



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER ::::::::::: MORIGAON.**  
**E-mail :[deputycommissionermorigaon@gmail.com](mailto:deputycommissionermorigaon@gmail.com)**  
**Tel. No. :03678-240225 (O)**

No: NAZ-17/55/2025-NAZ-MRG/22

Date: 08/10/2025

**Notice Inviting Proposal for Empanelment of Vendors/ Suppliers**

The O/o The District Commissioner, Morigaon invites applications for **Registration/Empanelment** of eligible contractors/suppliers/firms for supply of Refreshment for Inter & Intra Departmental Meetings etc. in the O/o-District Commissioner, Morigaon. Registration shall be carried out in accordance with the Section 18 & Section 19 of **Assam Public Procurement Act, 2017** and the **Assam Public Procurement Rules, 2020** as per the terms & conditions mentioned registration documents. The Tender documents can be collected from the Nazarat Branch, O/o The District Commissioner, Morigaon during office hours or through the State Public Procurement Portal (<https://sppp.assam.gov.in/>) or District Administration website (<https://morigaon.assam.gov.in/>) up to last date of submission of proposal. Eligible and interested contractors/suppliers/firms may submit their documents by **30/10/2025 upto 03:00 P.M** to O/o The District Commissioner, Morigaon.

For detailed terms & conditions, please go through Registration document.

1	Item Description	Empanelment of Vendors/ suppliers/ dealers for Supply of <b>Refreshment for Inter &amp; Intra Departmental Meetings etc.</b> in the O/o-District Commissioner, Morigaon.
2	Last date and time of submission of Proposal	30/10/2025, upto 03:00 PM
3	Date and Time for Opening of Proposal	11:00 AM on 31/10/2025
4	Items to be supplied	Supply of <b>Refreshment for Inter &amp; Intra Departmental Meetings etc.</b>
5	Period of empanelment	For the FY- 2025-26 ,2026-27 and 2027-2028.
6	Validity of tender offered	Shall be confirmed at the time of calling of quotation from empaneled agencies.
7	Bid Security (EMD) total estimated value	Securing Declaration in format attached.
8	Performance security (To be submitted by empaneled vendors)	Rs. 5,000/- on empanelment in the Form of Demand Draft in favour of the District Commissioner, Morigaon payable at Morigaon. Intender reserves the right to enhance/ seek additional performance security for a specific supply.

The Authority reserves the right to accept/ cancel any or all proposal and no commitment or liability shall be borne for empanelment of vendors. Bidders are directed to keep themselves updated of any corrigendum/ addendum that may be issued subsequently through the website/ notice board.

  
District Commissioner,  
Morigaon.

Date: 08/10/2025

Memo No: NAZ-17/55/2025-NAZ-MRG/22-a

Copy to:

1. The District Information and Public Relation Office, Morigaon.
2. The District Informatics Officer, NIC, Morigaon for uploading the notice in the District Administration website.
3. Tender Publisher, DC's Office, Morigaon for uploading the tender document in the State Public Procurement Portal, Assam.
4. Notice Board, DC's Office, Morigaon.
5. Office copy.

  
District Commissioner,  
Morigaon.

# Document for Registration/Empanelment of Contractors and Suppliers (FY 2025–26, 2026-27 & 2027-28)

---

---

## 1. Introduction:

Office of The District Commissioner, Morigaon has a requirement of Office Stationery, Computer Accessories, Other related office equipment which are classified under different categories of items for its day-to-day official use and as well as for various meetings/ events conducted by the Office. In this regard, the O/o The District Commissioner, Morigaon intends to undertake the process of empanelment of contractors/suppliers/firms for Supply of the above- mentioned items.

- i. The registration document containing terms and conditions can be obtained from the website/ notice board/ Nazarat Branch of DC's Office, Morigaon.
- ii. The Registration document may be sent by registered post/ or may be dropped in Tender Box in this office, on or before 03:00 PM of 30/10/2025 at the Nazarat Branch, O/o The District Commissioner, Morigaon. The Office shall not be responsible for any postal delay, damaged or unsealed tender, non- readable pages etc.
- iii. Original registration document shall be duly filled in, signed and stamped by the bidder or his authorized representative in each of the pages.
- iv. Telegraphic/ Fax/ Email submission of bids is not acceptable and will be rejected.
- v. The bidder shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in the registration document after submission. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvas for the work will prejudice the bidder's tender.
- vi. Offer will be accepted in a sealed envelop super scribed "**Proposal for Empanelment of Vendors/ Supplies in the Office of the District Commissioner Morigaon.**" "**SUBMITTED BY 30/10/2025**".
- vii. Submission of multiple proposal is not allowed. i.e. One bidder can submit only one proposal.
- viii. All documents submitted should be self- attested
- ix. All pages of the proposal including all enclosures should be numbered (except printed leaflets/ catalogue) and must be duly filled in, signed and. Document received without signature on all pages are liable to be rejected.

