

ANNEXURE-II

General Terms and Conditions:

1. The Tender should bear a court fee stamp of Rs. 8.25 (Rupees Eight and paise twenty-five) only to be affixed in the Tender without which no Tender will be considered for acceptance.
2. The Tender document should be in two separate envelopes marked with TECHNICAL BID & FINANCIAL BID.
3. The Tender should be accompanied with up-to-date attested copy of valid Registration Certificate as marked with "Technical Bid" in the Envelope.
 - a). GST Registration Certificate.
 - b). Pan Card Copy for Firm/Proprietor.
 - c). Proof of Last 7(Seven) Year experience documents.
 - d). Copy of COP/any other License.
 - e). Address Proof document (Rent Agreement/Registration Paper etc)
 - f). Cancel Cheque (Printed of Firm Name)
 - g). Certificate from Bank for Current Account Maintaining.
 - h). Copy of Work order of related work i.e Filling of GST Returns & e-TDS Returns and Generation of Form 16 & Form 16A of State Government only.
 - i). Proof of Deductees (Acknowledgement copy) from last 3 Financial year with Minimum of 15000 deductees per year.
 - j). Completion Certificate of work from respective departments.
4. The Past Experience should be (7 Years) of similar nature or Work Order.
5. The Firm should have its Registered office in Guwahati only.
6. The Proof of deductees should be of the State Government work only, no other department's acknowledgment will be accepted.
7. The Completion Certificate should be of Similar type of work and from Minimum 5 State Government department with experience of minimum 3 years from each department will only be accepted.
8. Firm should quote their rates and amount in figures as well as in words in separate envelope marked with Financial Bid.
9. Rate should be quoted in per year basis, excluding taxes as applicable.
10. Payment will be made yearly after receiving FOC from the Govt.
11. Firm must furnish their active contact number for further communication in Technical Bid.
12. Firm should quote rate in their own letter head.
13. No advance payment will be made.
14. No proposal shall be entertained in joint venture/Consortium.
15. Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outright.
16. All rights are reserved with the Directorate for Selection and Cancellation of Tender. The Directorate is not bound to Select Lowest bidder.

Director,
Science & Technology, Assam