

NATIONAL AYUSH MISSION, ASSAM

EXPRESSION OF INTEREST (EOI)

FOR

COMPREHENSIVE COMMUNICATION MANAGEMENT AND OUTREACH ACTIVITIES

Issue of EOI Documents: 02/02/2023 to 22/02/2023
Last date for submission of the EOI: 22/02/2023 up-to 3:00 PM

**National AYUSH Mission, Assam
2nd Floor, Saikia Commercial Complex, G.S Road
Christian Basti, Sri Nagar Path, Guwahati - 05
E-mail: namassam15@gmail.com**

SCHEDULE OF EOI PROCESS

Events	Date
Date of Advertisement	02/02/2023
Availability of EOI Documents	02/02/2023 to 22/02/2023
Pre Bid Meeting	03:00 pm 09/02/2023
Due Date / last date for submission of EOI	22/02/2023 up-to 3:00 PM
Opening of Technical Bids	23/02/2023 at 03.00 PM
Address for communication	National AYUSH Mission, Assam 2 nd Floor, Saikia Commercial Complex, G.S Road Christian Basti, Sri Nagar Path, Guwahati - 05



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GOVT. OF ASSAM

OFFICE OF THE NATIONAL AYUSH MISSION, ASSAM

Saikia Commercial Complex, Christian Basti, Guwahati - 05

E-mail: namassam15@gmail.com

No: NAM/Empanelment of Printer/2019/71/Pt/

Date: /02/2023

NOTICE INVITING REQUEST FOR EXPRESSION OF INTEREST (EOI)

For EMPANELMENT OF BIDDERS

National AYUSH Mission, Assam invites Technical Bids from eligible intending Agencies affixing non-refundable court fee stamp of Rs.8.25/- (Rupees Eight and Twenty Five Paise only) for Comprehensive Communication Management and Outreach Activities under National AYUSH Mission Assam.

The terms and conditions and details of bids will be available in the EOI documents which can be obtained from office of the National AYUSH Mission, Assam 2nd Floor, Saikia Commercial Complex, G.S Road Christian Basti, Sri Nagar Path, Guwahati – 05 w.e.f. **02/02/2023** to **22/02/2023** during office hours. An amount of **Rs.1000.00** (Rupees One Thousand Only) is to be paid as **EOI Document Fee** (non-refundable) for obtaining EOI documents in the form of Demand Draft drawn on any Nationalized/ Scheduled Bank of India in favour of “**State AYUSH Society, Assam**” payable at Guwahati along with bid documents.

Last date for submission of EOI:

22/02/2023 up to 3:00 PM

Opening of Technical Bids:

23/02/2023 at 12.00 Noon

Director AYUSH &
Member Secretary (EB)
State AYUSH Society

National AYUSH Mission, Assam

Memo No: NAM/Empanelment of Printer/2019/71/Pt/

Date: /02/2023

1. The Principal Secretary to the Govt. of Assam, Health & FW Department, Dispur, Guwahati-6 for kind information.
2. The Director of Information & Public Relations, Assam, Dispur, Guwahati-6. He is requested to publish the above notice in at least one leading daily English newspaper and one leading Assamese daily newspaper published from Guwahati.
3. The Notice Board of this Office.

Director AYUSH &
Member Secretary (EB)
State AYUSH Society
National AYUSH Mission, Assam

Background:

National AYUSH Mission, Assam invites EOI from eligible intending bidders for Comprehensive Communication Management and Outreach Activities.

Taking into consideration the complex needs in furtherance of its mandate, National AYUSH Mission, Assam intends to empanel technically competent, experience and financially sound agencies for handling its IEC Communication Needs and Outreach Activities. The services of the agencies will be mainly utilized for creative designing, production, promotion & publicity, printing, media release, outreach activities and other allied works.

Term of Contract: The term of Contract will be for a period of 2 (two) years from the date of empanelment. The National AYUSH Mission, Assam reserves the right to accept or reject any or all the technical bids.

