



**Tender for supply and installation of Microsoft Windows 11 Pro (perpetual license) on Desktop/Laptop PC, at Assam Electricity Grid Corporation Ltd.**

**Bid No. AEGCL/MD/T&C/OS/14/08/11/2024/2 Dated: 24/01/2025**

Assam Electricity Grid Corporation Limited  
 1<sup>ST</sup> FLOOR, BIJULEE BHAWAN, PALTAN BAZAR, GUWAHATI-01.

Website: [www.aegcl.co.in](http://www.aegcl.co.in)

Email: [infosec@aecgl.co.in](mailto:infosec@aecgl.co.in)

**Key Dates:**

<b>Tender Start Date:</b>	<b>17:00 Hrs of 24/01/2025</b>
<b>Tender Query End Date:</b>	<b>12:00 Hrs of 30/01/2025</b>
<b>Tender Submission Start Date:</b>	<b>12:00 Hrs of 04/02/2025</b>
<b>Tender End Date:</b>	<b>12:00 Hrs of 10/02/2025</b>
<b>Tender Opening date:</b>	<b>12:00 Hrs of 13/02/2025</b>

The tender document can be downloaded from AEGCL’s website [www.aegcl.co.in](http://www.aegcl.co.in) and from <https://assamtenders.gov.in>.

Tender Document Fees-Rs 1000/-

EMD: Rs 30,000/-

Tender Inviting Authority

Sd/-

Chief General Manager (T&C and Communication),  
 AEGCL

**INSTRUCTION TO BIDDERS**

The Tender shall be submitted in accordance with these instructions, as under.

**1. Abbreviations:**

Throughout this tender document, the word/ term:

- a. "AEGCL" means Assam Electricity Grid Corporation Ltd.
- b. "day" means Calendar Day.
- c. "working day" means Monday to Friday/Saturday in week.
- d. "tender" means tender number AEGCL/MD/T&C/OS/14/08/11/2024/2
- e. If context so requires, "singular" means "plural" and vice versa.
- f. "EMD" means Earnest Money Deposit.
- g. "Purchaser" and "Employer" means Assam Electricity Grid Corporation Ltd.
- h. "Bid" means the document and financial details submitted by bidder.
- i. "Bidder" means the eligible and qualified Original Equipment Manufacturers / Authorized Distributors/ Authorized Dealers/Firm/Retailer.
- j. "OEM" means Original Equipment Manufacturer.
- k. "MAF" means Manufacturer's Authorization Form.

**2. Eligible Bidder:**

- a. The bidder must be a firm/OEM/Authorised Distributor/reseller etc. Minimum eligibility criteria and Technical cum functional specification are mentioned in Annexure-I and Annexure-II respectively.
- b. The Bidder has to submit **OEM Authorization Certificate or MAF** in respect of this tender only on the OEM letterhead. The Bidder should enclose Authorization from OEM mentioning the bid reference number mentioned in the bid document.
- c. Financial Capability: The average annual turnover of the bidder for the last three financial years(FY:2021-2022,2022-2023,2023-2024) should be at minimum **Rs. 10 Lakhs**. The bidder must submit certified copy of the same by competent authority.
- d. General Criteria: The bidder must have experience of IT works like supplying of Antivirus/OS/software, etc. in the last five (5) years. Copy of previous work orders must be submitted in the technical bid.
- e. Specific Criteria: The bidder must have at least (3) years of experience in supply and installation of IT equipments/software in any Govt. Department or PSU. In this regard, the bidder shall submit at least 3(three) copies of previous supply orders in support of his/her experience in the technical bid.
- f. **Rates**: Rates quoted for the items should be FOR AEGCL, on **DOOR DELIVERY basis as per the site location mentioned in sites of installation**.
- g. **Validity of Bid**: Quoted rates must be valid for **180 days** from the last date of submission of tender.
- h. **Brands/Manufacturers**: Microsoft Windows 11 Pro (ESD Lifetime Licence).

- i. **Literature a must:** All the bids must be supported by the printed technical leaflet/literature and the specifications mentioned in the bids must be reflected/supported by such printed technical leaflet/literature. The product and specifications quoted should invariably be highlighted in the leaflet/literature for easy reference.

**3. Bill of Materials:**

SI. NO.	Item Description	Quantity
1	Microsoft Windows 11 Professional 64-Bit. (ESD Perpetual/lifetime license)	80 nos.
2	Installation and setup	80 nos.

