



OFFICE OF THE PRINCIPAL
GAUHATI MEDICAL COLLEGE, GUWAHATI-32
Tele- Fax No. 0361-2132751, E-mail- gmch-asm@nic.in

No. MC/184/Pt/2021/17

Dated Guwahati, the 12th January, 2022

TENDER NOTICE

Sealed tenders affixing court fee stamp of Rs. 8.25/- (Rupees eight and paisa twenty five) only are invited from the experienced Supplier/Contractors/accredited authorized dealer for **supply and installation of Audio Visual Aids** to the various department of the Gauhati Medical College, Guwahati for the year **2022-23**. A **Pre Bid meeting** will be held on **20.01.2022**. Bidders are requested to attend the same positively.

The last date of submission of the tender is **03.02.2022** upto **2:00 P.M.** and the tenders will be opened on the same day at **2:30 P.M.** Bidders are requested to attend the same positively.

All other relevant information and the detailed bid documents are available on website <http://gmchassam.gov.in> and can be viewed from **13.01.2022**. Bidder may also download the bid documents from the dedicated website or may be collected from the office of the undersigned at Narakachal Hilltop, Bhangagarh, Guwahati during the office hours up to **4:00 p.m.** on payment of **Rs. 1000/-** only (Non refundable) by Demand Draft in favour of Principal, Gauhati Medical College, Guwahati.

Prof.(Dr.) A.C.Baishya
Principal
Gauhati Medical College
Guwahati- 32.

Memo. No. MC/184/Pt/2021/17-A
Copy to :

Dated Guwahati, the 12th January' 2022

1. The Director of Information & Public Relation, Dispur, Guwahati-6 for information. He is requested to publish the above notice in local English & Assamese daily.
2. The DME, Assam for uploading in the State Public Procurement Portal.
3. Notice Board, GMC and GMCH, Guwahati-32.

Principal
Gauhati Medical College,
Guwahati- 32.



OFFICE OF THE PRINCIPAL CUM CHIEF UPERINTENDENT
GAUHATI MEDICAL COLLEGE & HOSPITAL, GUWAHATI-32
Tele- Fax No. 0361-2132751, E-mail- gmch-asm@nic.in

TENDER DOCUMENT

Tender Document- Supply and Installation of Audio Visual Aids.

Tender Fee - Rs. 1000/- (Rupees one thousand) only

On behalf of the Principal, Gauhati Medical College, Guwahati, sealed tenders are invited in TWO BID SYSTEM from reputed and experienced suppliers/ contractors/ accredited authorized dealer having experience in similar services (**Audio Visual Aids**) for at least 3 years to any Central/State Govt. organization or a large Public Sector Undertaking/Board/Project Mission or reputed private organization in Assam. Strictly subjects to the Terms & Conditions of the contract as notified in the tender document. The detailed bid documents are available on website <http://gmchassam.gov.in> and can be viewed from01.2022 . Bidder may also download the bid documents from the dedicated website or may be collected from the office of the undersigned at Narakachal Hilltop, Bhangagarh, Guwahati during the office hours up to **4:00 p.m.** on payment of **Rs. 1000/-** only (Non refundable) by Demand Draft in favour of Principal, Gauhati Medical College, Guwahati.

Eligible and interested suppliers/ contractors/accredited authorized dealer may send their Tenders by **03.02.2022 upto 2:00 pm** to the **Office of the Principal, Gauhati Medical College, Guwahati-32.**

Schedule to the Invitation of Tender

1	Tender No	MC/184/Pt/2021
2	Tender Date	13.01.2022
3	Item Description	As per list enclosed
4	Last date and time of submission of tender	03.02.2022
5	Date and time for Opening of Tender	03.02.2022 at 2:30 P.M.
6	Tender fees	Tender fee of Rs. 1000/- only in the form of Demand Draft in favour of the Principal, Gauhati Medical College, Guwahati payable at Guwahati to be submitted in Technical Bid.
7	Service to be Provided	Supply and installation of Audio Visual Aids as per scope of work in the various deptt. of Gauhati Medical College & Gauhati Medical College and Hospital, Guwahati-32.
8	Period/Extension of Contract	Rate contract for one (1) year within a Financial Year from the date of signing the contract
9	Validity of tender offers	180 days from date of opening of prequalification-cum-technical bid.