1. SCOPE OF WORK

a) Conceptualization and designing of various creative for

GROUP-A: Print Items (Graphics Designing, Poster, Leaflets, Books, Handbooks, Flex Printing, Standee, Hoardings Etc.)

GROUP-B: Designing Outdoor Branding, Road-Shows, Exhibitions, Events Management & Digital & Social Media and other collaterals.

b) Conceptualization and production of Radio spots, Television Commercials and other Audio-Visuals as may be required from time to time.

c) Release of Advertisement in Newspapers, TV & Radio as may be required from time to time.

d) To co-ordinate and liaison with Media Houses for various PR activities/services as may be required from time to time.

e) To manage the Social Media Channels of National AYUSH Mission, Assam.

f) To provide outdoor sites viz., hoarding, standees, banners, gates, bus branding, wall painting, etc.

g) Printing of Handbooks, Leaflets, Posters, Flex for Hoarding/Banners/Standees or any other print/production works.

h) Management of Various outreach activities held by or participated in by National AYUSH Mission, Assam.

i) Preparation of Graphics with design to be displayed at LED Panel.

SI No.	Eligibility Criteria	Documents required
1	Should be a registered Printing Press /Agency/Firms/Production House	Attested/notarized copy of valid certificate of DICC/ competent authority.
2	GST Registration, PAN, Labour License and Trade License. (As applicable)	Attested/notarized copy of valid certificate
3	The firm/press should have establishment in Assam	Attested copy of Trade License from competent authority with updated validity
4	Should have experience of printing of Poster/ Brochure/Flip Chart /Booklet/Register/Flex Banner Leaflets/Installation of Hoarding/ Designing /producing creative audio spots/Jingles/AV spots/short film/documentaries.	Attested/notarized copies of at least Five orders/contracts executed for Government organizations during the last Five financial years with completion certificate of similar work.
5	Should have valid GST Registration	Attested/notarized copy of GST Registration Certificate.
6	Should have a PAN Card	Attested copy of the PAN card in the name of the proprietor/Printing press.
7	Should have cleared all Taxes relating to sale of goods/products	Attested/notarized copy of up to date GST/Sales Tax clearance certificate of last financial Year 2021-2022
8	Should have an average annual turnover of at least Rs 50.00Lakhs during the last 3 financial years.	Average annual turnover statement of last 3 financial years 2019-20, 2020-21, 2021-22certified by a Chartered Accountant/ Auditor, in the prescribed format (Annexure-II) for printing works only. This is to be supported by attested/notarized copy of financial statement i.e. "Balance sheet" & "Profit & loss statement" of the financial year 2019-20, 2020-21, 2021-22
9	List of Machineries	Attested copy
10	List of employee	Attested copy
11	Any other information, which may be useful in the process of evaluation.	Supporting documents which is useful for evaluation.

2. ELIGIBILITY CRITERIA:

- a. The bidder can either be an individual/company/firm/agencies registered as per Indian Law (Registered Certificate to be enclosed).
- b. The Bidder should have valid (i) GST Registration (ii) PAN (iii) Labour License and (iv) Trade License. (As applicable)
- c. The Bidder must have a fully functional office and factory in Guwahati for last one year. Valid address Proof to be submitted along with EOI.
- d. Minimum average turnover shall be of Rs. 50 lakhs during the last three Financial Years (2019-20, 2020-21 and 2021-22). Bidder shall be turn over certificate duly signed by CA along with the EOI.
- e. The Bidder must have sufficient skilled manpower and infrastructure. Details to be submitted along with the EOI.
- f. The Bidder must have minimum 3 (three) years of proven experience in creative, advertisement, PR, Social Media, Production of TVC, AV & Radio Sports, events management and promotion & publicity services. Documentary evidence to be submitted along with EOI. (As applicable) for Group-B). Work order, Completion certificate and Performance certificate should be enclosed.
- g. The bidder must have experience of executing at least one IEC campaign during the last three years for any Government Agency/Department/PSUs Documentary evidence to be submitted along with EOI (As applicable) for Group-B).
- h. The bidder must also have experience of having executed minimum two projects successfully during last three (3) years on comprehensive communication management for any Government Agency/Department/PSUs. Documentary evidence to be submitted EOI for Group-B).
- i. The bidder should have empanelled with minimum three (3) years Government Agencies/Department/PSUs during last 3 years. Documentary evidence to be submitted with EOI for Group-B).
- j. Bidder should not have been debarred/blacklist by any State Government or Central Government or their instrumentalities. There should not be any criminal case pending before any court of competent jurisdiction. A self-declaration certificate to this effect must be submitted along with the EOI.

