

**TENDER NOTICE**  
**For**  
**Empanelment of suppliers**  
**For**  
**Rate Contract of Stationery & Consumable Items**



**Central Institute of Technology Kokrajhar**

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**SECTION 1 – BID SCHEDULE**

<b>RFP for Empanelment of suppliers for RC of Stationery &amp; Consumable Items</b>		
REF No.	<b>No. CITK/Rate Contract/706/2021/1658;</b>	
REF Date	<b>18.02.2021</b>	
Item Description	<b>“Empanelment of Suppliers for Rate Contract for Procurement of Stationery &amp; Consumable Items”.</b>	
Tender Type	<b>Two Bid System:</b> Tender should be submitted on the schedule with your covering letter in the enclosed form duly signed. Your quotation must be submitted in two envelopes <b>Technical Bid and Commercial Bid</b> superscribing on both the envelopes the tender no. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our <b>Tender No. &amp; Due Date</b>	
Last date & time of submission of Tender	<b>12.03.2021 upto 14:00 hrs</b>	
Place of Submission	Office of the Registrar, CIT Kokrajhar, BTAD, Assam-783370	
Opening Date & Time of tender	<b>12.03.2021 at 14:30 hrs</b>	
Place of Opening Tender	Registrar’s Conference Hall, CIT Kokrajhar, BTAD, Assam-783370	
Tender Fees	Tender Fee of Rs. 1000/- (Rs. One thousand Only) in the form of Demand Draft in the favour of ‘CIT Kokrajhar’ payable at Kokrajhar to be submitted in Technical Bid.	
Earnest Money Deposit	Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten thousand Only) in the form of Demand Draft in the favour of ‘CIT Kokrajhar’ payable at Kokrajhar to be submitted in Technical Bid.	
Any Clarification	Name :	Registrar
	Dept :	Office of the Registrar, CIT Kokrajhar
	Email :	<a href="mailto:registrar@cit.ac.in">registrar@cit.ac.in</a>
	Contact No. :	03661-277143

## SECTION 2 – ELIGIBILITY CRITERIA

1. Enclose copy of Certificate of Incorporation/Registration Certificate of the firm/ Shop & establishment certificate)
2. Enclose copy of valid **GST Registration certificate**.
3. Enclose copy of **PAN CARD** of the firm/organization.
4. Enclose Bidder's Information. **Annexure A1**.
5. The bidder must **not be blacklisted /Suspended** or any service related dispute with any organization/Govt. Organizations/Bank in India or outside India. **Annexure A2**.
6. The bidder should accept RFP Terms & Conditions- **Annexure A3**.
7. The bidder must have experience of supplying similar items to various Government / Semi-Government / PSU during **the previous years**. Enclose copy of purchase orders or completion certificates/invoices – **Annexure A4**.
8. The bidder must have Average Annual Business Turnover of minimum **Rs. 25 lakhs** in the last three financial years **Annexure A5**. (Enclose copy of Audited Annual Accounts with Chartered Accountant certificate for turnover for the last three years).
9. Tender Documents should be duly signed on each page by concerned /competent person of the firm.

## SECTION 3 – INSTRUCTIONS TO BIDDERS

### SUBMISSION OF OFFER:

1. Tender should be put in a Tender Box kept in the Office of the Registrar at CIT Kokrajhar. No tender is to be handed over to our staff personally.
2. Tender must be submitted in Two bid system. Envelop A containing Technical bid and Envelop B contains Commercial bid.
3. The Quotation **MUST BE ENCLOSED IN A SEALED COVER** superscribing Tender number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
4. **PRICE BID MUST BE SUBMITTED IN ENCLOSED PRICE BID FORMAT ONLY.**
5. Tender should be dropped in the tender box kept in the office of concerned Department / Section or to Indenter. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the tender will be accepted and opened on the next working day.
4. Quoting of Price (s): Price quoted should be in Indian Rupees, free delivery at CIT Kokrajhar Campus at site.
5. If Price bid is not quoted in PRICE BID as provided in Tender document then, CIT Kokrajhar will Reject Bid along with forfeiting Earnest Money Deposit.
6. Any bidder currently engaged in litigation with other Organizations, must inform their status in writing.
7. Communication with bidders will be carried out electronically and /or in hard copy. All bidders must provide their current E-mail address.