(Contd-2)



10	Bid security @ 2% (EMD) total estimated value	Rs. 20,000/- only in the form of Demand draft in favour of Principal, Gauhati Medical College, Guwahati.
11	Performance Security total cost of Bid (for Finalized Bidder only)	Rs. 5% of work order value in the form of Demand draft or Bank Guaranty in favour of Principal, Gauhati Medical College, Guwahati covering the warranty period.

IMPORTANT INFORMATION:

The various Department of the Gauhati Medical College, Guwahati under Office of the Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati has a requirement of **Audio Visual Aids** which can be used to make the learning experience more concrete, more realistic and more dynamic for development and quality of upto date education learning for the students and also improve the modern education technique for the faculties.

The Principal, Gauhati Medical College, Guwahati is interested for rate contract in engagement of bidder/(s) of **Audio Visual Aids** for a period of one (1) year within a Financial Year.

1. Scope of Work: following Items along with specifications with 3 year warranty:-

A) PROJECTOR

- Brightness of 4300 Lumens
- WXGA (1280 x 800) Native Resolution
- to 1.79:1 Throw Ratio
- 2x HDMI Inputs
- S-Video, Composite Video, 2x VGA Inputs
- VGA Output for Loop-Through
- Analog Audio Input and Output
- Dual 8-Watt Speakers
- Ethernet and RS-232 Controllable
- VGA Cable and IR Remote Included

B) Screen

Image Diagonal	Image Height	Image Width
184"	90"	160"
193"	94.5"	168"
220"	106"	188"

C) Micro Phone

- Frequency response
- Polar response
- Sensitivity
- Maximum sound pressure level
- Self-noise

D) Collar Mic

E) Laser pen for projector

Contd....3

The order quantity may be based on the requirement of the various deptt. of Principal, Gauhati Medical College Guwahati for the supply and installation of **Audio Visual Aids** shall be delivered at office premise or at concerned deptt. of the Principal, GMC, Narakachal Hill Top, Guwahati-32 free of cost.

2. Eligibility Criteria:

- (a) Having a valid Trade license issued by the Local Municipal Body or GMC.
- (b) Having Permanent Account Number (PAN Card),
- (c) Having GST registration Certificate,
- (d) Having minimum annual turnover of Rs. 20.00 lakh (Certificate of Chartered Accountant declaring annual turnover of the last three years).
- (e) Having experience of at least 3 years providing such services (Supply and Installation) of **Audio Visual Aids** to any Central/State Govt. Organization or a large Public Sector Undertaking/Board/Project Mission or reputed private organization in Assam. Copies of relevant Purchase Order/Work Order to be submitted.
- (f) **Having a functional service center in Guwahati, Assam.**
- (g) **In case of accreditation Dealer having specific Authorization letter from OEM.**
- (h) A notarized self declaration that the vendor has not been black listed/legal suit by the institution of the Central of State Govt./Bank of any financial institution.
- (i) Undertaking to accept Terms and Conditions of the Tender document and to comply with them (on Non- Judicial stamp paper of denomination of Rs. 50/-or Rs. 100/-)
- (j) The bidder shall that the rates quoted are the lowest ones for any institution (Govt. or Private) in the State.
- (k) Product Catalogue, latest printed Company price list and Technical specification of quoted items.
- (l) Separate envelop for both Technical and Price bid, etc.

The bidder must ensure that the documentary proofs to substantiate clauses (a) to (l) above are given in their technical bid otherwise the bid shall not be considered for evaluation.

3. Assessment of proposals :

Proposal received will be assessed by a Technical Committee constituted for the purpose. The Committee will technically evaluate proposals of eligible suppliers/ contractors/ accredited authorized dealer (as per criteria) of the Tender Document. Based on profile & track record. Previous experience in carrying out works of similar nature. Technically qualified bids shall be considered for evaluation financial bid. The Principal, GMC reserves the right to award one or more than one supplier/ contractor for its requirement as per the finalized bidder rates. Terms and conditions and also, to place order for a part item/combination of the quantity offered. The Principal, GMC will award to contract to the Tender whose bid has been determined to be substantially responsive to the tender document and who has offered the lowest Evaluated Tender Price, provided further that the tendered has the capability and the resources to carry out the tender effectively. The contract shall not be **Award merely because the rate quoted is low** but the **competence** of the term in relation to managerial capabilities, sustainability, track record, technical and financial soundness etc. shall be given due consideration and the final decision shall depend all these parameters.

