

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR GENERAL OF CIVIL DEFENCE AND
COMMANDANT GENERAL OF HOME GUARDS, ASSAM
BELTOLA, GUWAHATI-781028

No. CG.(Q) 2/2023-24/36

Dated Guwahati, the 6th May, 2023

E-BIDDING DOCUMENT FOR THE SUPPLY OF DRY-RATION COMMODITIES

Notice Inviting E-Tender
INVITATION FOR BIDS (IFB)

1. The **Director General of Civil Defence and Commandant General of Home Guards, Assam ,Beltola ,Guwahati-28** henceforth to be referred as Procuring Entity invites bids in the electronic tendering system from eligible bidders for supply of **Dry-Ration Commodities** to the personnel of ASRF Bn-I, II and AISF Bn-I,II for the **Financial Year 2023-24** as mentioned in Annexure-I . The bid document is available online and bid should be submitted online on the website <https://assamtenders.gov.in>.
2. **Date of release of Invitation for Bids through e-procurement: 06/05/2023**
3. **Tender processing fee: Rs.1,000/-** (non-refundable) should be paid through online mode available in the portal (<https://assamtenders.gov.in>). The bid document can be downloaded free of cost.
4. **Availability of Bid Document and mode of submission:** The bid document is available online and bid should be submitted online on the website: <https://assamtenders.gov.in>. The bidder would be required to register in the website which is free of cost. For submission of bids, the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities (CA). Aspiring bidders who have not obtained the user ID and password for participating in e-tendering may obtain the same from the website: <https://assamtenders.gov.in>. Digital Signature is mandatory to participate in the e-tendering. Bidders already possessing the digital signature issued from authorized CAs can use the same in this tender.
5. **Submission of Original Documents:** The bidders are required to submit- (a)Proof of on-line payment of Tender processing fee(b)Proof of on-line payment of the requisite EMD (Bid Security)/ Original Bank Guarantee (BG) as applicable (c)original Power of Attorney for signing the Bid (d)Original Hard Copy of the technical bid and (e) Samples of


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- Dry-ration Commodities to the **O/o the Director General of Civil Defence and Commandant General of Home Guards, Assam, Beltola, Guwahati-28**, on a date **2(two) working days before the bid submission through the e-tendering system**, either by registered post or by hand, failing which the bids shall be declared non-responsive and summarily rejected.
6. Further, Both Technical Bid and Financial Bid should be uploaded in the official website <https://assamtenders.gov.in>.
 7. Last Date/Time for receipt of bids through e-tendering: **29/05/2023** up to **03:00 PM** and Bid submission start date will be on **12/05/2023** from **10:00 AM**. A hard copy of the Technical Bid properly sealed and affixing a Court Fee of Rs.8.25/-and Samples must be submitted before 2 (two) working days of opening the Technical Bid through the e-tendering system to the **Director General of Civil Defence and Commandant General of Home Guards , Assam , Beltola , Guwahati-28**. In case of any discrepancy between the online bid and the hard copy of the bid, the contents of the bid submitted online shall govern and shall be considered for evaluation.
 8. Online submission of the bid is mandatory for both the Technical and Financial Bids and must be submitted online on the website: <https://assamtenders.gov.in>. However, a hard copy of the **Technical Bid only** affixing Court Fee of Rs.8.25/- must be submitted as mentioned above **two (2) working days before the opening of the technical Bid through the e-tendering system**.
 9. The technical bids will be opened online at the Office of the Director General of Civil Defence & Commandant General of Home Guards, Assam on **29/05/2023** at **04:00PM** by the authorized officers in the presence of bidders' representatives who choose to attend on the specified date and time. If the Office of the Procuring Entity happens to be closed on the date of opening of bid as specified, the bids will be opened on the next working day at the same time and venue. The date & time of opening of the Financial Bid will be intimated to the bidders who have qualified during the evaluation of technical bids.
 10. The bids submitted by the bidders shall remain valid for acceptance for the Financial Year 2023-24.
 11. Other details can be seen in the bidding documents. The Director General of Civil Defence and Commandant General of Home Guards, Assam shall not be held liable for any delays due to system failure beyond its control. Even though the system will attempt to notify the prospective bidders of any bid updates, the Director General of Civil Defence and Commandant General of Home Guards, Assam shall not be liable for any information not received by the prospective bidder. It is



the bidder's responsibility to verify the website for the latest information related to the tender.