**4. Scope of Work:**

- a. Bidders are required to supply 80 Genuine Perpetual License of Microsoft Windows 11 Pro, install and deploy the licenses on desktop/laptop PC at AEGCL as per the site mentioned in clause no. 6 of the bid document. All licenses will be verified at the time of supply from OEM regarding license genuineness.
- b. The software shall be supplied in compliance to the specifications mentioned in Annexure- II of the tender.
- c. The Bidder has to install/deploy the license of the operating system in the identified Desktop/Laptop along with activation of license and initial setup.
- d. Bidder has to arrange bootable devices (like USB flash drive/ hard drive etc) that are required during the installation process. No extra expenses in this regard shall be borne by the purchaser.
- e. Bidder shall ensure backup of important files stored in laptop/desktop as identified by the user of the laptop/desktop and restore the same after successful installation.

**5. Location of supplies:**

- a. The license along with the copy of the software if any has to be delivered at GM(IT), O/o the MD, AEGCL, Bijulee Bhawan, Paltanbazar, Ghy-01.
- b. The bidder is free to inspect the location(s) in the premises before submitting the bid under this tender.
- c. It may be noted that the **Chief General Manager (T&C and Communication), AEGCL** have full rights to cancel the location for supplies even after calling the offers from bidders but before the issue of supply order to execute the supply by the bidder. The reason for cancellation of supply to any of the locations or all locations would not be disclosed.

**6. Sites of Installation:**

The Windows 11 Pro OS are to be installed at the desktop/laptops of O/o the MD, AEGCL, Bijulee Bhawan, Paltan Bazar, Guwahati-01, Assam and AEGCL offices located in and around Guwahati (Narengi, Kahilipara, Sarusajai, Mirza ).

**7. Delivery**

- a. The bidder has to deliver and install the items within forty-five (45) calendar days from the date of issue of supply order.
- b. The material shall be inspected on receipt at site.
- c. The bidder shall not arrange part shipments and/or trans-shipments without the permission of purchaser. The insurance cover including insuring the goods against the loss or damage incidental to manufacture or acquisition, transportation, storage and delivery/Installation & Commissioning shall be obtained by the bidder in his

own name and not in the name of purchaser. The purchaser will as soon as possible but not later than 30 days from the date of arrival of goods at destination shall notify the bidder of any loss or damage to the goods

**8. Penalty for delayed delivery:**

The date of delivery should be strictly adhered to. In the event of delayed delivery, installation & commissioning, the vendor shall be liable for a penalty deduction at a percentage of the value of the undelivered equipment subject to a maximum of 10% (ten percent) as detailed below:

- liquidated damages at the rate of 1% (One percent) of the total Contract Price per week or part thereof delay. The aggregate amount of such liquidated damages shall in no event exceed 10% (ten percent) of the total contract price.

For the purpose of this clause, part of the week is considered as a full week.

**9. After Sales Services:**

- a. The bidder shall ensure to render after sales services for one (01) year to the satisfaction of purchaser.
- b. The bidder will depute their engineer within three (03) working days to attend the service call received in email/writing from purchaser.

**10. Authorization for Submission of Tender:**

- a. The original and all copies of the bid shall be signed by a person duly authorized to sign on behalf of the Bidder. The written confirmation of authorization (in form of letter on the bidder's letter head) to sign on behalf of the bidder confirming the signature as a person duly authorized to sign should be attached with the technical bid of the tender.
- b. The person signing the tender form or any other documents on behalf of the Bidder shall be deemed to warrant that he has authority to bind the Bidder. If it subsequently comes to light that the person so signed had no authority to do so, the purchaser may without prejudice to any other civil & criminal remedies cancel the tender and hold the Bidder liable for all costs, charges and damages.

**11. Tender Document Fees:**

Tender document may be downloaded from [www.aegcl.co.in](http://www.aegcl.co.in) or assam e-tender portal. In order to participate in the Tender, Bidder must deposit Tender Document Fees Rs. 1000.00 only (Rupees One Thousand only) through e-tender portal [www.assamtenders.gov.in](http://www.assamtenders.gov.in).

**12. Earnest Money:**

Bidders are requested to deposit Earnest Money (EMD) Rs. 30,000/- Only (In Words: Rupees Thirty Thousand Only) in form of DD of any Nationalized Bank in favour of "Managing Director, AEGCL" payable at Guwahati along with the tender. Bidder may also deposit the EMD through e-tender portal.