3. GENERAL CONDITIONS

- (I) The complete e-tender documents may be obtained from the website- sppp.assam.gov.in and <http://am.gov.in> and <http://ayush.assam.gov.in>. The Demand Draft for Tender Fee of Rs.1000, EMD of Rs. **30,000** and Court Fee Stamp (Rs.8.25)/IPO (Rs.10.00) are to be submitted along with the hardcopy of technical bid to the O/O of the Director of AYUSH, Assam, Saikia Commercial Complex, Shrinagar Path, Christian Basti, G S Road, Guwahati-781005, Assam on or before the last date and time of submission of the tender.
- (II) All tenders must be accompanied by Earnest Money Deposit as specified in the relevant clause of the bid document.
- (III) Tenders will be opened in the presence of bidders / authorized representatives who choose to attend on the specified date and time as stipulated in the bid document.
- (IV) At any time prior to the date of submission of tender, the Tender Inviting Authority may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document by an amendment. All prospective bidders who have received the tender document will be notified of the amendment and that will be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid, Tender Inviting Authority may at its discretion, extend the date and time for submission of tenders.
- (V) Interested eligible bidders may obtain further information from the office of the Tender Inviting Authority.

4. TERMS AND CONDITIONS:

- a) This EOI is not offer and is issued with no commitment. National AYUSH Mission, Assam reserves the right to withdraw the EOI and change or vary any part thereof at any stage and also reserves the right to disqualify any bidder at any stage and also reserves the right to disqualify any bidder at any stage.
- b) National AYUSH Mission, Assam reserves the right to withdraw this EOI if it determines that such action is in the best interest of the National AYUSH Mission, Assam.
- c) Neither the bidder nor any of the bidder's representative shall have any claims whatsoever against the National AYUSH Mission, Assam or any of their respective officials, agents or employees arising out of or relating to this EOI or these procedures (other than those arising under a definite service agreement with the bidder in accordance with the terms thereof).

- d) Bidders, those are found to canvas, influence or attempt to influence in any manner the qualification or selection process, by offering bribes or other illegal gratification shall be disqualified from the process at any stage.
- e) An amount of Rs. 30,000/- (Rupees Ten thousand only) will have to be deposited in the form of demand Draft drawn on any nationalized/schedule bank of India in favour of "State AYUSH Society, Assam" payable at Guwahati as EMD with the technical bid.
- f) EMD of unsuccessful bidders shall be released immediately on finalization of the bid/tender on application of the parties.

5. BID SUBMISSION:

- a) Bidders must submit their bid in sealed envelopes super-scribed 'Technical Bid for Comprehensive Communication Management and Outreach Activities' and addressed to the Director cum Member Secretary (EB), National AYUSH Mission, Assam. The name, address with mobile no of the bidder should be written legibly on the sealed envelope.
- b) **Technical Bid** should contain
 - I. One indexed checklist of the submitted documents in the bid.
 - II. Court fee stamp of Rs. 8.25 affixed
 - III. EMD in the form of DD/BD
 - IV. Self-attested copies of valid Certificate of Incorporation/Partnership deed (Notarized)/ Society Registration/ Proprietorship declaration (Notarized), Trade License, Labour License, PAN, GSTIN and MSME Registration (as applicable).
 - V. Office address proof.
 - VI. Agency Profile with Manpower & Infrastructure Details (organogram).
 - VII. Proof of Turnover for last 3 financial years audited and certified by Chartered Accountant.
 - VIII. Documentary evidence of past 3 years work experienced in the form of Work Orders/Contract/Completion Certificate/Experience Certificate and samples/photographs of work done like Creatives/TVCs/Radio Spots/Banner/Hoarding/Standees/Social media etc.
 - IX. Documentary evidence of IEC Campaign.
 - X. Documentary evidence of Comprehensive Communication Management and Outreach Activities.
 - XI. Copies of Empanelment Letters.
 - XII. Self - declaration certificate for non-blacklisting (Notarized).
 - XIII. The bidder must submit copy of complete EOI Document with sign and seal of bidder on each page.
 - XIV. The bidder must sign and affix seal on every page of submitted documents.