12. **Pre-bid Meeting:** A pre-bid meeting will be held at the office of the Director General of Civil Defence and Commandant General of Home Guards, Assam, Beltola, Guwahati-28 on 10/05/2023 at **03:00 PM**. Intending bidders are requested to submit queries, if any, at least two (2) days ahead of the pre-bid meeting.

INSTRUCTIONS TO BIDDER (ITB)

1. Source of Fund: The Director General of Civil Defence and Commandant General of Home Guards, Assam is expected to place indent from different Battalion Commandant for procurement of Dry Ration Commodities for the Financial Year, 2023-24 for which this invitation for Bid is issued.

Throughout these documents, the terms "bid" and "tender" and their derivatives (bidder/ tenderer, bid/ tender, bidding/tendering, etc.) are synonymous.

2. **Eligible Bidders:** The bidder shall be a Dry Ration Supplier/ Authorized Dealer/ Distributor/ Firm of the items for which the bidder offer their bid.
3. **Cost of Bidding:** The bidder shall bear all costs associated with the preparation and submission of its bid, and the Director General of Civil Defence and Commandant General of Home Guards, Assam hereinafter referred to as "Procuring Entity" shall in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
4. **Clarification of Bidding Documents:** The electronic bidding system provides for online clarification on the provisions of the bidding document. A prospective bidder requiring any clarification may notify online the authority inviting the bid. The authority inviting bid will respond to any request(s) for clarification received earlier than **10(ten)** days prior to the deadline for submission of bids. Description of clarification sought and the response of the authority inviting the bid will be uploaded. Please note that clarification not related to this document will not be responded and replied.
5. **Amendment of Bidding Document:**
- Before the deadline for submission of bids, the purchaser may modify the bidding documents by issuing online corrigendum. The corrigendum will appear on the website <https://assamtenders.gov.in> under "Latest Corrigendum" and email notification is also automatically sent to those bidders who have moved this tender to their "My Tenders" area.
 - Any corrigendum/addendum thus issued shall be part of the bidding documents and deemed to have been communicated to all the bidders who have moved this tender to their "My Tenders" area. In case of any addendum/ corrigendum, the system will automatically send e-mails to all bidders who have downloaded the bidding document.



- c) To give prospective bidders reasonable time in which to take an addendum in to account in preparing their bids, the purchaser may extend, as necessary, the deadline for submission of bids.

6. **Preparation of Bids**

- a) All interested bidders are requested to read the bid document carefully before submission of their bid.
- b) **Language Bid:** The bid prepared by the Bidder, as well as documents attached to bid by the bidder and all correspondences relating to the bid exchanged by the Bidder and the Purchaser shall be written in English Language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the Bid, the translation shall govern.
- c) The bid submitted by the Bidder shall be in two parts as mentioned below. The documents and details shall be submitted online on website <https://assamtenders.gov.in>. Details and process of online submission of the tender and relevant documents are given in the website mentioned above. The above are to be submitted in the manner as prescribed below:

(A) **Technical Bid:** Scanned copies of the following documents shall be uploaded on the website <https://assamtenders.gov.in> at the appropriate place:

- i. Signed statement mentioning the legal status, place of registration and principal place of business of the Contractors /Suppliers complete address of the registered office and address for correspondence with Phone number/cell number/ Fax number and E-mail ID.
- ii. A passport-size photograph of the signatory of the bid.
- iii. Audited financial statements for the last 3(three) years (i.e.2019-20, 2020-21 & 2021-22 duly certified by Chartered Accountant.
- iv. Income Tax Return for last three years i.e. 2019-20, 2020-21&2021-22.
- v. GST Registration Certificate.
- vi. Up to date valid Trade License from Municipality/ Mahkuma Parishad / Town Committee as applicable.
- vii. Permanent Account No. (PAN) issued by Income Tax Department.
- viii. Financial Soundness Certificate from Nationalized Bank.
- ix. FSSAI (Food Safety and Standard Authority of India) Registration No. in Assam must be furnished.
- x. Tenderer should have an annual turnover minimum of Rs.200.00 lakhs during the last three years i.e. 2019-20, 2020-21 and 2021-22. Certified copies in this regard from the competent Authority must be submitted.
- xi. The Tenderer should have experience of successful execution of similar supply works with any armed forces like Military/Para Military/ITBP/Police/Home Guards/Assam Rifles/ BSF/CRPF/SSB for similar Food & Ration Items for a minimum value of Rs. 200.00 lakhs during last three years. Certified copies of work order and completion certificate from the concerned Department/ Agency showing proof of such supply works executed must be furnished.

- xii. The tenderers must submit Earnest Money of Rs.25,00,000.00 (Rupees twenty five lakh) only and 50% of the total Earnest Money in case of SC/ST/OBC (on production of authentic certificate) in Online mode / B. G. of any nationalized Bank available in the portal (<https://assamtenders.gov.in>) Copy of the same should be enclosed with the their e-tender for supply of Dry Ration Commodities for the Financial Year 2023-24. Security Money /Earnest Money deposited earlier in connection with earlier tenders if any will not be accepted as Earnest Money for this tender.

Note: Bidders are advised to scan their aforementioned documents at 100 dpi (in Grayscale mode) in "pdf" format for multiple pages with a maximum file size of 25MB.If the number of pages exceeds, the bidders are advised to create multiple files and upload the same in the "Upload Additional Document" stage.

(B) **Financial Bid:** The Financial bid will comprise the Bid Form and the Price Schedule as per the format given in the bidding document .The entry of rates for individual items shall be made by the bidder online. The scanned copy of duly filled up prescribed Bid Form and Price Schedule shall be uploaded on e-procurement portal.

Important: The Bid Form and Price schedule are to be uploaded only in the e-procurement portal, no hard copy is required to be submitted.

Submission of Original Documents: The bidders are required to submit–

- (a) Proof of on-line payment of Tender processing fees
- (b) Proof of on line payment of EMD (Bid Security)/ Original Bank Guarantee (BG) for the requisite amount as applicable
- (c) Original Power of Attorney for signing the Bid,
- (d) Original hard copy of the technical bid,
- (e) Samples of Dry-ration Commodities to the **O/o The Director General of Civil Defence and Commandant General of Home Guards, Assam, Beltola, Guwahati-28**, on a date not later than 2(two) working days before the opening of the technical Bid through the e- tendering system, either by registered post or by hand, failing which the bids shall be declared non-responsive and summarily rejected.

TERMS AND CONDITION

1. No tender will be considered unless accompanied by the documents as required in Notice Inviting e-Tender conditions as mentioned above & will be liable for rejection for non compliance of the conditions.
2. Only one sample should be submitted against each item of Dry Ration. The sample furnished with the hard copy of the e-tender should be sealed with a label mentioning there in (i) The name and address of the tenderer (ii) Name of the item.
3. The rate once quoted will be final and no request for change/ alteration thereto will be entertained thereafter. The rate should be quoted F.O.R. destination (*i.e.* at any place in Assam where the personnel of ASRF Bn-I,II & AISF Bn-I,II have been performing duties) inclusive of packing, transportation, and other ancillary expenses but exclusive of GST. GST will be paid as per actual. The firm that need not pay GST against the item/ items should submit valid documents exempting them from payment of

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GST. If the name of the item is not in the exemption certificate, the GST must be paid.

