set of quotations for the above item. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. **Without a signature in your Bid Form (Annexure G)**, your bid shall not be considered further.
  3. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject on any account.
  4. The prices shall be quoted in Indian Rupees only.
  5. Each Bidder shall submit only one bid. Bidder shall not contact other Bidders in matters relating to this bid. Bidder shall offer quote for all items as mentioned in the

quotation.

6. The bid shall be valid for a period of 90 days from the deadline for submission of the quotation/(s) as indicated below. If you withdraw your quotation 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 Suppliers for ASU for three years.
7. Further information can be obtained from: **O/o the Registrar, Address: Assam Skill University City Office- 3rd Floor, DECT Office Complex, Rehabari, Guwahati, Assam – 781008, E-mail: registrar@asu.ac.in.**
8. Tender documents should be sent in a sealed outer cover superscribing "**TENDER FOR HIRING OF VENDOR FOR SUPPLY OF OFFICE STATIONERY AND EXAMINATION RELATED ITEMS IN ASSAM SKILL UNIVERSITY AT MANGALDAI, DARRANG, ASSAM - 784125**" to **The Registrar, Assam Skill University City Office- 3rd Floor, DECT Office Complex, Rehabari, Guwahati, Assam – 781008** so as to reach on or before **2:00 PM ON 12/11/2025**

#### **4. EVALUATION CRITERIA**

Bids of Tenderers/Bidders/Vendor will be evaluated based on the below mentioned eligibility criteria and after scrutinizing all the relevant documents as sought from them, the financial bids of only technically qualified tenderers/bidders/service providers will be considered.

##### **Evaluation of Bids:**

Assam Skill University (ASU) will evaluate the bids based on the Least Cost Selection (LCS) method, following the technical assessment of the sample items and documents. Only bidders qualifying in the technical assessment will be considered for financial evaluation.

#### **5. EARNEST MONEY DEPOSIT (EMD):**

- a) The Technical Offer must be submitted together with the earnest money deposit of **Rs. 10,000.00** (Rupees Ten Thousand Only) (refundable) by Demand Draft / Pay Order / Bankers' Cheque (and not in any other form) drawn in favour of the "**Assam Skill University**" payable at **Guwahati** is to be deposited with the bid. EMD paid by cheque will be rejected.
- b) No Bank Guarantee will be allowed.
- c) EMD shall be refunded to the unsuccessful bidders after awarding the contract to the successful bidder and no interest is payable on EMD.

#### **6. PERFORMANCE SECURITY:**

- a) The successful bidder shall furnish **Performance Bank Guarantee of 5% of annual contract value** valid for 60 days beyond the contract period.
- b) The performance security will be refunded or released after expiry of Contract Agreement subject to satisfactory service of contract.
- c) **No interest is payable on the Security Deposit.**

## **7. GENERAL CONDITIONS**

### **SCOPE OF WORK**

#### **7.1. Supply of Examination Related Items**

##### **a) Objective**

To supply high-quality stationery items required for academic and examination purposes to Assam Skill University, as per the specifications and quantities mentioned in the tender/quotation.

##### **b) Items to be Supplied**

The selected bidder shall be responsible for the supply of the following items:

- Blank Answer Books – 16 pages
- Blank Answer Books – 24 pages
- Blank Answer Books – 32 pages
- Blank Additional Sheets
- Blank Marks Foils
- Self-Adhesive Poly Bags (8"x12" & 14"x12")
- Pre-Printed Envelopes (5"x8")
- Green Envelopes (10"x14")
- Register Books (No. 16 size)

##### **c) Specifications**

All items must strictly conform to the specifications provided in the financial bid and tender document. Any deviation from the required specification may lead to rejection of the supplied material.

##### **d) Quantity**

The approximate quantities are listed in the financial bid. However, Assam Skill University reserves the right to increase or decrease the quantity based on its actual requirement at the time of order.

##### **e) Packaging and Labeling**

- All items must be securely packed to avoid damage during transit.
- Each package should be properly labelled with the name of the item, quantity, supplier's name, and tender reference number.

##### **f) Delivery Schedule**

- The delivery of items should be completed within **30 days** from the date of issue of the Purchase Order (PO), unless otherwise specified.

- Delivery shall be made to the Assam Skill University campus or another location as specified by the university.