6. VALIDITY OF BID:

Bids shall remain valid for acceptance for a period of **90** days after opening of Technical Bid i.e. Cover 'A'. Bids with shorter validity shall be rejected. Tender Inviting Authority may solicit bidders consent for an extension of validity period. A bidder may refuse extension request without forfeiting their EMD.

7. VALIDITY OF OFFER OF SUCCESSFUL BIDDER:

The validity of offer of the successful bidder shall be at least **two** years from the date of finalization of the order and the successful bidder will be bound to supply the items at agreed rates and terms during this period.

8. ACCEPTANCE OF TENDER:

(i) Tender Evaluation

Tenders will be evaluated with reference to technical and commercial parameters to determine the technically qualified bidders. Price bids of technically qualified bidders will be evaluated separately with reference to the quoted rates for each item. Conditional discounts shall not be taken into account for price comparison. The bidder quoting the lowest price in a particular item shall be ranked as L1 bidder of that item.

(ii) Right to Reject Tender

Tender Inviting Authority reserves the right to accept the tender or to reject the tender for all items or for any one or more of the items tendered at any point of time without assigning any reason.

(iii) Tender Acceptance

The acceptance of the tenders will be communicated to the successful bidder in writing.

(iv) Agreement

The successful bidder shall execute an agreement in the format at **Annexure III** on a non-judicial stamp paper of the value of Rs. 100 (stamp duty to be paid by the bidder) within 10 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted or within 10 days from the date of issue of order

9. Earnest money Deposit:

- a) The EMD of the unsuccessful bidders will be returned within **30** days after the finalization of the tender.
- b) The EMD of the successful bidders will be returned within **30** days from the date of furnishing security deposit amounting to 5% of the order value.

10. NON ASSIGNMENT OR SUB- LETTING:

The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons, whatsoever.

11. COMMUNICATION:

All notices or communications relating to or arising out of the agreement or any of the terms thereof shall be considered duly served on or given to the bidder if install to him or left at his premises, places of business or abode.

12. ANNULMENT OF AWARD, FORFEITURE OF SECURITY DEPOSIT & FRESH AWARD:

Failure of the successful bidder to comply with the requirements of signing of agreement and / or submission of security deposit within the time schedule as stipulated above shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security/EMD. Under such a situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstance. In case it is decided to go for the next lowest bidder, negotiation may be considered to bring down their price nearer to the originally evaluated lowest bid.

13. SUPPLY CONDITIONS:

a. Work Order:

Work orders will be placed on the successful bidder at the discretion of the Tender Inviting Authority, during the validity period of **Two** years.

b. Specifications and Quality

The items installed/supplied by the successful bidder shall be of the best quality and shall comply with specifications, stipulations and conditions specified at **Annexure-V**

c. Terms and Conditions:

1) Hoardings will be variable in nature i.e one message will be replaced by another as and when ordered by the National Health Mission Director, Assam

2) The firm should specify the cost of installation of the hoardings including maintenance charges for 6 months. There is no necessity to show installation and maintenance charges separately. No additional payment will be made for transportation.