4. The materials should be supplied in 44 (forty four) locations throughout the State every month as per Annexure-II. The location may be changed and extended if required by the competent authority.
5. Rates quoted will be valid for the Financial Year 2023-24.
6. Once the rate offered is accepted by the Govt. constituted Purchase Board no enhancement will be entertained under any circumstances and the approved tenderer will be liable to supply the item at the approved rate. Failure to supply the item at the accepted rate will entail the offer being cancelled and the Security Money will be forfeited with risk and cost.
7. The Tenderer should also submit an **AFFIDAVIT** regarding their non-blacklisting or debarment by any Govt/ Semi-Govt organization on previous occasions for indulging in illegal, unethical, corrupt etc. practices.
8. Tenderer should clearly upload the scan copy of documents and the rates (net) should be written both in figure and words. There should not be any overwriting, erasure in the rates. In case of overwriting or erasure or any such alteration, the tender shall be rejected outright.
9. The tender which do not fulfil all the terms and conditions of the tender notice will be subject to be rejected without any reference to the tenderer and no correspondence will be entitled.
10. Tenderer(s) are hereby explicitly cautioned that the individuals signing tender(s) must specify the following.
 - a) Whether signing as a sole proprietor of the firm.
 - b) Whether signing as a Registered Active partner of the firm.
 - c) In case of Companies and Registered Firms while signing as Secretary, Manager, Partner, Director or Chairman etc. the signatories should mention the authority under which they are signing for Companies/ Registered Firms. As such a copy of documents in original or attested copy under which such authority is given shall be furnished along with the tender(s) documents uploaded in the website. In the event of a tender being submitted as a partnership Firm, it must be signed by a person holding legally valid documents authorizing him to do so on behalf of the firm and in addition he must furnish attested photo copy of (i) Partnership deed (ii) Deed of Registration of the Firm. Tender submitted by the Company / Corporation must be accompanied by a copy of Memorandum of Association and articles of Association of the set of corporation of the company.

Any change in the constitution of the partnership firm shall forthwith be notified by the Contract or to the Director General of Civil Defence & Commandant General of Home Guards, Beltola, Guwahati-28, Assam for information.
11. Tenders must be accompanied by all required documents. The successful/approved tenderer/ Tenderers will have to complete the supply of the dry ration commodities within 1st week of every month on receipt of indent from the respective Commandants of Battalions and supply the same as per location mentioned in the indent and obtain the proper receipt on the challan from the concerned Officers of concern Battalions. The Commandants of the concerned Battalions will submit bills along with Challan, Indent and Committee Proceedings of each location of supply to

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the Director General of Civil Defence and Commandant General of Home Guards, Assam for payment. The payment will be made as and when fund will be available from the Govt.

12. The approved supplier will have to furnish **Security Deposit @10%** of the total approved tendered value of the item contracted for in the shape of Demand Draft/Fixed Deposit Receipt/Banker's Cheque or Bank Guarantee duly pledged in favour of Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati-28 and execute a **Deed of Agreement** in non-Judicial Stamp paper of the denomination applicable for the purpose. They will have to furnish 5(five) sets of counter sample of the approved sample of each item.
13. The approved suppliers must conform to the approved sample/ samples as prescribed by the Director General of Civil Defence and Commandant General of Home Guards, Assam. In case the supplies do not strictly conform with the approved sample/samples and are not made in the stipulated time, the same will not be accepted and security money will be forfeited and will be deposited to the Govt. cancelling the deed of agreement for the whole year.
14. Quantity of Dry Ration commodities will be indicated in the monthly indent of respective Commandants of the Battalions.
15. Ration of inferior quality considered sub-standard by the ration committee of Units concerned will be rejected for replacement. All rejected items will have to be removed by the contractor forth with at his/their own expenses and no compensation to that effect will be entertained.
16. The detailed procedure for submission of online Bid Security/EMD and online tender processing fees is enclosed at **Annexure-III**. Bid submitted without Bid Security/EMD and online tender processing fees shall not be entertained. The EMD of the successful bidder shall be retained till completion of the works and shall not carry any interest. The Bid security/EMD of unsuccessful bidders will be refunded/returned within T+ 4 bank working days where T will mean the date on which information on rejection of bid is uploaded in the e- procurement portal by the Procuring Entity.
17. Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati-28 / Purchase Board, does not bind himself/themselves to accept the lowest rate and reserves the right to reject any or all the tenders without assigning any reason thereof. The decision of the purchase Board/DGCD & CGHG, Assam will be final and binding in this regard.
18. Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati-28/Purchase Board, may accept or reject the sample submitted irrespective of specification mentioned.
19. Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati-28 reserves the right not to place any order even after execution/acceptance on the formal contract agreement and for which no claim or compensation whatsoever will be entertained.
20. Rejected/unapproved sample will be returned to the tenderers who shall lift them at their own expense within 21(twenty one) days from the date of issue of notice to that effect. In case, the rejected samples are not