### CANCELLATION OF TENDER:

1. Notwithstanding anything specified in this tender document, Purchaser / CIT Kokrajhar in his sole discretion, unconditionally and without having to assign any reasons, reserves the rights:
  5. To accept OR reject lowest tender or any other tender or all the tenders.
  6. To accept any tender in full or in part.
  7. To reject the tender offer not confirming to the tender's terms.
  8. To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.

**VALIDITY OF THE OFFER:** 180 Days from the date of submission of offer.

**TRANSFER AND SUBLETTING:** The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

### EVALUATION OF OFFER:

1. CIT Kokrajhar evaluates technical and commercial acceptable offers on landed net Price basis.
2. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:
  - Non- submission of complete offers.
  - Receipt of offers after due date and time and or by email/fax (unless specified otherwise).
  - Receipt of offers in open conditions.
6. In case any **BIDDER** is silent on any clauses mentioned in this tender documents, CIT Kokrajhar shall construe that the **BIDDER** had accepted the clauses as per the invitation to tender no further claim will be entertained.
7. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.
8. In case of two bid system the date and time of Price Bid opening shall be intimated to technically qualifying bidders only.

## SECTION 4 – TERMS AND CONDITIONS

### AWARD OF CONTRACT:

- a) A panel of bidders/suppliers shall be selected for rate contract.
- b) The Empanelled suppliers will be abide by all the Terms & Conditions of the Tender Document.
- c) Empanelment of bidders will be matching L1 rates by L2 bidders.
- d) The qualified suppliers will be empaneled initially for the period of one year and maybe extended further for two years subject to annual revision, if their performance found satisfactory.
- e) The Performance of the empaneled supplier's will be reviewed by committee during contract period and CIT Kokrajhar reserve right to add or delete suppliers in rate contract based on performance if necessary without intimation.
- f) Initially the contract will be awarded for one year, therefore, all the rates quoted should be valid for at least one year.

### EARNEST MONEY DEPOSIT:

1. Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand Only) in the form of Demand Draft in the favour of CIT Kokrajhar' payable at Kokrajhar to be submitted in Technical Bid. Failing which, submitted bid will be rejected.
2. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
3. For successful bidder, **EMD will be converted to security Deposit and will be retained with CIT Kokrajhar till the expiry / termination of rate contract without interest.**
4. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.
5. In case there is loss or damage to the material or unsatisfactory services provided to CIT Kokrajhar by the bidder then such losses will be adjusted from the Security deposit.
6. If the quality of product and service provided is not found satisfactory, CIT Kokrajhar reserves the right to cancel or amend the contract.

### PAYMENT TERMS:

100% Payment will be made within 30 days after submission of bill and acceptance. Payment will be made by RTGS/electronics payment.

### DELIVERY SCHEDULE:

Free delivery at CIT Kokrajhar. Material should supply within 15 days from the date of issue of Purchase order. No availability of the stock should be informed in writing immediately. No part supply will be allowed. Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.

### PENALTY:

Timely delivery is essence of the contract and hence if any consignment be delayed, liquidated damages at the rate 0.5% of the price of the delayed consignment, for each week or part whereof shall be levied and recovered subject to maximum of 5% of total purchase order value.

### FORCE MAJEURE:

Force Majeure will be accepted on adequate proof thereof.

**OTHER TERMS AND CONDITIONS:**

1. The Bidder must supply all the items listed in the Rate contract.
2. Bidder should submit samples of listed items for inspection in CIT Kokrajhar premises and must be supply similar quality material throughout the year as per requirement.
3. Material supply will be quarterly on the basis of requirement of Public Health Office as per rate contract Rates, Terms & Conditions.
4. If supplied material is not as per given brands or sample than material will be not accepted and CIT Kokrajhar will be not responsible for any transport charges or any other claim from supplier.
5. In the event of any dispute over this contract, CIT Kokrajhar's decision shall be final and binding.