3) The message for printing will be supplied by the NHM Directorate. The responsibility for collecting the soft copy of the design will lie on the firms. The hoardings will be the property of NHM and the hoardings will be maintained by the firm for **two** years from the date of installation.

4) The selected firm/s (for item 2), within 15 days of receipt of work order, shall be required to submit performance Security deposit of 10 per cent of the order value in the form of Performance Bank Guarantee in favour of the Mission Director valid for a period of 2 years. The Bank Guarantee shall be returned on satisfactory completion of the work, on request. However, if the bidder fails to execute the order or fails to perform the services as per agreed terms of contract, in addition to other penal actions, the Bank Guarantee shall be en-cashed & the amount be forfeited.

5) Security deposit will be forfeited for non-performance and that too without prejudice to other legal action.

6) As the maintenance of the hoardings will be the responsibility of the firm, they will be liable for all legal consequences arising out of bad maintenance of the hoardings.

7) If the hoardings are damaged because of storm or any other natural calamity or for any other reasons, the hoardings will be restored by the firm without any additional cost.

8) All permissions required from any government, private agency shall be obtained by the firm concerned and no extra payment will be made. Any rent paid for this purpose will be the sole responsibility of the agency.

9) Municipality taxes, as applicable, will be paid by the agency.

d. Delivery Period

Unless otherwise specified, the hoardings should be installed and flex delivered as per the period mentioned in the work order.

e. Penalty for Delayed Delivery

l. In case there is delay in installation/delivery beyond the stipulated period as mentioned in the work order, there shall be penal deduction @ 0.5 per cent of the value of the delayed items per week of delay or part thereof subject to a maximum of 10 per cent of the total order value

II. Once the maximum price reduction is reached, termination of the contract may be considered. Non-compliance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years, in addition to forfeiture of Security Deposit and other penal actions.

14. Alternative work order

If the successful Bidder fails to execute the order within the stipulated time, the Tender Inviting Authority will be at liberty to make alternative arrangements for purchase of the items for which the purchase orders have been placed, from any other source or from the open market, at the risk and cost of the agency. The excess expenditure over and above the ordered price incurred by the tender inviting authority will be recovered from the successful bidder. This would be in addition to any other penalties including forfeiture of security deposit.

15. FORCE MAJUERE

The above conditions of installation/delivery period, price reduction & termination etc. are subject to force majeure conditions which are beyond the control of the agency, do not involve fault or negligence of the agency and are not anticipated. Such events may include but are not limited to riots, mutinies, war, fire, storm, tempest, flood, earthquakes, epidemics, or other exceptional causes like quarantine restrictions, freight embargoes. On specific request made by the bidder the time period of installation/delivery may be extended by the tender inviting authority at his discretion for such period as may be considered reasonable. However, the condition shall not include scarcity of raw materials, power cut, labour dispute, failure of sub-vendor and increase in cost of raw material.

16. FRAUD & CORRUPTION:

The bidders, agencies & contractors shall observe the highest standard of ethics during bidding and during performance of the contract. For the purposes of this provision, the following acts shall be considered as corrupt and / or fraudulent practices -

1. "Corrupt Practice" means offering, giving, receiving, or soliciting directly or indirectly, of anything of value to influence the action of an official in the procurement process or in contract execution.
2. "Fraudulent Practice" means misrepresentation or omission of facts in execution of contract.
3. "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive level.

4. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or in execution of a contract.

During the process of evaluation of a bid or proposal for award of a contract, if it is detected that a bidder directly or through agent has engaged in corrupt, fraudulent, collusive or coercive practice in competing for the contract in question, then a) the bid shall be rejected and b) declare the firm ineligible for a specific period or indefinitely to participate in a bidding process. However, if any such practice is detected at any subsequent stage or during execution of the contract, the Tender Inviting Authority will exercise the right to cancel the contract and make suitable alternative arrangement at the risk and cost of such offending bidder.