- lifted as above within the stipulated time the Department shall not be responsible for any loss or damage.
21. No Advance Payment will be made to the approved supplier. Payment will be made subject to the satisfactory supply of all the intended items of dry ration and availability of fund/ceiling.
 22. The bills should be submitted to the Director General of Civil Defence & Commandant General of Home Guards, Beltola, Guwahati-28, Assam in triplicate along with delivery Challan, Indent, Committee Proceeding etc.
 23. No representation/Correspondence whatsoever in regard to the tender will be entertained after the submission of tender(s).
 24. The tenderer(s) are here by cautioned that every clause of the tender notice above, should be strictly followed, failing which, tender will be liable for rejection forthwith.
 25. Risk of transportation will be borne by the tenderer themselves.
 26. The Security Deposit of the approved tenderer will normally be returned after satisfactory/successful completion of contractual obligation or at end of the Financial Year 2023-24.

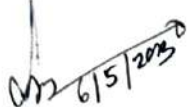
Sd/-
(K. V. SINGH DEO, IPS)
Director General, CD
and
Commandant General HGs, ASSAM

Memo No. CG. (Q)2/2023-24/36-A,

Dated Guwahati the 6th May, 2023

Copy forwarded to:

1. The Director of Information and Public Relation, Dispur for favour of information and necessary action.
2. The Secretary to the Govt. of Assam, Home and Political Department, Dispur, Guwahati for favour of information.
3. The Senior Technical Director & SIO, NIC, Dispur, Ghy-6 for favour of kind information and necessary action. He is requested to publish this Notice Inviting E-tender through the procurement portal <https://assamtenders.gov.in>
4. The Office Notice Board.
5. P/C Bhuban Saikia, I/C Website of Directorate of Civil Defence and Home Guards, Assam for information. He is directed to upload the above Dry Ration tender on the official website <https://dgcd.assam.gov.in>.


(J. BORAH)
Senior Staff Officer (A)
Cum
Nodal Officer

FORMAT OF PRICE SCHEDULE

Name of the Bidder/ Bidding Firm / Company:

PRICE

SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

S1. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder (Exclusive of GST) in Rs. P	GST Rate	TOTAL AMOUNT Including GST in Rs. P	TOTAL AMOUNT In Words
1	Rice (Aijong) Best Quality	100.00	Kg				
2	Atta (Super)	100.00	Kg				
3	Sugar	100.00	Kg				
4	Salt (Iodized)	100.00	Kg				
5	Dal						
5.01	Masur (Small) best quality	100.00	Kg				
5.02	Arahar (best quality)	100.00	Kg				
5.03	Moong (best quality)	100.00	Kg				
5.04	Channa (best quality)	100.00	Kg				
6	Tea Leaf (CTC Blend)	100.00	Kg				
7	Mustard Oil (Agmark) like Dhara / Engine / Fortune etc.	1.00	Ltr				
8	Vegetable Ghee (Agmark) like Ruchi/Tulsi/Banaspati etc.	1.00	Ltr/ Kg				
9	Match Box (10 nos. in box)	1.00	Box				
Total in Figures							
Quoted Rate in Words							