**g) Quality Assurance**

- The supplier shall ensure that all materials are new, unused, and conform to the approved quality.
- Defective or substandard items will be rejected and must be replaced at the supplier's cost within the specified time.

**h) Inspection and Acceptance**

- Assam Skill University reserves the right to inspect the items upon delivery.
- Final acceptance will be subject to satisfactory inspection and verification by the designated university officials.

**8. Confidentiality Clause:**

**a) Definition of Confidential Information**

The Vendor acknowledges that all information, materials, and documents related to the printing, handling, and delivery of examination stationery—such as answer sheets, mark foils, invigilation records, and any other examination-related documents—constitute **Confidential Information**. This includes, but is not limited to:

- Design, layout, security features (e.g. barcodes, watermarks, serial numbers),
- Examination codes or identifiers,
- Printing instructions, and
- Any data provided by the Tendering Authority.

**b) Obligations of the Vendor**

The Vendor agrees and undertakes:

- To **maintain strict confidentiality** of all Confidential Information received or accessed during the course of the contract.
- **Not to disclose, share, copy, reproduce or disseminate** any Confidential Information to any unauthorized person or third party.
- To use such information **solely for the purpose of fulfilling obligations** under the contract.

**c) Access Control and Security**

The Vendor shall:

- Implement strict internal controls to limit access to Confidential Information only to authorized personnel.
- Ensure that all staff involved in the handling of examination materials are **bound by written confidentiality agreements** and trained in handling sensitive documents.

- Ensure **secure premises, equipment, and processes** are used for the printing, packaging, storage, and transportation of confidential materials.

**d) Reporting and Liability**

- The Vendor shall **immediately report** any breach or suspected breach of confidentiality to the Tendering Authority.
- In the event of any unauthorized disclosure, the Vendor shall be held **liable for damages, legal consequences, and penalties**, including blacklisting and cancellation of the contract.

**e) Return or Destruction of Materials**

Upon completion or termination of the contract, the Vendor shall:

- Return all unused materials and documents to the Tendering Authority, or
- Destroy such materials securely with written confirmation, as directed.

**9. PERSONNEL**

- a) The Vendor shall ensure that **only authorized, qualified, and vetted personnel** are engaged in the execution of tasks related to this tender, including but not limited to:
  - Printing,
  - Packaging,
  - Handling,
  - Storage, and
  - Transportation of confidential examination materials such as answer sheets and mark foils.
- b) The Vendor shall conduct thorough **background checks** of all personnel assigned to this project. Records of such verification (e.g., police clearance, ID proofs) shall be made available to the Tendering Authority upon request.
- c) The Vendor must ensure that only designated personnel can access secure areas and sensitive materials.
- d) The Vendor shall ensure that all personnel:
  - Are adequately trained on handling confidential academic materials,
  - Are made aware of the legal implications of a breach of confidentiality,
  - Maintain professional conduct at all times.

**10. ARBITRATION:**

In case of any dispute or differences between the parties, the same shall be amicably resolved through mutual discussion and understanding. If the matter/dispute remains unresolved, the same shall be referred to the sole arbitrator for settlement of the same. The sole Arbitrator shall be appointed by the mutual consent of both the parties. The arbitration shall be conducted in accordance with the provision of Arbitration and Conciliation act 1996 or any statutory modification or re-enactment. The award of the arbitrator shall be binding upon the parties to the dispute. The jurisdiction of Arbitration shall be at Mangaldai.

## **11. PERIOD OF CONTRACT & TERMINATION**

**The contract shall commence from the date of awarding the contract by ASU and shall be initially for a period of one year and six months which may be annually renewed upto a period of three years, subject to satisfactory performance.** The University reserves the right to extend the period of contract for a further period of up to one year on terms mutually agreed upon. ASU may terminate the contract by giving **30 days' notice** in case of unsatisfactory performance or breach of terms.

## **12. RISK CLAUSE**

In the event of failure by the vendor to supply the ordered stationery items — including but not limited to answer sheets, marks foils, or any other examination-related or official materials — within the stipulated delivery timeline or in accordance with the specifications and quality standards mentioned in the tender document, **Assam Skill University** reserves the right to initiate procurement of the said items from an alternate source at the **risk and cost** of the defaulting vendor.

Any excess expenditure incurred by the University in procuring the goods from such an alternate source, along with any administrative charges or penalties arising from delay or quality compromise, shall be fully recoverable from the defaulting vendor. This amount may be deducted from any pending bills, Performance Security, or through other legal means available to the University.

