

Tender Notice for Signage Boards

The Office of the Accountant General (Audit), Assam invites quotations from reputed/registered firms/agencies for the fabrication and installation of **02 signage boards** for this office.

1. Scope of Work

- I. Fabrication and installation of two (02) signage boards as per specifications mentioned in **Annexure-II**.
- II. The work shall comply with all terms and conditions mentioned in clause 2. **Terms & Conditions**.
- III. **Annexure-I** must be duly filled and submitted on the firm's letterhead along with the bid.

2. Terms & Conditions

- I. **Bid Validity:**
 - o Bids shall remain valid for **180 days** from the last date of submission.
- II. **Eligibility:**
 - o Firms must be registered locally in Assam (Guwahati region) and submit proof of registration.
 - o Firms must have **minimum 3 years of experience** in providing similar services (attach work orders/AMC).
 - o Firms that have been blacklisted by any government department or public sector undertaking are not eligible.
- III. **Contract Execution:**
 - o The contractor shall indemnify the office against any claims, losses, or damages arising due to breach of contract, negligence, or wrongful acts by contractor personnel.
 - o Contractors shall ensure character verification of all deployed personnel via police authorities.
 - o Any defect or delay in execution may attract penalties or contract termination at the discretion of the competent authority.
 - o If the contractor fails to provide the signage boards, the office reserves the right to procure them from alternate sources at the contractor's cost.
 - o
- IV. **Payment:**
 - o Payments shall be made via e-payment upon satisfactory completion of the work. 100% payment will be paid within 10 days from the completion of the entire work.
 - o Applicable deductions such as Income Tax, GST, or other statutory deductions will be made as per law.
- V. **Delivery Timeline:** The signage boards should be delivered and installed within 15 days from the date of receipt of this Work Order. The work should be executed in compliance with all applicable laws and safety regulations. Any delay in the installation will attract a penalty of 2% of the Contract Value.
- VI. **Warranty and Maintenance:** The signage boards should come with a warranty of One Year for any defects in materials or workmanship covering post-installation maintenance support for 1 Year.

VII. **Termination Clause:**

- The Office of the Accountant General (Audit), Assam reserves the right to **terminate the contract at any time** without prior notice or assigning any reason.

3. Submission Instructions

1. Bids must be submitted **on GeM portal** by the specified date. The office may extend the submission deadline if necessary.
2. Filled Annexure-I along with the bid should be submitted in the prescribed format.



**Sr. Deputy Accountant General
Office of the Accountant General (Audit), Assam**

ANNEXURE-I: Bidder Information & Undertaking

S. No.	Particulars	Details to be filled by Bidder
1	Full Name of the Firm	
2	Registered Address	
3	Telephone / Mobile No. (O)	
4	PAN / TIN No.	
5	GST No.	
6	Blacklisted by any Govt./PSU? (Yes/No)	
7	Experience of 3 years in similar work (Attach Work Orders/AMC) (Yes/No)	

Undertaking

1. I/We have read and understood all terms & conditions and undertake to comply with them.
2. Rates quoted are valid for the entire contract period and are the lowest quoted elsewhere in India.
3. I/We undertake to provide services as per Tender Notice instructions.

Authorized Signatory: _____

Name & Designation: _____

Date: _____

Place: _____

Office Seal: _____

Documents to be Submitted by the Bidders:

1. Filled Annexure-I (Bidder Information & Undertaking) on the firm's letterhead, duly signed and sealed.
2. Proof of Firm Registration showing local registration in Assam (Guwahati region).
3. PAN Card copy of the firm.
4. GST Registration Certificate copy.
5. Documents showing minimum 3 years' experience in similar work (Work orders / completion certificates / AMC copies.)
6. Undertaking regarding non-blacklisting by any Government Department/PSU.
7. Bidder Annual Turnover documents of last 3 years.

Non-submission of any of the above-mentioned mandatory documents, incomplete information, unsigned Annexure-I, or failure to furnish valid supporting certificates (including registration proof, GST, PAN, and experience documents) shall render the bid summarily rejected and the bidder shall be disqualified from further technical and financial evaluation. No request for submission of missing documents after the due date of bid submission shall be entertained by the Office of the Accountant General (Audit), Assam.