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Annexure- I

Sl.	Name of the Item	Unit-Rate
1	Rice(Aijong)Best Quality	Per 100Kg
2	Atta (Super)	Per 100Kg
3	Sugar	Per 100Kg
4	Salt (Iodized)	Per 100Kg
5	Dal	
	(a)Masur (Small) Best quality	Per 100Kg
	(b)Arahar (Best quality)	Per 100Kg
	(c)Moong(Best quality)	Per 100Kg
	(d)Channa (Best quality)	Per 100Kg
6	TeaLeaf (CTCBlend)	Per 100Kg
7	Mustard Oil(Agmark) like Dhara/ Engine/ Fortune etc.	PerLtr.
8	VegetableGhee (Agmark) like Ruchi/Tulsi/Vanaspati etc.	PerLtrs. / Kg
9	Match Box(10 nos. in box)	Per Box


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LIST OF LOCATIONS

ASRFBN-I, Barjhar, Nalbari	
1	Bn HQ, Barjhar
2	DGCD Office, Beltola, Guwahati
3	"B" Coy Kokrajhar
4	"C" Coy Bongaon (Boko), Kamrup (R)
5	"D" Coy Bangaigaon
6	"E" Coy Rani, Kamrup (R)
7	"F" Coy Gouripur, Dhubri (R)
8	"F" Coy South Salmara
9	"G" Coy Goalpara
ASRFBN-II, Karagaon, Karbi-Anglong	
1	Bn HQ, Karagaon, Karbi-Anglong
2	"A" Coy Dibrugarh
3	"B" Coy Golaghat
4	"C" Coy Goralia, Guwahati
5	"D" Coy Dhula, Mangaldoi, Darrang
6	"E" Coy Dergaon
7	"F" Coy Dispur Police Station
8	"G" Coy Nazira, Sivasagar
9	Platoon No-5 Langkaijan
AISEBN-I, Bahbari, Tezpur	
1	Bn HQ, Bahbari, Tezpur
2	"A" Coy Pln. No-2 &3, NRL
3	"B" Coy Pannery P/S
4	"C" Coy Balipara RLY Station
5	"C" Coy Pln-9 Powergrid, Balipara
6	"D" Coy Pln-10 IOCL Noonmati
7	"D" Coy Pln No.11 & 12 , CTI Panikhaiti
8	"D" Coy O/o the DGCD & CGHG, Assam, Beltola, Guwahati-28
9	"E" Coy Dudhnoi Rly
10	"E" Coy Pl. No. 13 Sonapur
11	"E" Coy Pl. No. 14 Bamunigaon RLY
12	"E" Coy Pln. No. 15 Bagaribari
13	"E" Coy. SEC Jogighopa
14	"E" Coy. Krishnai, Golapara
15	"F" Coy. Gohpur, Biswanath
16	"F" Coy. Pln. No-18 , P/ Grid BNC
17	"H" Coy. Srikona P/ Grid, Silchar
18	"H" Coy. Pln-24 Dewan TE, Silchar
19	Alphs Geo, Teok, Jorhat

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AISEBN-II, Chabua, Dibrugarh

1	"A" Coy Oil india Ltd., Madhuting, Duliajan
2	"C" Coy Indian Oil Corporatin Ltd.(AOD), Digboi.
3	"F" Coy Margherita T.E. Tinsukia
4	"G" Coy Bordubi T.E. Tinsukia
5	"H" Coy BCPL, Lakwa, Sivsagar
6	DGCD Office, Beltola, Guwahati
7	Bn HQ, Niz-Chabua, Dibrugarh

The location may be changed/ extended if necessary as required by the authority

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PROCEDURE FOR ONLINE SUBMISSION OF TENDER PROCESSING FEES AND BID SECURITY/EMD

The Government of Assam is pleased to prescribe the following procedure to be adopted for deposit of Tender Processing Fees and Bid security/EMD related to e-procurement of the All Administrative Departments of the Government of Assam and their subordinate Directorates/offices/Agencies etc. (including institutions receiving grants-in-aids from Government of Assam)