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4. Delivery place & period

The items/article to be supplied and installation at various deptt. of GMC and GMCH, Guwahati-32 within one month from the date of issue of supply order.

5. Other important information :

- (a) Unsatisfactory performance of any bidder in terms of delays, withdrawing from bids on opening of financial bids resulting in re-tendering of job, etc. shall be considered for forfeiture of EMD .
- (b) The application should be complete in all respects. Conditional/incomplete applications are liable to be rejected.
- (c) The Principal, GMC, Guwahati reserves its right not to accept bids from suppliers/contractors resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by the Government Investigation Agencies/Vigilance Cell.
- (d) Consortium of Agencies/Sub-Contract of work is not allowed.
- (e) The Principal, GMC, Guwahati will periodically review the performance of the bidder/(s) based on the quality of services. The Principal, GMC, Guwahati reserves its right to cancel the rate of contract at any time.
- (f) The Principal, GMC, Guwahati will take action as deemed fit in cases of underperformance, forfeiture of Performance security.
- (g) The bidder should make available the offered products, if desired, during evaluation of bids for benchmarking of the application submitted.
- (h) Timely Servicing / rectification of defects during warranty period: After having been notified of the defects / service requirement during warranty period, Seller has to complete the required Service / Rectification within 3 working days time limit.
- (i) Bidder must provide Escalation Matrix of Telephone Numbers for Service Support and also must provide name, phone no., email ID of the staff who is responsible for service support.

6. Tax Deduction at Source:

Payment for the services will be made only after successful completion of work and submission of related reports etc. TDS will be deducted as per rules.

7. Penalty Clause:

5% of the work order value shall be deducted Penalty in case of undue delay in supply and installation of **Audio Visual Aids**.

8. Termination by Default:

The Principal, GMC, Guwahati reserves its right to terminate the contract of any suppliers/ bidders in case of change in the Government procedures or unsatisfactory services.

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9. Force Majeure:

Neither party will be liable in respect of failure to fulfill its obligations if the said failure is entirely due to Acts of God. Governmental restrictions or instructions. Natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act. Labour dispute or any breakdown of machinery/services at agencies premises shall not constitute Force Majeure.

10. General Terms & Conditions :

- i. The Tender Bids containing terms and conditions can be obtained from the Office of the Principal, Gauhati Medical College, Guwahati-32 on a payment of non-refundable Rs. 1,000/- (Rupees one thousand) only in the form of a Demand draft in favour of “ **The Principal, Gauhati Medical College, Guwahati-32** during working hours/working days. Tenders may be sent by registered post/or may be dropped in Tender Box in this office on or before **2.00 p.m on 03.02.2022**. The Office of the Principal, Gauhati Medical College, Guwahati-32 **shall not be responsible for any postal delay or late.**
- ii. **Original tender document shall be duly filled in, signed and stamped by the bidder of his authorized person.**
- iii. **The bidder shall have no right to modify/alter/amend/delete any terms and conditions mentioned in tender document.** Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvas for the work will prejudice the contractor's quotation.
- iv. **Offer will be accepted in Two Separate Sealed envelopes superscripted Financial Bid containing Price Schedule (Annexure -VIII) and Technical Bid containing EMD and other documents respectively (Annexure I to VII).** Both the envelope should be enclosed in a separate sealed envelope superscripted suitably Tender Enquiry. For the supply and Installation of **Audio Visual Aids** addressed to the Principal, GMC, Guwahati-32 with the address of the suppliers/contractors establishment on the bottom left hand side of the cover.
- v. In case the date of opening of tenders is declared a holiday for unexpected reasons, the tenders shall be opened at the same time on the next working day.
- vi. **All documents submitted should be self-attested with seal of the bidder.**
- vii. All pages of the bids including all enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
- viii. Tenders shall be opened in the presence of tenders or their authorized representative if they wish to attend (only 1 representative).
- ix. **In case of nonperformance/ failure to supply & installation by the successful L1 vendor, L2 vendor shall be considered at the L1 rates or so on.**