**SECTION 5 – COMMERCIAL BID**

**STATIONERY ITEMS**

**\*\* Bidders are directed to quote the rates with reputed brand names only as per specifications mentioned in the table below. Bidders can bid for multiple brands against each item.**

Sl. No	Description of Item	Specification	Unit	Brand	Rate per unit
1	A4 Paper	A4 copier papers 500 sheets per ream (75 GSM)	Per ream		
2	Legal Paper	Copier papers 500 sheets per ream (75 GSM)	Per ream		
3	Royal Executive Bond Paper	100 GSM of A4 size/ 500 sheets	Per ream		
4	A3 paper	2.3 Kg per ream of 500 sheets, 75 GSM	Per ream		
5	A1 paper	75 GSM	Per ream		
6	Art Paper for drawing White colour	Size: 18" x 23"	Per peace		
7	Blotting Paper	Normal Size	Each		
8	Carbon Paper	Size 210mm x 330mm Kores sapphire (small 100 sheets)	Per pkt		
		420mm x 330mm Kores Adler 174 (big 100 sheets)	Per pkt		
9	Carbon Paper Black	Size 210mm x 330mm Kores sapphire (small 100 sheets)	Per pkt		
		420mm x 330mm Kores Adler 174 (big 100 sheets)	Per pkt		
10	Exercise Book (Un Rulled) ¼ DFC size with hard board binding	Exercise Book No-2	Per Book		
		Exercise Book No-3	Per Book		
		Exercise Book No-4	Per Book		
		Exercise Book No-5	Per Book		
		Exercise Book No-6	Per Book		
		Exercise Book No-7	Per Book		
		Exercise Book No-8	Per Book		
		Exercise Book No-10	Per Book		
		Exercise Book No-12	Per Book		



11	Exercise Book (Ruled) ¼ DFC size with hard board binding	Exercise Book No-2	Per Book		
		Exercise Book No-3	Per Book		
		Exercise Book No-4	Per Book		
		Exercise Book No-5	Per Book		
		Exercise Book No-6	Per Book		
		Exercise Book No-7	Per Book		
		Exercise Book No-8	Per Book		
		Exercise Book No-10	Per Book		
		Exercise Book No-12	Per Book		
12	Long Exercise Book	108 pages ruled	Per Book		
		108 pages unruled			
13	Ledger Book	Ledger Book No.-6	Per Book		
		Ledger Book No.-8	Per Book		
		Ledger Book No.-10	Per Book		
		Ledger Book No.-12	Per Book		
		Ledger Book No.-16	Per Book		
		Ledger Book No.-20	Per Book		
		Ledger Book No.-24	Per Book		
		Ledger Book No.-30	Per Book		
14	Journal Register	Register No.-2	Per book		
		Register No.-4	Per book		
		Register No.-6	Per book		
		Register No.-8	Per book		
		Register No.-10	Per book		
		Register No.-12	Per book		
		Register No.-16	Per book		
		Register No.-20	Per book		
		Register No.-24	Per book		
		Register No.-30	Per book		
15	Register Book (Oxford)	Register Book No.-10 size	Per book		
		Register Book No.-12 size	Per book		
		Register Book No.-14 size	Per book		
		Register Book No.-16 size	Per book		
		Register Book No.-18 size	Per book		
		Register Book No.-20 size	Per book		
		Register Book No.-24 size	Per book		
		Register Book No.-30 size	Per book		

16	Register Book	Register Ruled, No-4	Per book		
		Register Ruled, No-6	Per book		
		Register Ruled, No-8	Per book		
		Register Ruled, No-10	Per book		
		Register Ruled, No-12	Per book		
		Register Ruled, No-14	Per book		
		Register Ruled, No-16	Per book		
		Register Ruled, No-18	Per book		
		Register Ruled, No-20	Per book		
		Register Ruled, No-24	Per book		
		Register Ruled, No-26	Per book		
		Register Ruled, No-30	Per book		
17	Stock Register	Stock Register No-6	Per Book		
		Stock Register No-8	Per Book		
		Stock Register No-10	Per Book		
		Stock Register No-12	Per Book		
		Stock Register No-16	Per Book		
		Stock Register No-20	Per Book		
		Stock Register No-24	Per Book		
		Stock Register No-28	Per Book		
Stock Register No-30	Per Book				
18	Student Attendance Register	No.4 containing 4 pages, Size 8x12.5	Per book		
		No.2 containing 4 pages, Size 8" x 12.5"	Per book		
19	Note Sheet Paper	Paper FC size 13.5" x 17.4". 500 sheets	Per ream 70 GSM		
			Per ream 80 GSM		
			Per ream 90 GSM		
20	Arch File	Index File	Each		
21	Auto Clip File	Small Size	Each		
		Big Size			
22	File Board with Cover	14" x 09" size with file board of 5mm thickness hard board of cover cloth binding along with 2 rope cover file with 11 kg pulp board paper	Each		
		Conference File with hard board	Each		