I. Payment procedure:

- a) Bidder shall login to <https://assamtenders.gov.in> using his/her login ID and password.
- b) At the time of bid submission process, bidder shall initiate payment of pre-defined Tender Processing Fees &/or Bid security/EMD for that tender by selecting "Pay online" option, and choose payment option as SBI Bank.
- c) After accepting Terms & conditions, system will redirect to **State Bank Multi Option Payment system (SBMOPS)** to choose mode of online payment from either of the following payment mode:

Option 1: **Internet banking** from state Bank of India (SBI) or any other Banks listed at SBMOPS on <http://assamtenders.gov.in>;

Option 2: **NEFT/RTGS** in case of offline payment from any Bank.

d) Option 1: Internet banking from any Banks listed at (SBMOPS);

Step I: After selecting the desired Bank for online fund transfer under Net Banking section at SBMOPS on e-procurement portal, bidder shall be redirected to the login page of the selected Bank to complete the payment procedure.

Step II: Bidder shall receive a confirmation message regarding success/failure of the transaction.

Step III: If the transaction is successful, system will allow that bidder to submit his/her bid.

Step IV: If the transaction is failure, the bidder shall have to try again for payment from step-I.

e) Option 2: NEFT/RTGS in case of offline payment from any Bank;

Step I: After selecting the NEFT/RTGS option under other payment Mode section at SBMOPS on e- Procurement portal, the bidder shall get NEFT/RTGS form with beneficiary details.

Step II: Bidder has to transfer fund according to the information available in the system generated NEFT/RTGS form under his/her login against any particular tender. Transfer of fund to any other account details will not be considered.

Step III: Once payment is made, the bidder should go back to e-procurement portal (<https://assamtenders.gov.in>) after sufficient time (generally 4 hours after actual transaction) to reflect the NEFT/RTGS information from the issuer Bank to e-procurement portal, in order to verify the payment made and complete the bidding process.

Step IV: If verification is successful, the system will provide confirmation and allow to submit the bid.

Step V: If the payment verification is unsuccessful even after sufficient time has elapsed, it indicates that the transaction has failed in which case the amount will be returned to the source account from where it was debited,

II. Refund/Settlement process:

- a) E-Procurement portal of Government of Assam has five stages (for two cover system) after bid submission closing i.e. Technical opening, Technical Evaluation, Financial opening, Financial Evaluation and Award of contract (AOC). After completion of every stage, Tender Inviting Authority (TIA) will declare the status



of every participated bidder as successful or unsuccessful. Every unsuccessful bidder will get back his/her EMD within T+4 Bank working days where T will mean the date on which information on rejection of bid is uploaded in the e-Procurement portal by the TIA.

In any other methods, whenever TIA rejects any bidder and uploads the reason for rejecting online, every unsuccessful bidder will get back his/her EMD within T+4 Bank working days.

b) If TIA forfeit any bidder's EMD on the same day of rejection, that amount will be transferred to specified treasury head for Government Departments and to the specific Bank account provided by the State PSU/Autonomous Body/Local Body, etc.

c) After submission of performance Bank Guarantee (PBG), if applicable, by the Selected Bidder/Bidders, TIA will upload the Award of Contract (AOC) on <https://assamtenders.gov.in>. EMD submitted by the Selected Bidder/Bidders shall also be refunded within T+4 Bank working days.

III. Accounting and Monitoring process:

- a) After opening of any Tender, TIA will be able to get the details of online transactions related to that particular Tender (through the MIS report generated on <https://assamtenders.gov.in>).
- b) The Nodal officers of the Finance Department, Government of Assam will be able to fetch all online fund transfer related information from e-procurement portal for the tenders already opened by the respective TIAs.
- c) State Bank of India, as the aggregator Bank, will also submit all transaction related to the Nodal Officer of the Finance Department, Government of Assam, while maintaining the transparency and spirit of the online bidding process.

A handwritten signature in blue ink, followed by the date '6/5/20' written in black ink.