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11. Financial Bid:

The Financial Bids must be submitted in the prescribed format in the (**Annexure-VIII**) in a separate sealed cover kept inside the main cover. The Financial Bids of those tenders who are found **technically compliant** will be opened on a specified date and time to be intimated to the eligible bidders only. A duly constituted Tender Evaluation Committee will evaluate the Commercial Bids. Overwriting /Erving without signature will not be allowed in the Financial Bids.

12. Rate contract Rule :

- A) Period of rate contract one (1) year within a Financial Year and will be governed as per Assam Public Procurement Rule, 2020.
- B) Price is negotiable during contract term
- C) The price under a rate contract shall be subject to 'price fall in the market for reassessment of rates'.

13. Bid Security (EMD)

- i. Each tender must be accompanied by Bid Security/EMD "in original" for an amount of **Rs. 20,000/- (Rupees twenty thousand only)** in the form of Demand Draft in Favour of "The Principal, Gauhati Medical College, Guwahati-32.

The Principal, GMC, Guwahati-32 EMD should be valid up to 6 months starting from the last date of submission of Tender.

- ii. The Bid Security shall be valid for the period of 180 days
- iii. In case of non-submission of Bid Security, the tender would be rejected without assigning any reason.
- iv. No interest shall be payable by the Indenter on the Bid Security.
- v. The Bid Security is liable to be forfeited if the Bidder withdraws or impairs or derogates the bid in any respect within the period of validity of this offer.
- vi. If the successful Bidder fails to furnish the Performance Security then the Bid Security (EMI) shall be liable to be forfeited.
- vii. EMD of unsuccessful bidders will be refunded.

14. Performance Security

- i. The successful bidder shall furnish Performance Security' for an amount of 5% of work order value to ensure due performance of the contract within fifteen (15) days or earlier from the date of receipt of communication from **the Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32** informing "Acceptance of Bid-.
- ii. The Performance Security shall remain valid for a period of one year within financial year.
- iii. Failure of the bidder to submit the above-mentioned Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
- iv. The Performance Security as mentioned in the sub-para (i) above shall be released on satisfactory completion of all contractual obligations.
- v. The Performance Security shall be furnished in the form of a **Demand** draft or Bank Guarantee in favour of **"the Principal, Gauhati Medical College, Guwahati-32. payable at Guwahati.**
- vi. Performance security will be forfeited in case of failure to comply with contract condition/dissatisfaction services.

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15. Communication Of Acceptance

The successful Bidder on acceptance of his Bid by accepting authority and signing of the contract consisting of the notice inviting Tenders and all the other relevant documents including additional conditions if any forming part of the Bid as issued at the time of invitation of Tenders shall commence with the assignment.

16. Disclaimer:

The near relatives of employees of **the Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32** 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, sons(s), son's wife (daughter-in-law), Daughter(s) and daughter's husband (son-in-law), brother (s) and brother's wife, sister(s) and sister's husband (brother-in-law)
- (c) Their husband and wife.

17. Indemnification

The Bidder/Supplier shall, at its own expense, defend and indemnify the owner against all third party claims.

The Bidder/Supplier shall expeditiously extinguish any such claims and shall have full rights to defend itself there from. The Indenter shall not pay any compensation to a third party resulting from such infringement and the Bidder/Supplier shall be fully responsible for the same including all expenses and court and legal fees.

The Indenter will give notice to the Bidder/Supplier of any such claim without delay, shall provide reasonable assistance to the Bidder/Supplier in disposing of the claim. And shall at no time admit any liability for or express any intent to settle the claim. Final payment to the Bidder/Supplier by the Indenter will not be made while any such suit or claim remains unsettled.

18. Payment Terms and Conditions:

The term 'payment' mentioned in this part includes all types of payment due to the contractor arising on of this contract **excluding Earnest Money and Security Deposit governed by separate clauses of the contract.**

- All payments shall be credited to the bank account of the bidder/(s) subject to availability of Fund after the supply and installation of the specific work order is completed. No interest or penalty would be paid by **the Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32** in case of delay in payment due to official reasons.
- No payment shall be made in advance or that shall any loan from any bank or financial institutions be recommended on the basis of the order of Award of work.