17. PAYMENT PROVISIONS

- A. Payments towards the supply of items will be made strictly as per rules, terms & conditions of the Tender Inviting Authority. All payments shall be made by electronic clearance mode or by way of Crossed A/C Payee Cheque drawn in favour of the agency.
- B. On completion of supplies of ordered quantities bills/ Invoices should be raised in triplicate in the name of the Tender Inviting Authority with address.
- C. If at any time during the period of contract, the price of tendered items is reduced or brought down by any law or Act of the Central or State Government or by the Bidder himself, the Bidder shall be bound to inform Tender Inviting Authority immediately about such reduction in the contracted prices. Tender Inviting Authority is empowered to unilaterally effect such reduction as is necessary in rates in case the Bidder fails to notify or fails to agree to such reduction in rates.
- D. Any Tax/Duties levied by Govt. during the tenure of the contract will be effected on the contract price.

18. NON CONFORMANCE, TERMINATION & PENALTIES

- A. If the items do not conform to specifications, the same shall be change by the agency at the agency's cost within a period of 30 days of the receipt of the letter/notice from the Tender Inviting Authority. If the agency fails to change the items within the stipulated time, the Tender Inviting Authority will have the right to reject such ITEMS NOT CONFORMING TO SPECIFICATIONS. The decision of the Tender Inviting Authority or any officer authorized by him on the quality of the items supplied shall be final and binding.
- B. In case of installation/delivery of inferior products or products not conforming to specifications, the Tender Inviting Authority will be at liberty to terminate without assigning any reasons thereof the contract either wholly or in part on 30 days notice. The agency will not be entitled for any compensation whatsoever in respect of such termination.

- C. For infringement of the stipulations of the contract or for other justifiable reasons, the contract may be terminated by the Tender Inviting Authority, and the agency shall be liable for all losses sustained by the Tender Inviting Authority, in consequence of the termination which may be recovered personally from the agency or from his properties, as per rules.
- D. Non performance of any of the contract provisions will disqualify a firm to participate in tenders issued by the Tender Inviting Authority for the next five years.
- E. In the event of making ALTERNATIVE PURCHASE, the agency will be imposed penalty apart from forfeiture of Security Deposit. The excess expenditure over and above contracted prices incurred by the Tender Inviting Authority in making such purchases from any other source or from the open market shall be recovered from the Security Deposit or from any other money due to the agency and in the event of such amount being insufficient, the balance will be recovered personally from the agency or from his properties, as per rules.
- F. In all the above conditions, the decision of the Tender Inviting Authority shall be final and binding.

19. ARBITRATION

Any dispute whatsoever in any way arising out of or relating to the contract shall be referred to arbitration of the Mission Director, National Health Mission, Assam or to the sole arbitration of some person nominated by him. There shall be no objection if the arbitrator so appointed happens to be an employee of National Health Mission, Assam. The award of the arbitrator shall be final, conclusive and binding on all parties.

20. SAVING CLAUSE

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

21. LAWS GOVERNING THE CONTRACT & JURISDICTION

The contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Court within the city of Guwahati only.

22. BID EVALUATION:

- a) Bids will be opened initially as per prescribed schedule and evaluated for technical eligibility.

- b) Only those bidders scoring minimum 70% and above in technical evaluation will be declared responsive and eligible.
- c) No conditional bid will be accepted.
- d) Technical evaluation will be made on basis of the following criteria

Sl.	Technical Evaluation Criteria	Marks
1	Agency Profile	10
2	Empanelment with Government Agencies/Department/PSUs in last 3 years a) 3 nos of empanelment-10 marks b) 4 nos of Empanelment-15 marks c) 5 & above 5 nos of empanelment-20 marks	20
3	Compliance with all legal documentation	10
4	Performance and Quality of the accomplished job	20
5	Experience of IEC campaign a) 1 assignment-10 marks b) 2 assignment -15 marks c) 3 assignment & above- 20 marks	20
6	Experience of Comprehensive Communication Management and Outreach Activities. a) 2 assignmment-10 marks b) 3 assignment-15 marks c) 4 & above assignment-20 marks	20
	Total	100

23. Selection:

The NGOs/ agencies would be selected on merit of the technical evaluation criteria.