## 2. General Terms & Conditions: -

This process of empanelment shall only empanel vendors and there shall be no commitment or liabilities borne in regards to work/supply order to be awarded to the empaneled agencies. Empaneled vendor/ agencies cannot claim for Supply orders/ work order and there is no guarantee of minimum work/ supply order to be issued to any vendor. The prospective bidders are directed to note the following instructions:

1. Empanelment does **not guarantee award of any contract**. Orders shall be placed as per requirement only.
2. Vendors shall be empanelled for Supply of below mentioned categories at the Office of the District Commissioner, Morigaon or in meetings/ events conducted by the Office from time to time.
  - a) Category of items: [**Refreshment for Inter & Intra Departmental Meetings etc.**]
3. The registration or **empanelment shall be for a period of three calendar years** from the date of registration, subject to submission of updated documents on annual basis, with provision for renewal, subject to sub-rule (7) of Rule 19 of Assam Public Procurement Rules, 2020, and the bidders so empanelled shall be listed with the procuring entity as registered bidders.
4. The registration of bidders may be renewed after expiry of the three years subject to the fulfilment of the conditions thereof, the prescribed eligibility and other criteria as well as satisfactory performance during the previous registration period.
5. A registered or empanelled bidder, after giving reasonable opportunity of being heard, may be de-registered and removed from the list of registered bidder by the District Commissioner, Morigaon for violation of the provision government Act, Rules, orders etc or for any other valid reasons as in the following cases which are only indicative and not exhaustive: –
  - a) The bidder fails to abide by the terms and conditions of registration.
  - b) Furnishing false information at the time of registration or thereafter.
  - c) Record of poor performance such as abandoning or delaying of supply order, not properly completing the contract, poor quality of material or item supplied, failure to abide by the contract conditions, etc.
  - d) Financial insolvency or bankruptcy.
  - e) Conviction by a court of law.

- f) Debarment by the Central Government, State Governments or any other Government Agency or Body or procuring entity under them;
  - g) Security considerations, such as involvement in criminal cases, etc.
  - h) Any other ground which, in the opinion of the procuring entity, makes the bidder or contractor unsuitable to be kept on the list of registered/empanelled bidders.
6. The empanelled vendors shall submit requisite Performance Security on issuance of Empanelment *letter* within a period not exceeding as mentioned in the Data sheet. Empanelled vendors shall have to execute Empanelment contract agreement with the District Commissioner, Morigaon (Only after submission of Performance Security).
  7. Based on the requirement of the Office of the District Commissioner, Morigaon from time to time, Quotation shall be called for from empanelled vendors/ suppliers/ agencies. Selected vendor from such call for quotation shall be awarded with supply order for the specific requirement (requirement for which quotations were called for) only.
  8. Empanelled vendor issued with supply order will have to supply items as per “Schedule of Supply” as may be detailed in call for quotation and Supply Order with details of quantity, time for delivery, specifications of items, Delivery venue and other details as may apply depending on nature of requirement.
  9. O/o The District Commissioner, Morigaon reserves its right not to accept bids from agencies resorting to unethical practices or on whom investigation/ enquiry proceedings has been initiated by the Govt. Investigating Agencies/ Vigilance Cell.
  10. Consortium of Agencies/ Joint- venture is not allowed to participate in the registration process.
  11. The O/o The District Commissioner, Morigaon will periodically review the performance of the empanelled vendors/ agency based on the quality of the items, delivery and efficiency, timely delivery etc. The O/o The District Commissioner, Morigaon reserves the right to withdraw their empanelment at any time.
  12. O/o The District Commissioner, Morigaon will take action as deemed fit in cases of underperformance, submission of erroneous quotes, non- participation in Financial quoting, etc. Action taken could include removal of the agency from the empanelled list, encashment of Performance Security/ EMD, withheld of payment etc.
  13. O/o The District Commissioner, Morigaon reserves its right to terminate the contract of any agency/ agencies in case of change in the Government procedures or unsatisfactory services.
  14. In case of Goods requiring OEM certificates, Local Content declaration etc. the intender may seek the same along with financial quote for the items.
  15. Tax deduction at source shall be governed as per prevailing rules.
  16. Penalty in case of undue delay in supply of items, submission of erroneous tenders, under performance, could be in the form of deduction from the total amount payable to the agency for the work awarded, de- empanelment of the agency or any other action deemed appropriate including forfeiture of Performance Security may be imposed.
  17. Application should be complete in all respects. Conditional/ incomplete application is liable to be rejected.
  18. Proposals received will be assessed by a committee constituted for the purpose. The empanelment shall be provisional in nature until the submission of requisite Performance Security and Contract Agreement executed thereof.
  19. Acceptance of Empanelment by the Authority will be communicated by registered letter/ speed post/ e- mail or a formal letter of “Empanelment” seeking Performance Security to be deposited within 10 days and contract execution thereof.