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19. Arbitration

All disputes and differences arising out of, or in any way concerning this agreement (except those the decision whereof is otherwise herein before provided for) shall be referred for sole arbitration by any person to be nominated by the Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32. The award of the arbitrator so appointed shall be final and binding on both the parties.

20. Notices

Any notice, request, or consent sought pursuant to the tender shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed or when sent by speed post, email, or facsimile to such Party i.e. the Indenter or Bidder.

Signature of the Bidder
(Authorized Signatory)

Witnesses: -

1.

2.

Checklist for Pre-Qualification cum Technical Bid

2

Following documents are required to be submitted in the Pre- Qualification cum Technical Bid in a special Envelop. Superscripted “TECHNICAL BID”

Sl No.	Items to be submitted	Yes	No	Remarks
1	Covering letter including the list of all enclosures			
2	Annexure- II Original tender document duly filled in, signed and stamped by the bidder or his authorized representative of the bidder. Additional information			
3	Annexure- III Bid Security (EMD)			
4	Annexure –IV Attested Copies of the following i) Certificate of Chartered Accountant declaring annual turnover (20 lakh) of the last three years. ii) PAN Card. iii) GST registration Certificate. iv) Having a valid Trade license issued by the Local Municipal Body or GMC. v) Having a functional service center in Guwahati, Assam. vi) In case of accreditation Dealer having specific Authorization letter from OEM.			
5	Proof of successfully providing of the similar services (supply and Installation of Audio Visual Aids) i.e certified copies of the work order for providing similar services for any other Govt./Semi Govt. Institutions / Board or Project Mission in Assam in the during last three years along with endorsement from the concerned Institution. Annexure –V			
6	A notarized self declaration that the vendor has not been black listed/legal suit by the institution of the Central of State Govt./Bank of any financial institution. Annexure –VI			
7	Undertaking to accept Terms and Conditions of the Tender document and to comply with them (on Non- Judicial stamp paper of denomination of Rs. 50/-or Rs. 100/-) Annexure –VII			

SIGNATURE OF BIDDER
Name & Office Address with Seal of the firm
Contact details

(FOR OFFICIAL USE ONLY)

Bid (PQB) Accepted for further processing
Bid rejected (Reasons for rejection.....
.....



Technical Compliance sheet

(To be submitted in a sealed envelope to the Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32 so as to reach before the last date and time of the closing of the bid)

- 1. Name of Bidder/Agent:
- 2. Office Address of Bidder/Supplier:
- 3. Permanent Account Number of the bidder :
- 4. Name & Address of Banker of the bidder :
- 5. Following table given below in details:-

Sl. No.	Name of Item	Technical Specification			Technically		Deviation if any	Remarks
					Complied			
					Yes	No		
1	PROJECTOR	• Brightness of 4300 Lumens						
		• WXGA (1280 x 800) Native Resolution						
		• to 1.79:1 Throw Ratio						
		• 2x HDMI Inputs • S-Video, Composite Video, 2x VGA Inputs • VGA Output for Loop-Through • Analog Audio Input and Output • Dual 8-Watt Speakers • Ethernet and RS-232 Controllable • VGA Cable and IR Remote Included						
2	Screen	Image Diagonal	Image Height	Image Width				
		184"	90"	160"				
		193"	94.5"	168"				
3	Micro Phone	• Frequency response • Polar response • Sensitivity • Maximum sound pressure level Self-noise						
4	Collar Mic							
5	Laser pen for projector							

SIGNATURE OF BIDDER
Name & Address with Seal of the firm



ANNEXURE –III

Bid Security (EMD)

Bid Security (EMD) as required by this Tender Enquiry is being submitted in the form of Demand Draft in favour of “**The Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32** payable at Guwahati and duly discharged in its favour in advance
Details of Demand Draft attached:

No.....Dated.....
Drawn on
(Bank).....
Amount.....