In case of EMD submitting through DD, Envelope should be superscribed as Tender for "Supply and installation of Microsoft Windows 11 Pro (perpetual license) on Desktop/Laptop PC at Assam Electricity Grid Corporation Ltd.", and addressed to The Chief General Manager (T&C and Comm.), AEGCL.

The EMD will be returned to the unsuccessful bidders after the orders are placed on the successful bidder. No interest on EMD will be paid.

The EMD will be forfeited in following cases:

- (i) If the bidder fails to supply the equipment with specifications in compliance to as mentioned in Annexure–II, within stipulated delivery period.
- (ii) If the bidder withdraws his tender before validity period.
- (iii) If the bidder fails to accept the order based on his offer.

**13. Tender fee and EMD exemption:**

The Earnest Money Deposit and Tender Fees will be exempted for bidders which comes under the Micro and Small (MSE) category having relevant UDYAM registration subject to submission of adequate documentary evidence in support of their enlistment in the specific category. The UDYAM registration copy must be submitted along with the technical bid for verification. In case, it is found that the UDYAM certificate is invalid, the concerned bid will be rejected, and appropriate action may be initiated as per law.

**14. Earnest Money Forfeit:**

- a. If any Bidder withdraws his tender before the date of opening of technical bid or makes any modifications in the terms and the conditions of the tender which are not acceptable to the purchaser, then the purchaser shall, without prejudice to any other rights or remedy, be at liberty to forfeit the EMD.
- b. The EMD will also be forfeited in following cases:
  - i. If the bidder fails to accept the order based on his offer (bid) and within the prescribed time.
  - ii. If the bidder fails to supply the items as per specifications mentioned in Annexure –II
  - iii. If the bidder delays supply beyond a reasonable time resulting in disruption of project.
  - iv. Bidder for any reason whatsoever withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period.
  - v. Submission of misleading/contradictory/false statement or information and fabricated/invalid documents is detected before or after the issue of order to execute the supplies.

**15. Submission of bid:**

The bidder shall submit the techno commercial & price bid through e-tendering portal <https://assamtenders.gov.in>. All documents as required by this bidding document shall be scanned and uploaded in the portal. Price schedule should be submitted in the format provided in the online portal. Bidder must go through the document checklist provided in this bidding document and submit all required document. Bidders are also requested to submit the information in the format provided in this bidding document where applicable.

**i. In technical Bid the vendor must provide the followings:**

- a. Bidder eligibility details along with supporting documents as per Annexure-I.
- b. Details of the technical features of the offered items in the format at Annexure-II.
- c. Standard Technical literature of the items offered.
- d. Authorization from OEM/Authorization letter mentioning the Tender/Bid no.
- e. After sales service commitment in bidder’s letter head as mentioned in clause no. 9.

- f. Up-to-date GST certificate must be enclosed.
- g. EMD copy.
- h. List of reputed govt./PSU Institutions, where IT software/ orders have been executed in the last three years, if any (at least 3 copies of the purchase/work orders will have to be enclosed).
- i. Average Annual Turnover certificate for the last 3 (three) financial year (CA Certified).

**ii. Price Bid must be submitted through e-tender portal as per Annexure-III.**

**16. Bid Query:**

Bidders shall submit queries to the bid as per the format mentioned in **Appendix-IV** before **30/01/2025 12:00 Hrs** through email at [infosec@aegcl.co.in](mailto:infosec@aegcl.co.in) . Queries received after due date and time will not be entertained.

**17. Late and delayed bid:**

Late and delayed tender will not be accepted. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.

**18. Conditional bids not accepted:**

All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on AEGCL.

**19. Acceptance of bids:**

The acceptance of the bids will rest solely with AEGCL, who in the interest of the organization is not bound to accept the lowest bid and reserves the right to himself to reject or partially accept any or all the bids received without assigning any reasons.

**20. Enquiry during the course of evaluation not allowed:**

No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (AEGCL) can make any enquiry/seek clarification from the bidders. In such a situation, the short period notice, as such the bidders have to be ready for the same.

**21. Opening of techno-commercial bids:**

The Purchaser shall conduct the opening of Technical Bids through online process at the address, date and time specified in the bid. Bidders at their discretion may attend the techno-commercial bid opening.

**22. Opening of price bids:**

Price bid of those bidders shall only be opened whose techno-commercial bids are found to be responsive to the requirement of the bidding document. Becoming lowest quoted bid i.e. L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.