		Plastic PP File	Each		
		Cover file with four side foldable cover	Each		

23	File (Plastic Coated)	Cover file with four side folder cover	Each		
24	Stick File	Standard Size	Each		
25	Tracing Paper	90/100 GSM per Roll	Per Roll		
		60/70 GSM per Roll	Per Roll		
26	Binder Clip	Small size- 32mm	Per packet		
		Big size-			
27	Cello Tap	Transparent white roll, 1" size	Each		
		Transparent white roll, 2" size			
		2" roll size (brown)			
28	Gems Clip	Stainless steel 26mm	Per Pkt		
29	Cello tape machine	Standard size	Each		
30	Calculator	12 Digit HL-122 L (Casio)	Each		
		12 Digit scientific	Each		
		12 Digit CT-521 Citizen	Each		
		12 Digit Engineering, Fx-82A, 82B	Each		
		10 Digit CT-512 Citizen	Each		
31	Correction Pen	Standard Size	Per doz		
32	Correction fluid	Size 15ml	Each		
	CD-R	700 MB Best quality	Each		
33	CD/DVD Plastic Cover	Envelop	Per pkt (100 pcs)		
34	Dustless Chalk Pencil	50 sticks (White)	Per pkt.		
		50 Sticks (Colour)	Per pkt.		
35	Dotpen	Cello Crippler	Per doz		
		Linc Smart GL	Per doz		
		Linc Smart	Per doz		
		Addzel	Per doz		
36	Duster	Green Board Duster with wooden top with cotton felt	Each		

		White Board Duster with plastic top with cotton felt			
37	Dust Cleaner (with handle)	Best quality	Each		
38	DVD-R	4.7 GB Best quality	Each		
39	Envelop (A4 Size) Plastic Coated	12" x 10" size	Per 100		

40	Envelop (Legal Size) Plastic Coated	14" x 10" size	Per 100		
41	Envelop Plastic coated	16" x 12" size	Per 100		
42	Envelop	9" x 4" white or craft paper (best quality)	Per 100		
		10" x 4.5" size (best quality)	Per 100		
		10" x 5" white or craft paper (best quality)	Per 100		
		9" x 4" size (Plastic Coated)	Per 100		
		10" x 4.5" size (Plastic Coated)	Per 100		
		10" x 5" size (plastic laminated)	Per 100		
43	Eraser	Non-dust	Per dozoon		
44	Fevi Gum	200 ml	Per bottle		
45	Fevicol Gum (Liquid)	200 ml	Per bottle		
46	Glue Stick		Each		
47	Guddar	Rubber Band	Per 100 gms		
48	Highlighter Pen	Standard Size	Per packet 10 Pieces		
49	Lock & Key	Brass or Steel made, 20mm, 3 leaver	Per set		
		Brass or Steel made, 30mm, 5 leaver			
		Brass or Steel made, 30mm, 7 leaver			
		Brass or Steel made, 40mm, 7 leaver			

		Brass or Steel made, 50mm, 7 leaver		
		Brass or Steel made, 60mm, 7 leaver		
		Brass or Steel made, 70mm, 7 leaver		
50	Knife	Steel	Each	

51	Marker Pen (For White Board)	Containing 10 pens per pkt.	Per pkt	
52	OHP Marker	Containing 10 pens per pkt.	Per pkt	
53	Paper Weight	Standard size (Best quality)	Each	
54	Permanent Marker	Standard Size	Per packet of 10 pcs	
55	Pen	Ball Pen both side red and white Linc	Each	
		Ball Pen one side 045 Rynolds fine carbure	Each	
		07 T.C. Ball Rotomac	Each	
		Parker Pen	Each	
56	Plastic Sutli	Plastic	Per kg	
57	Push Pin (For Notice Board)	Magnetic Holder Plastic Body	Each	
58	Pen Stand	With 2 pens hold and card holder	Each	
		With pen hold and card holder with dates of plastic material	Each	
59	Punching Machine	Two way punching 280	Each	
		Single hole punching	Each	
60	Punching Machine	Small Hole	Each	
61	Paper Tray Plastic	14" x 11" size	Each	
62	Pencil Battery	Ro3 1.5 Volts battery 1U	Each	
63	Pencil Cutter	Ajanta	Each	
64	Page Marker (Claro 25mm x 75mm)		Per Packet	
65	Paper Weight	Glass Plate	Each	
66	Remote Battery for AC	Eveready	Each	