SIGNATURE OF BIDDER
Name & Office Address with Seal of the firm

ANNEXURE-IV

Self Attested Copies of Annual Turnover, PAN Number along with following documents
with this tender as details given bellow:-

Requirements	Remarks
Certificate of Chartered Accountant declaring annual turnover (20 Lakh) of the last three years	
Copy of Permanent Account Number (PAN) Card	
Copy of valid Trade license issued by the Local Municipal Body or GMC.	
GST registration Certificate	
Copy of functional service center in Guwahati, Assam.	
Copy of In case of accreditation Dealer having specific Authorization letter from OEM.	

SIGNATURE OF BIDDER
Name & Office Address with Seal of the firm

ANNEXURE-V

(a) Whether any work of Govt. or Semi Govt. Dept. /Board/ Project Mission of Reputed private Organization has been done in previous Year Y/N.....

(b) If yes, furnish full details (along with copy of work order/ agreement etc. with list)

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 the supplier and Installation of **Audio Visual Aids** duly recognized by the Govt. of India/State Govt./Any other reputed Public Institution/Body have examined the above-mentioned tender document including amendment/corrigendum (if any) the receipt of which is hereby confirmed.
2. I/We do hereby offer to supply and installation of **Audio Visual Aids** Services at the prices and rates mentioned in the price bid. **The delivery at “the office of the Principal, Gauhati Medical College, Guwahati” or any Different Dept. of Gauhati Medical College shall be made free of cost at the time specified.**
3. I/We agree to abide by my/our offer for a period of 180 days from the date of opening of the tender
4. I/We have carefully read and understood all the Terms and Conditions of the tender and shall abide by them.
5. I/We agree for the all clauses and payment terms & conditions if this tender enquiry. In case any condition put forth by us is against the terms & conditions of tender. The same shall be treated as to be having no affect what over and that the tender terms & conditions shall only prevail upon such conditions, if any.
6. I/We agree that in the event of any dispute or differences, the decision of the **“Office of the Principal, Gauhati Medical College, Narakachal Hill Top, and Guwahati-32”** shall be final binding on me/us.
7. I/We hereby undertake that none of my relative (s) as defined in Disclaimer Clause (15) is/are employed in **“ Office of the Principal, Gauhati Medical College, Narakachal Hill Top, Guwahati-32”**

SIGNATURE OF BIDDER
Name & Address with Seal of the firm

Financial Bids: (Rate shall be inclusive of transportation, installation, insurance, Warranty charges etc.)

Sl. No.	Name of Items	Specification	Rate per unit without GST	GST in percentage (%)	Total rate with GST
1	PROJECTOR				
2	Screen				
3	Micro Phone				
4	Collar Mic				
5	Laser pen for projector				

N.B.: Warranty period 3 (three) years.

SIGNATURE OF BIDDER
Name & Address with Seal of the firm

Sl. No.	Check List for supply & Installation of Audio Visual Aids	Page No.
	Particulars	
1	2	3
1	Court Fee Stamp of Rs. 8.25/-	
2	Tender Fee of Rs. 1000/- received from GMC.	
3	EMD (Bid Security) Money Rs. 20,000/- Demand draft from Bank	
4	PAN Card from Income Tax department.	
5	GST Registration Certificate from GST, GOI (VALID) and Regular not Provisional	
6	Trade Licence from Local Municipal Body or GMC (VALID)	
7	Certified copies of the work order & Experience proving similar services for any Govt./ Semi Govt./Institutions/Board or Project Mission in Assam in the last three (3) years or in previous year.	
8	3 years Annual turnover (20 lakh) Certificate declaring by Chartered Accountant	
9	Undertaking self declaration to terms and conditions of the tender document (Non-Judicial Stamp Paper 50/- to 100/-)	
10	Notarized self-declaration undertaking for not being blacklisted/ legal suit by the institution of the Central /State Govt./Bank of any financial institution.	
11	Bank details of the firm	
12	Two (2) nos. of Separate seal cover envelop (Technical Bid and Financial Bid)	
13	Original tender document duly filled in, signed and stamped by the bidder or his authorized representative of the bidder.	

N.B.: The bidders are requested only to submit documents mentioned in the above mentioned checklist from 1 to 13.

SIGNATURE OF BIDDER
Name & Address with Seal of the firm