This clause shall be applicable **without prejudice** to any other legal remedies or contractual rights available to Assam Skill University under the terms of the agreement or applicable procurement rules.

## **13. ACCOUNTING AND PAYMENT TERMS:**

- a) The payment shall be made as per the rates quoted by the Vendor and accepted by Assam Skill University in the final contract.
- b) The prices shall be inclusive of all costs, including printing, packaging, handling, transportation, insurance and applicable taxes.
- c) The Agency shall raise a detailed invoice after the successful completion of each supply batch or as per the delivery schedule agreed upon.

## **14. PAYMENT TO THE VENDOR:**

Payment shall be made to the Vendor within 30 days from the date of successful delivery of the all the goods to ASU and submission of proper invoice along with delivery challans and acceptance certificate signed by Concerned Authority of ASU.

## **15. SUBLetting**

The Vendor shall not sublet, transfer or assign the contract or any part thereof without the

prior written approval of the University to any other Person/Vendor/Organization.

## **16. DAMAGE TO PROPERTY**

The vendor shall be fully responsible for any damage caused to the property of **Assam Skill University**, whether movable or immovable, during the execution of the contract, including during transportation, handling, unloading of the supplied items such as answer sheets, marks foils, or other stationery materials.

If any such damage occurs due to the negligence, carelessness, or improper conduct of the supplier or its personnel, the supplier shall be liable to repair the damage at their own cost or compensate the University for the loss as assessed by the competent authority of Assam Skill University.

The decision of the University regarding the extent of damage and the compensation payable shall be **final and binding** on the supplier.

Failure to comply with this provision may result in deduction of the assessed amount from the supplier's bills, Performance Security, or any other dues payable by the University, without prejudice to any other legal remedies available.

## **17. PENALTY MEASURE**

- a) If the vendor fails to deliver the ordered items — such as answer sheets, marks foils, or other stationery — within the stipulated time as specified in the purchase/work order, a penalty shall be imposed as follows:
  - i. 1 to 5 days at 1% of the estimated cost per day.
  - ii. Post 5 days at 5% of the estimated cost per day.
- b) Non-compliance with statutory obligations will lead to termination & forfeiture of security.

## **18. VALIDITY OF RATES:**

The rates quoted should be valid for **90 days** initially from the date of opening of the price bid. The rates of successful bidder should be valid for **one year and six months** from the date of commencement of the contract.

I/We have read the General Information, Scope of Work, Terms & Conditions explicitly mentioned and accept the same to execute the contract, if awarded.

**(Please sign at the bottom of all previous pages)**

.....  
**Signature & Seal of the Bidder:.....**

**Name of Bidder: .....**

**Address: .....**

.....  
**E. Mail ID. .....**

**Ph.No.: .....**

**Dated: 22/10/2025**  
**ASSAM SKILL UNIVERSITY (ASU)**

Mangaldai, Darrang, Assam - 784125

**19. TENDER DETAILS:**

1. Please read "**Scope and general terms & conditions**" before filling up this form.
  2. The rates quoted should be valid for 90 days initially from the date of opening of the Price Bid. The rates of successful bidder should be valid for two years from the date of commencement of the contract.
  3. Attach documentary evidence wherever asked for.
  4. Attach the complete set of Scope. Terms & Conditions, duly signed by you.
  5. Complete the format in all respects with signature on each page
  6. Sealed cover superscribing the envelope **Tender No. ASU/ADMIN/Stationary/377/2025 dated: 22/10/2025**, should be submitted before the due date.
  7. If space provided in the format is not sufficient, please provide the information in a separate sheet.
- .....

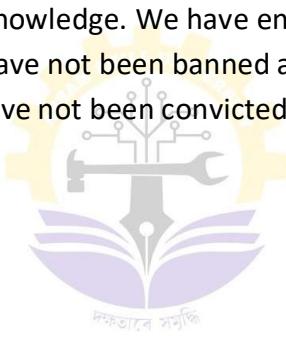
**Dated: 22/10/ 2025**

**20. BIDDER DETAILS-**

Name & Address of the Bidder	
Email & Contact No.	
Whether Individual or Company or Partnership Firm?	
Name & address of Directors and / or Partners (in case of Partnership firm) or name & address of the Proprietor (s) in the case of sole proprietorship firm. (Documentary evidence to be enclosed).	
Experience <i>(as mentioned under Eligibility Criteria)</i>	
Whether the bidder has been issued with a license under the <b>Contract Labour Regulation &amp; Abolition Act</b> ? If so, furnish the details.	
Average annual turnover of <b>Rs 50,00,000.00</b> in the last 3 years (FY- 2021-22, 2022-23, 2023-24, duly certified by a registered Chattered Accountant)	
DD No, Date, Name of the Bank and amount towards <b>Earnest Money Deposit</b>	
Any other information the bidder may like to furnish.	
If the contract is awarded, by what means do you propose to furnish the Security Deposit as explained above in the General Information sheet	