67	Scale	Plastic 30cm	Each		
		Plastic 60cm	Each		
		Wooden 30cm	Each		
		Wooden 60cm	Each		
68	Stainless Steel Scale	a. 12 inch long	Each		
		b. 24 inch long			
		c. 1 meter long			

69	Scissor	8 Long	Each		
70	Stamp Pad	Big size 90 x 150 mm	Each		
		Small size 51 x 95 mm	Each		
71	Stapler Pin	Contains 1000 pins per pkt. No-10	Per pkt		
		Contains 1000 pins per pkt. No-24/6	Per pkt		
72	Stapler Pin	Contains 1000 pins per pkt. No-23/17	Per pkt		
73	Stapler Machine	Kores No-10	Each		
		Kangaroo No-10			
		Kores No-24/6	Each		
		Kangaroo No.- 24/6			
		Kores No-23/17	Each		
		Kamgaroo No.- 23/17			
74	Stamp Pad Ink	60ml	Per Bottle		
		700ml	Per Bottle		
75	Torch Light	2 Cell capacity of Eveready	Each		
76	Torch Light	3 Cell capacity of Eveready	Each		
77	Tag	9" long both side in mounting	Per 100		
78	Towel	18" x 27" DCM	Each		
		14" x 10" DCM	Each		
79	Thread Roll	Length 300 mtrs of Madura Coats	Each		
80	Thread Ball	100grm per pkt	Each		

81	Triangle Clip	26 mm (Plastic/Steel)	Per pkt		
82	Thread Ball (1 kg)	Pure cotton	Each		
83	Tag (Pure Cotton)	9" long both side in mounting	Per 100 pieces		
84	Wall Clock	Standard Size	Per Piece		

85	Wooden Pencil	2B (Containing 10 pencil per pkt.)	Per pkt.		
		2B (Containing 10 pencil per pkt.)	Per pkt.		
		3B (Containing 10 pencil per pkt.)	Per pkt.		
		4B (Containing 10 pencil per pkt.)	Per pkt.		
		HB (Containing 10 pencil per pkt.)	Per pkt.		
		2HB (Containing 10 pencil per pkt.)	Per pkt.		
		3HB (Containing 10 pencil per pkt.)	Per pkt.		
		4HB (Containing 10 pencil per pkt.)	Per pkt.		
86	Water Sponge	Best quality in plastic Body (Mangal)	Each		
87	Waste paper Basket	Standard Size, Plastic made	Each		
88	Acrylic Cover Notice Board	450 x 600	Each		
		600 X 900			
		600 X 1200			
		900 X 900			
		900 X 1200			
		900 X 1500			
		900 X 1800			
89	Sliding Glass Cover Pin Boards	600 X 900	Each		
		900 X 1200			
		900 X 1500			
		1200 X 1800			
90	Astra Felt/ Fabric Notice Board	300 x 450	Each		
		300 X 600			
		450 X 600			
		450 X 900			
		600 X 600			
		600 X 900			

		600 X 1200			
		600 X 1800			
		900 X 900			
		900 X 1200			

91	Astra Chrome Write Boards	300 x 450	Each		
		300 X 600			
		450 X 600			
		450 X 900			
		600 X 600			
		600 X 900			
		600 X 1200			
		600 X 1800			
		900 X 900			
		900 X 1200			
92	Fabric Magnetic Pin up Notice Boards	600mm x 900mm	Each		
		900mm x 1200mm			
93	Magazine/ Newspaper Stands	650mm x 500mm x 1070mm	Each		
94	Steel Back Key Cabinets	520 X 500 (40 Keys)	Each		
		620 X 500 (50 Keys)			
		620 X 800 (100 Keys)			
95	RFID HF Book Label with 13.56 MHz		Each		
96	RFID HF Card with Frequency 13.56 MHz and glossy finish		Each		
97	Anti theft sticker		Each		
98	RFID Card printer cleaning kit		Each		

**Additional columns/rows may be added if required.**

**Note: Quoted rate should be inclusive of all Taxes & levies.**

Place:

Signature:

Date:

Name:

Office Address:

Affix Rubber Stamp:



**ANNEXURE A1: BIDDER'S INFORMATION**  
(On Company / firm's Letterhead)

**Details of the Bidders:**

1. Name of the Bidder :
2. Address of the Bidder :
3. Status of the Company (Public Ltd. / Pvt. Ltd.) :
4. Details of the Incorporation of the Company : Date:  
  
Ref. Document-
5. GST Registration No. :
6. Permanent Account No. (PAN) :
7. Name & Designation of the Contact :  
person to whom all references shall  
be made regarding this tender
8. Telephone No. (with STD Code) :
9. Email Address of the contact person :
10. Fax No. (with STD Code) :

## ANNEXURE A-2 – DECLARATION REGARDING CLEAN TRACK

Declaration of Clean Track Record (On Company / firm's Letterhead)

To,

Date:

The Registrar  
Central Institute of Technology, Kokrajhar  
BTAD, Assam-783370

Sir/Madam,

**Ref: No. CITK/Rate Contract/706/2021/1658; dt. 18.02.2021 for “Empanelment of Suppliers for Rate Contract for Procurement of Stationery & Consumable Items”**

I/we carefully gone through the Terms & Conditions contained in the above referred RFP. I/we hereby declare that my company / firm is not currently debarred / black listed by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the Bidder)  
Printed Name  
Designation  
Seal

## ANNEXURE A3: DECLARATION FOR ACCEPTANCE OF RFP TERMS AND CONDITIONS

(On Company / firm's Letterhead)

To,

Date:

The Registrar  
Central Institute of Technology, Kokrajhar  
BTAD, Assam-783370

Sir/Madam,

**Ref: No. CITK/Rate Contract/706/2021/1658; dt. 18.02.2021 for “Empanelment of Suppliers for Rate Contract for Procurement of Stationery & Consumable Items”**

I/we carefully gone through the Terms & Conditions as mentioned in the above referred RFP document. I/we declare that all the provisions of this RFP are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

## ANNEXURE A4: CLIENT DETAILS

(On Company / firm's Letterhead)

To,

Date:

The Registrar  
Central Institute of Technology, Kokrajhar  
BTAD, Assam-783370

Sir/Madam,

**Ref: No. CITK/Rate Contract/706/2021/1658; dt. 18.02.2021 for “Empanelment of Suppliers for Rate Contract for Procurement of Stationery & Consumable Items”**

I/we hereby mention following list of our clients where our firm had provided our materials timely and in good condition. (Supported by copy of Purchase orders/work orders for your reference:

Sr. No.	Name of Client	Short Description of Work done	Contact Person & Telephone No.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Encl: As above

**ANNEXURE A5: DECLARATION OF ANNUAL TURNOVER**  
(On Company / firm's Letterhead)

To,

Date:

The Registrar  
Central Institute of Technology, Kokrajhar  
BTAD, Assam-783370

Sir/Madam,

**Ref: No. CITK/Rate Contract/706/2021/1658; dt. 18.02.2021 for “Empanelment of Suppliers for Rate Contract for Procurement of Stationery & Consumable Items”**

1) I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references:

F. Y. 2017-18	F. Y. 2018-19	F. Y. 2019-20

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Encl: As above

## SECTION 7 - CHECKLIST

**The following items must be checked before the Bid is submitted:**

1. Envelope "A"

Demand Draft for Rs. 1000/- (Rs. One thousand only) towards cost of Bid document

Demand Draft for Rs. 10,000/- (Rs. Ten Thousand only) towards Earnest Money Deposit.

Eligibility Criteria Responses (each page duly sealed and signed by the authorized signatory)

Copy of this RFP document duly sealed and signed by the authorized signatory on every page.

Annexure A1 : Bidder's Information

Annexure A2: Declaration Regarding Clean Track by Bidder

Annexure A3: Declaration for Acceptance of RFP Terms and Conditions

Annexure A4: Client's Details

Annexure A5: Declaration of Annual Turnover

2. Envelope "B"

Commercial Bid :

Your quotation must be submitted in two envelopes **Technical Bid (Envelope A)** and **Commercial Bid (Envelope B)** superscribing on both the envelopes the Tender no. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our **Tender No. & Due Date**.