### 3. Eligibility Criteria:

Applicants must fulfil the following minimum requirements and shall be required to submit below mentioned supporting documents

1. **Legal Status** – Valid Trade License/Certificate of Registration of firm within the **Morigaon District, Assam**.
2. **Tax Compliance** – PAN, TAN, GST Registration, and Income Tax Return of last 2 years.
3. **Experience** – At least **3 supply orders** of similar nature during last 3 years (relaxed for MSMEs/start-ups as per Govt. policy) to any Central/ State Govt. Organization or a large Public sector undertaking. Copy of purchase order/ work order/ certificate to be submitted. (if any).
4. **Local Presence** – The bidder must ensure delivery of the required items on the **same day** (in emergency situation) of placing the order. To avoid any delays or possible damage during transit it is **mandatory that the bidder has a local presence within the District i.e. Morigaon**.
5. **Undertaking** – A notarized self- declaration in Non- Judicial Stamp paper that the Vendor has not been black listed/ legal suit by any institution of the Central/ State Govt/ Bank or any financial institution (GST/ Income Tax) & Self Declaration stating that there is no pending judicial litigations.
6. **Financial Capability** – Bank certificate/CA certificate showing sound financial standing.

### 4. Bid Security (EMD)

- a) Each tender must be accompanied by Bid Securing Declaration “in original” in format as attached herewith below.
- b) In case of non- submission of Bid Securing declaration or submission in wrong format, the tender would be rejected without assigning any reason.
- c) The Bid Securing declaration shall be imposed/ made effective upon if the Bidder withdraws or impairs or derogates the bid in any respect within the period of validity of this offer, fails to deposit performance security in due time or any other reason that may be justified enough to do the same and as per procurement guidelines.

#### **5. Performance Security:**

- a) The successful bidder shall furnish Performance Security for an amount of Rs. 5,000/- (Five Thousand Rupees) to ensure due performance of the contract within ten (10) days or earlier from the date of receipt of communication from O/o The District Commissioner, Morigaon informing “Empanelment”.
- b) The Performance Security shall remain valid/ kept with the O/o The District Commissioner, Morigaon for a period of 45 (Forty -five day) beyond the date of completion of all contractual obligations of the Empanelment Agreement.
- c) Failure of the bidder to submit the above- mentioned Performance Security shall constitute sufficient ground for the annulment of the award and imposing/ make effective the Bid Securing Declaration.
- d) The Performance Security as mentioned in the sub- para (a) above shall be released on satisfactory completion of all contractual obligations.
- e) The Performance Security shall be furnished in the form of a Demand Draft in the name of the “District Commissioner, Morigaon”.

#### **6. Conflict of Interest:**

The near relatives of Officers/ Officials of the “District Commissioner’s Office, Morigaon” are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- a) Members of a Hindu Undivided Family.
- b) The one is related to the other in the manner as father, mother, son(s), son’s wife (daughter in law), Daughter(s) and daughter’s husband (son- in law), brother(s) and brother’s wife, sister (s) husband (brother- in- law).
- c) Their husband or wife.

#### **7. Indemnification:**

- a) The Bidder/Supplier shall, at its own expense, defend and indemnify the Office of the District Commissioner, Morigaon (“Owner”) against all third-party claims, including claims of infringement of intellectual property rights, bodily injury, death, or damage to property, arising out of the acts or omissions of the Bidder/Supplier in the performance of the contract.
- b) The Bidder/Supplier shall be fully responsible for the settlement of such claims, including all expenses, legal and court fees, provided that the liability of the Bidder/Supplier under this clause shall not exceed the total contract value.
- c) The Owner shall promptly notify the Bidder/Supplier of any such claim, provide reasonable assistance at the Bidder/Supplier’s expense, and shall not admit liability or settle the claim without the consent of the Bidder/Supplier.
- d) Final payment to the Bidder/Supplier may be withheld only to the extent of the value of such pending claim(s), until they are satisfactorily resolved