## **21. DECLARATION**

I/We hereby declare that the information furnished above are true to the best of our knowledge. We have enclosed necessary documentary evidence in support of the same. We have not been banned and black listed by any Government Department Financial Institution lave not been convicted by any Court of Law.



**Signature(s)**

**(Name & Address of the Bidder(s)  
With Official Seal)**

**Place:**

**Date:**

**Dated: 22/10/ 2025**

**HIRING OF VENDOR FOR SUPPLY OF OFFICE STATIONERY IN ASSAM SKILL UNIVERSITY AT MANGALDAI,  
DARRANG, ASSAM - 784125**

**22. PRICE BID (Annexure A)**

**PRICE SCHEDULE**

**• Supply of Office Stationery (Answer Sheets, Mark Foil, etc.):**

Sl. No.	Name/Type of Item	Basic Specifications	Quantity (approx.)	Unit of Measure	Rate Per Unit (Rs)	Total Amount (Rs.)	GST (%)	GST Amount (Rs.)	Grand Total (Rs)
1.	Blank Answer Books	70 GSM, 16 pages	10000	Per Book					
2.	Blank Answer Books	70 GSM, 24 Pages	15000	Per book					
3.	Blank Answer Books	70 GSM, 32 Pages	15000	Per book					
4.	Blank Additional Sheet	70 GSM, 4 Pages	100000	Per Sheet					
5.	Blank Marks Foil	--	1000	Per Foil					
6.	Self-Adhesive Poly Bag	8-inch x 12-inch	2000	Per Bag					
7.	Self-Adhesive Poly Bag	14-inch x 12-inch	2000	Per Bag					
8.	Pre-Printed Envelope	5-inch x 8-inch	500	Per Envelope					
9.	Green Envelope	10-inch x 14-inch	200	Per Envelope					
10	Register Book	No. 16	16	Per Book					
Grand Total									

**N.B:**

- Rates should be inclusive of packing, forwarding and delivery at Assam Skill University
- GST must be mentioned clearly and will be paid as per applicable government rules.

Items:- (Please provide details of experience)

- ANNEXURE - B

#### DETAILS OF EXPERIENCE

**Last 3 (three) years (2022-23 to 2024-25) of experience in Supplying Office Stationery and Examination Related Items in Different Organizations/Government Offices in Assam.**

*(Self-Attested and Sealed Copy of completion certificates & Work Order to be attached)*

Sl. No.	Period	Name of organisation	Type of Office Stationery/Examination Related Items Provided	Value of Work (In Rs)	Work Order Date
(a)	(b)	(c)	(d)	(e)	(f)
1					
2					
3					

*This is to certify that the information contained in the table above is true and correct. Self-attested Work Order(s)/ completion certificate copies issued by Govt. Department/ PSU/ Semi-Govt./ HEI/Reputed Educational Institute/ Reputed Private Organization are attached*

**Name of the Bidder** :

**Signature of the Bidder** :

**Date** :

**Seal of the Bidder** :

- **ANNEXURE - C**

Non-Blacklisting declaration  
(To be given on Company Letter Head)

Date:

To,

The Registrar,  
Assam Skill University,  
3rd Floor, DECT Office Complex, Rehabari, Guwahati-781008

Sub: Declaration for Non-Blacklisting

**Tender Reference No: ASU/ADMIN/Stationary/377/2025, Dated: 22/10/2025**

Name of Tender / Work: - Hiring of Vendor for Supply of Office Stationery and Examination Related Items in Assam Skill University at Mangaldai, Darrang, Assam - 784125

Dear Sir,

We hereby declare that we are not blacklisted by any *Govt. Department/ PSU/ Semi-Govt./HEI/Private Organization* /Educational Institute in Assam in the past for any kind of fraudulent activities.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Items:- (Please provide details of experience)