Director of AYUSH cum MS
(EB)
State AYUSH Society, Assam

Particulars/Details of the Agency

Sl. No.	PARTICULARS	Information
1.	Name of the Agency	
2.	Addresses of the Agency	
3.	Head Office address (with Phone No. Email id.)	
4.	Branch office address (with Phone No. Email id.)	
5.	Date of establishment of the Agency	
6.	Mention the date of each branch office since when existed at existing place (if any)	
7.	Permanent Account Number (PAN)	
8.	Agency Registration No. (as applicable)	
9.	Agency GST Registration No. (as applicable)	
10.	Labour licence (as applicable)	
11.	Trade license (as applicable)	
12.	No. of staff of the Organization a) Administrative/Managerial b) Supporting staff c) Others	
13.	Empanelment with Government Agencies/Department/PSUs in last 3 years	
14.	Self-declaration certificate for non blacklisting	
15.	Turnover of the Organization in last three years	
16.	Experience of IEC Campaign	
17.	Experience of Comprehensive Communication Management and Outreach Activities	

***Supporting Documents required to be submitted along with this Form**

Seal & Signature

ANNUAL TURNOVER STATEMENT OF THE BIDDER

The Annual Turnover of M/s _____ for the past three years are given below and certified that the statement are true and correct.

Sl No.	Year	Turnover in Lakhs
1.	2019-20	
2.	2020-21	
3.	2031-22	
Total		- Rs. _____ Lakhs

Seal & Signature of Chartered
Accountant/Auditor

Check List

Sl. No	Cover A	Yes	No
1	Court fee Stamp affixed		
2	Applied for (please ✓)	Group A <input type="checkbox"/>	Group B <input type="checkbox"/> Both <input type="checkbox"/>
2	Tender Fee of Rs. 1000.00 by DD/Banker's Cheque in favour of " State AYUSH Society, Assam		
3	Attested copy of certificate of registration of Firm/Company/Society by Competent authority		
3	Attested copy of Trade License from competent authority with updated validity		
5	Attested/notarized copies of at least two orders/contracts total value of which should be of not less than Rs. 50.00 Lakhs executed for Government organizations during the last three financial years 2019-20, 2020-21, 2021-22 for hoarding Installation /hiring.		
6	Attested/notarized copy of VAT Registration Certificate.		
7	Attested copy of the PAN card in the name of the proprietor/Printing press.		
8	Attested/notarized copy of up to date GST/Services Tax/Sales Tax clearance certificate with up-to-date validity.		
9	Average annual turnover statement of last 3 financial years certified by a Chartered Accountant/ Auditor, in the		

	prescribed format (Annexure-I) along with the financial statements of 2019-20, 2020-21, 2021-22		
10	Under taking as per Annexure-I		
11	EMD in the form of DD/Banker's cheque		
12	Supporting documents which is useful for evaluation.		

Form of Agreement

THIS CONTRACT AGREEMENT is made

This day of month..... Year.....

BETWEEN

(1) Name and Address of the Purchaser:

(2) Name and Address of the Agency:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [insert: brief description of goods and services] and has accepted a bid by the Agency for the supply of those goods and services in the sum of [insert: contract price in words and figures] (hereinafter called "the Contract Price")

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Agency, and each shall be read and constructed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Special Conditions of Contract
 - (c) General Conditions of Contract

(d) Technical Requirements (including Technical Specifications)

(e) The Agency's bid and original Price Schedules

(f) The Purchaser's Notification of Award

(g) [Add here: **any other documents**]

3. In consideration of the payments to be made by the Purchaser to the Agency as hereinafter mentioned, the Agency hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Purchaser hereby covenants to pay the Agency in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Purchaser

Signed: _____

In the capacity of [insert: **title or other appropriate designation**]

In the presence of _____

For and on behalf of the agency

Signed: _____

In the capacity of [insert: **title or other appropriate designation**]

In the presence of _____