**8. Payment Terms & Conditions:**

- a) The term “Payment” under this contract shall include all payments due to the Contractor for supply of goods under the specific supply Order, but shall exclude Earnest Money Deposit (EMD) and Performance Security which are governed separately.
- b) Payments shall be made directly to the Contractor’s designated bank account, after satisfactory supply/acceptance of goods as per the supply Order, subject to availability of budget and receipt of necessary sanction and FOC from the competent authority.
- c) No advance payment shall be made for supply of required items by the supplier/firm.
- d) Payments shall ordinarily be made within the time period specified in the bidding documents. In case of delay due to procedural or official reasons, no interest shall be payable; however, the Contractor’s legitimate dues shall not be withheld without valid reason.
- e) No recommendation shall be issued by the Procuring Entity for facilitating loans or advances from banks or financial institutions on the basis of the award of work.

**9. Arbitration:**

All disputes arising out of this agreement, which are not otherwise provided for, shall be referred to sole arbitration by a person nominated by the Office of the District Commissioner, Morigaon. The decision of the arbitrator shall be final and binding on both parties.

**10. Notices:**

Any notice, request, or consent relating to this tender shall be in writing and shall be deemed duly given when:

- a) delivered in person to the authorized representative of the party concerned, or
- b) sent by Speed Post or email to the address of the party (Authority or Bidder) as specified in the tender/contract.

**11. Jurisdiction:**

All legal disputes shall fall under the jurisdiction of the Courts of Morigaon District.

**12. Declaration by the Bidder**

I/ We hereby declare that:

- a) I/ We have read and understood the terms and conditions of the registration/empanelment document issued by the Office of the District Commissioner, Morigaon, and agree to abide by them.
- b) All information and documents submitted by me/us are true, genuine, and correct to the best of my/our knowledge and belief.
- c) I/ We have not been blacklisted, debarred, or removed from the list of registered/empanelled suppliers/contractors by any Government department/organization.
- d) I/ We shall promptly inform the procuring entity if any information or document submitted is found to be false, misleading, or changed at a later stage.
- e) I/ We understand that in case of any false information or violation of rules, my/our registration/empanelment is liable to be cancelled and I/We may be debarred from future procurement as per the Assam Public Procurement Act and Rules

Dated Signature of the Bidder  
with Seal

Witnesses:

- 1.
- 2.
- 3.

Sd/-  
District Commissioner,  
Morigaon.

**CHECKLIST FOR PRE- QUALIFICATION**

Following documents are required to be submitted in Proposal for Empanelment.

Sl.	Items to be submitted	Attached at Page No.
1	Covering letter indicating the list of all enclosures.	
2	<b>Annexure-II</b> Original tender document duly filled in, signed and stamped by the bidder or his authorized representative of the bidder with corrigendum/ addendum (if any) as token of acceptance to all clauses. With Annexure- II.	
3	<b>Annexure-III</b> Bid Securing Declaration.	
4	<b>Annexure-IV</b> Attested copies of following a) Registration Certificate/ Trade License/ Inc. Certificate of the Firm/ Company clearly proving Head Office in Assam. b) Latest Income Tax Return (Certificate only). c) PAN and TAN d) GST Registration e) Registration certificate of the firm under Assam Shops & Estt. Act, 1971.	
5	<b>Annexure-V</b> Proof of successfully executing supply contracts to any Central/ State Govt. Organization or a large PSU/ Board etc. Copy of purchase order/ work order/ certificate to be submitted.	
6	<b>Annexure-VI</b> Notarized self- declaration in Non- Judicial Stamp paper that the vendor has not been black listed/ legal suit by any institution of the Central/ State Govt/ Bank/ Financial Institutions/ GST, Income Tax Deptt. & self- declaration stating that there is no pending judicial litigations.	

Signature of Bidder  
Name & Address with seal of the firm.

-----  
(FOR OFFICIAL USE ONLY)

❖ **Bid Accepted for further processing.**

❖ **Bid Rejected**

(Reasons for rejection.....)