ANNEXURE-II: Signage Board Specifications & Details

Sl. No.	Location of Board	Size (Inches)	Qty.	Background Colour/ Finish type	Border Colour	Text Colour	Font / Language	Remarks
1	Officers' Residential complex, Indian Audit and Accounts Service, Jatia, Hatigaon-781006	36X72	1	Black(#000000) /Matte finish	Brass (#E1C16E)	Brass (#E1C16E)	English: Arial Bold; Regional Language: State Std; Hindi: Kruti Dev Bold	Logo of CAG as per New Logo
2	Employees Residential Complex, Beharbari, Beltola-781029	60X144	1	Black(#000000) /Matte finish	Brass (#E1C16E)	Brass (#E1C16E)	English: Arial Bold; Regional Language: State Std; Hindi: Kruti Dev Bold	Logo of CAG as per New Logo



Comptroller and Auditor General of India
Chartered Accountants
Department of Public Accounts

COMPTROLLER AND AUDITOR GENERAL OF INDIA

कर्यादादी आजासिक ढेइद, वेहराबरादी, बेलतला-781029

कर्मचारी आवासीय परिसर, बेहारबाड़ी, बेलतला-781029

Employees' Residential Complex, Beharbari, Beltola-781029



सुप्रीम कोर्ट अडॉर अकॉउंट्स ऑफ इंडिया
संघीयतातील अडॉर अकॉउंट्स
Dedicated to Truth in Public Interest

COMPTROLLER AND AUDITOR GENERAL OF INDIA

आन्नामिक त्रैहृद, त्रारतीय ह्रिटाप पत्ररररर आरु ह्रिटाप त्रैरा वरररर, ह्रतीगॉँड, त्रुराहती-781006
आवारीय पररर, भारतीय त्रैखारपरीखार एवं त्रैखार त्रैरा अधरकररी, ह्रतीगॉँव, गुवाराती-781006
Residential Complex, Indian Audit & Accounts Service Officers, Hatigaon, Guwahati-781006

Instructions to Bidders:

- Fonts and sizes proportional to board dimensions.
- Logos and inscriptions must follow specifications strictly.
- Ensure durability, visibility, and installation safety.

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	23-02-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	23-02-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Comptroller And Auditor General (cag) Of India
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	Official Web Site Of Accountants General, Assam
कार्यालय का नाम/Office Name	Ag(au) Assam
कुल मात्रा/Total Quantity	2
वस्तु श्रेणी /Item Category	Signage Board (V4) (Q3)
मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का)/OEM Average Turnover (Last 3 Years)	1 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Past Performance,Bidder Turnover,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकर्ता द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकर्ता को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
विगत प्रदर्शन /Past Performance	80 %
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
अनुमानित बिड मूल्य /Estimated Bid Value	112000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	4

(a). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Pay and Accounts officer
Office of the Accountant General (A&E), Assam
(Pao)

UIN Number NCTGC2415P

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई खरीद वरीयता/MII Purchase Preference

एमआईआई खरीद वरीयता/MII Purchase Preference	No
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	25

1. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered in the bid {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts and delivery acceptance certificates like CRAC to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.
2. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
3. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents

submitted.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 80% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

Signage Board (V4) (2 pieces)

तकनीकी विशिष्टियाँ / Technical Specifications

* जेम केटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
STANDARDS	Type of Signage Board	Non-illuminated Signage Board
	Lighting Option in Signage Board	Without Lighting
	Material of Signage Board	ACP (Aluminium Composite Panel), Stainless Steel (SS)
	Thickness of Signage board Material	3 mm, 5 mm, 8 mm, 10 mm, 12 mm
	Frame Material	Stainless Steel (SS)
	Mounting Type	Wall Mounted
	Length of the Signage Board (in Feet)	6.1 feet to 8 feet
	Width of the Signage Board (in Feet)	1 feet to 3 feet

Additional Specification Parameters - Signage Board (V4) (2 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Location 1: Residential complex, Indian Audit and Accounts Service Officers, Hatigaon, Guwahati -781006	36*72 (size in inches)
Employees' Residential Complex, Beharbari, Beltola-781029	60*144 (size in inches)

* Bidders offering must also comply with the additional specification parameters mentioned above.

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

4. Generic

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

5. Scope of Supply

Scope of supply (Bid price to include all cost components) : Supply Installation Testing and Commissioning of Goods

6. Turnover

Bidder Turn Over Criteria: The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

7. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

8. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

9. Past Project Experience

The Bidder / OEM {themselves or through reseller(s)}, should have executed project for supply and installation / commissioning of same or similar Category Products during preceding 3 financial years (i.e. current year and three previous financial years) as on opening of bid, as per following criteria:

- (i) Single order of at least 35% of estimated bid value; or
- (ii) Two orders of at least 20% each of estimated bid value; or
- (iii) Three orders of at least 15% each of estimated bid value.

Satisfactory Performance certificate issued by respective Buyer Organization for the above Orders should be uploaded with bid. In case of bunch bids, the Category related to primary product having highest bid value should meet this criterion

10. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

PAO, O/o the A.G. (A&E), Assam.
payable at
Guwahati

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

11. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working

Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

यह बिड सामान्य शर्तों के अंतर्गत भी शासित है /This Bid is also governed by the General Terms and Conditions

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---