- ANNEXURE - D

**DETAILS OF EXPERIENCE (CONTRACT VALUE ≥ Rs. 10 LAKHS PER ANNUM UNDER A SINGLE CONTRACT)**

*(Self-Attested and Sealed Copy of completion certificates & Work Order to be attached)*

Sl. No.	Name of organisation	Type of Office Stationery/ Examination Related Items Provided	Period of Contract	Annual Value of Work (Rs.)	Total Value of Work (In Rs.)	Work Order Date
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1						
2						
3						

*This is to certify that the information contained in the table above is true and correct. Self-attested Work Order(s)/ completion certificate copies issued by Govt. Department/ PSU/ Semi-Govt./ HEI/Reputed Educational Institute/ Reputed Private Organization are attached.*

**Name of the Bidder** :

**Signature of the Bidder** :

**Date** :

**Seal of the Bidder** :

Items:- (Please provide details of Clients)

- ANNEXURE – E

**CLIENT LIST – SUPPLY OF OFFICE STATIONERY AND EXAMINATION RELATED ITEMS (ANSWER SHEETS, MARK FOIL, ETC.) (LAST 3 YEARS)**

*(Self-Attested and Sealed Copy of client list, certificate from clients to be attached)*

Sl. No.	Client Name	Type of Office Stationery/Examination Related Items Supplied	Location	Duration
1				
2				
3				
4				
5				
6				

*This is to certify that the information contained in the table above is true and correct. Self-attested Work Order(s)/ completion certificate copies issued by Govt. Department/ PSU/ Semi-Govt./ HEI/Reputed Educational Institute/ Reputed Private Organization are attached*

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

Signature of the Bidder : \_\_\_\_\_

Date : \_\_\_\_\_

Seal of the Bidder : \_\_\_\_\_

Items:- (Please provide details of Staffs)

- ANNEXURE – F

**LIST OF STAFF ENGAGED IN SUPPLY AND PRODUCTION OF OFFICE STATIONERY AND EXAMINATION RELATED ITEMS**

*(Self-Attested and Sealed Copy of client list, certificate from clients to be attached)*

Sl. No.	Name of the Staff	Role	Years of Experience	Responsibilities
1				
2				
3				
4				
5				

***This is to certify that the information contained in the table above is true and correct. Self-attested Work Order(s)/ completion certificate copies issued by Govt. Department/ PSU/ Semi-Govt./ HEI/Reputed Educational Institute/ Reputed Private Organization are attached***

**Name of the Bidder** :

**Signature of the Bidder** :

**Date** :

**Seal of the Bidder** :

**BID FORM**

**(Supply of Office Stationery and Examination related Goods)**

\_\_\_\_\_/\_\_\_\_\_/2025

To,

The Registrar,  
Assam Skill University,  
3rd Floor, DECT Office Complex, Rehabari, Guwahati-781008

We offer to provide Office Stationery and Examination related goods for the contract "**HIRING OF VENDOR FOR SUPPLY OF OFFICE STATIONERY AND EXAMINATION RELATED ITEMS IN ASSAM SKILL UNIVERSITY AT MANGALDAI, DARRANG, ASSAM - 784125**" in accordance with the **Contract Terms and Conditions** and the **Scope of Services** accompanying this Quotation for the Contract Price not to exceed the below mentioned price in accordance with **Price Schedule** annexed to the **Price Bid**.

Sl. No.	Items	Unit	Quantity	Unit Price (Rs.)	GST (%)	GST Amount (Rs.)	Grand Total (Rs)
1.							
2.							
3.							
4.							
5.							
6.							
<b>Grand Total</b>							

We propose to carry out the performance of the services described within the **Contract** Completion Period indicated in the priced **Scope of Work**.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer condition imposed by the **Request for Quotation** document, i.e, 90 days from the date of opening.

We: (a) are a Indian national; (b) have not been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified; (c) are not owned by the Client; (d) are not currently sanctioned or temporarily suspended by the ASU; and (e) to the best of our knowledge, is not prohibited from being contracted.

Name of Bidder: \_\_\_\_\_

Authorized Signature : \_\_\_\_\_

Name of Signatory : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone Number : \_\_\_\_\_

Email address: \_\_\_\_\_

**NB: Service Provider/Bidder must submit the signed and filled copy of Bid Form. Bidders not submitting the form will be liable for rejection.**