-----

**ADDITIONAL INFORMATION**

(to be submitted in a sealed envelope to the O/o The District Commissioner, Morigaon, so as to reach before the last date and time of the closing of the bid)

1. **Name & Address of Bidder :**

---

2. **Permanent Income Tax Account Number (PAN):**

---

3. **Name & Address of Banker of the Bidder:**

---

4. **Business Name and Constitution of the Firm:**

- Sole Proprietorship  
 Partnership Firm (under Indian Partnership Act, 1932)  
 Company (under Indian Companies Act)  
 Others (please specify) \_\_\_\_\_  
     o If not registered under any Act, state names and addresses of all owners:

---

5. **For Partnership Firms only:**

- a. Is the firm registered under the Indian Partnership Act, 1932?  Yes  No  
 b. If yes, does the Partnership Agreement authorize the partner signing this application/tender to refer disputes to arbitration?  Yes  No  
 c. If no, is there a General Power of Attorney executed by all partners authorizing the partner signing to refer disputes to arbitration?  Yes  No

6. **Banning / Debarment Status:**

Has your business dealing been banned, debarred, or blacklisted by any Central/State Government organization?

- No  
 Yes (if yes, provide details) \_\_\_\_\_

---

**Declaration:**

I/We certify that the above information is true and correct. I/We understand that any false information will make me/us liable for removal from the empanelment list and other action as per law.

**Signature of Bidder**

1. Full Name & Address of the Person signing (in Block Letter)
2. Whether signing as Proprietor/ Partner/ duly authorized by company.

**Signature of Witness**

**BID SECURING DECLARATION (IN NON-JUDICIAL STAMP PAPER)**

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a **Bid Securing Declaration** in lieu of Earnest Money Deposit.
2. I/We accept that I/We will automatically be suspended from being eligible for bidding in any contract with the Office of the District Commissioner, Morigaon, for the period of time specified in the bidding documents, if I/We:
  - withdraw or modify my/our bid during the period of bid validity, or
  - fail to sign the contract or fail to submit the required Performance Security after award of contract.
3. I/We know that this declaration shall remain valid for the period specified in the bidding documents.
4. I/We also understand that if I/We am/are debarred from bidding, the procuring entity is not required to notify me/us of the suspension separately.
5. I/We also understand that in case, we derogate, deviate or fail to execute the agreement on successful empanelment, we understand the intender reserves right to debar/ blacklist us from participating in any tender under the department including other penal provisions as per relevant rules.

Signature of Bidder  
(Name & Address with Seal of the firm)

**INCOME TAX RETURN & PAN NUMBER**

Self- attested copies of IT return & PAN number, as required by this Tender Enquiry is being submitted along with this tender as per details given below:

	Remarks
Copy of Latest Income Tax Return.	
Copy of Permanent Account Number	
Copy of TAN number	
Copy of Trade License/ Inc/ Registration Doc.	
GST Registration	
Copy of Certificate of Registration under Assam Shops & Estt Act, 1971.	

Signature of Bidder  
(Name & Address with Seal of the firm)

**ANNEXURE-V**

**Proof of successfully executing supply contracts for at least 3 (three) supply orders to any Central/ State Govt/ PSU/ Board etc in Assam. Copy of Purchase order/ work order/ certificate to be submitted (self- declaration not acceptable).**

Sl. No.	Client	Description of Supply work	Details (If Any)	Work order/ Supply order etc.

Signature of Bidder  
(Name & Address with Seal of the firm)

**UNDERTAKING**

(To be submitted on Rs. 50/- or Rs. 100/- stamp paper)

**Declaration by the Bidder**

I/We \_\_\_\_\_ hereby declare  
that:

1. I/We am/are legally, technically, and financially capable of supplying the requisite items under this empanelment process. I/We have examined the empanelment document, including any amendments/corrigenda issued, the receipt and acceptance of which is confirmed.
2. I/We agree to remain bound by the terms of this empanelment for the period specified by the procuring entity and, if empanelled, for the entire validity of the empanelment.
3. I/We have carefully read and understood all the terms and conditions of the empanelment document and agree to abide by them.
4. I/We accept all clauses, including those relating to payment terms, security deposit, and performance obligations. Any condition contrary to the empanelment terms shall be treated as null and void.
5. I/We hereby declare that I/We have not been debarred, blacklisted, or removed from the list of registered/empanelled suppliers/contractors by any Government entity or authority.
6. I/We further declare that none of my/our relative(s), as defined in the empanelment document, is/are employed in the Office of the District Commissioner, Morigaon.
7. I/We accept that empanelment does not guarantee award of any contract and that allocation of work, if any, shall be made as per the Assam Public Procurement Act, 2017 and Rules, 2020.
8. I/We agree that in the event of any dispute or difference, resolution shall be as per the provisions of the empanelment document and applicable laws.

Signature of Bidder  
(Name & Address with Seal of the firm)