**23. Price bid evaluation process for abnormally low bids:****A. Identification: The following methodology will be practised for identification and treatment of the Abnormally Low Bids (ALB) in this tender process of AEGCL:**

- i. Absolute Approach is to be considered when there is fewer than five substantially responsive bidders and if the bid price is 20% or more below AEGCL's cost estimate then AEGCL's tender evaluation committee should clarify the Bid price with the bidder to determine whether the Bid is abnormally low.
- ii. Relative approach is to be considered when there are at least 5(five) nos. of substantially responsive bids and the lowest bid price is 20% or more below AEGCL's cost estimate. In this approach, first the Average bid price is determined and then by deducting the standard deviation from the Average bid price, potentially ALB may be determined.

**B. In case of an ALB, the tender evaluation committee/appropriate authority of the respective tenders shall undertake the following three stage review process which is as below:**

- i. To identify ALB as per the steps mentioned in Sl no. 23.A.(i) and 23.A.(ii) whichever is applicable.
- ii. To seek and analyse the clarifications from the abnormally low Bidder in terms of resource inputs and pricing, including overheads, contingencies and profit margins.
- iii. To decide whether to accept or reject the bid.
- iv. On acceptance of the bid, whether Additional Performance Security is to imposed on the bidder supplemented by adequate justification.

**C. In case of acceptance of ALB with Additional Performance Security:**

- i. If any abnormally low bid is accepted under point 23.B.(iii) with additional performance security, it is to be noted that the total performance security should not exceed 20% of the total contract value.
- ii. The additional performance security shall be treated as part of the original performance security and shall be valid for a period similar to that applicable for defect liability period of the contract.
- iii. Non submission of the additional performance security shall constitute sufficient ground for rejection of the bid and similar assessment shall then be initiated for next ranked bidder if that bidder is also identified as ALB.

**24. Notification of award/purchase order:**

Prior to the expiration of the period of bid validity, the Purchaser shall issue purchase order to the successful Bidder, in writing.

**25. Performance security:**

**Within 15 (five) days** of receipt of the Notification of Award from AEGCL, the successful bidder shall furnish to AEGCL a performance security in an amount of **10 (Ten) percent** of the Contract Price in the form of Demand Draft/BG in accordance with the Conditions of Contract. The form of performance security provided in Appendix-I of

the bidding documents may be used or some other form acceptable to AEGCL. The performance guarantee BG shall be valid through 60 days beyond after sales support.

**26. Payment:**

Payment shall be made on receipt of goods by consignee and successful installation as per the following:

- a) 100% payment shall be made on successful delivery of licenses.
- b) 100% payment shall be made on installation at site as per actual.

For claiming this payment, the following documents are to be submitted to the paying authority:

- a) Invoice.
- b) Delivery Challan duly received.
- c) Excise gate pass / invoice or equivalent document, if applicable.
- d) Consignee receipt.
- e) Installation report.

**27. Add on/Repeat Order:**

AEGCL reserves the right to place Add on/Repeat Order for additional quantity up to 100% of the original quantity at the same rate and terms & conditions of the purchase order within 2 years from the date of issue of purchase order.

AEGCL reserves the right to order select items (not all tendered items) in case of necessity.

**28. Dispute:**

In case of any dispute, difference, claim and demands arising under or pursuant to or in relation to this tender are subject to the jurisdiction of Courts in Guwahati.

**29. Force Majeure:**

If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- i. Any law, statute or ordinance, order action or regulations of the Government of India,
- ii. Any kind of natural disaster, and
- iii. Strikes acts of the public enemy, war, insurrections, riots, lockouts, sabotage.

**30. Jurisdiction:**

In the event of any dispute the legal matter shall be subjected to the jurisdiction of Guwahati Court only.

**31. Any other terms & condition will be applicable as per AEGCLs' General Conditions of Supply and Erection 2009. For details visit <https://www.aegcl.co.in/rules-regulations/>.**



**Enclo:**

- a. **Annexure-I – Eligibility Criteria**
- b. **Annexure- II - Technical Specification**
- c. **Annexure-III - Price Schedule**
- d. **Annexure-IV - Bidder Details**
- e. **Annexure-V – MAF**
- f. **Annexure-VI – Letter of technical bid**
- g. **Appendix-I - Form of Performance Security**
- h. **Appendix-II – Checklist of documents to be submitted**
- i. **Appendix-III – Format for Prebid queries**

**Sd/-**

**Chief General Manager (T&C and Comm.)**

**AEGCL**

**ANNEXURE-I**  
**Eligibility Criteria**

SI No	Clause	Documents Required
1	<p>Subject to meeting the Qualifying Requirements, a Bidder may be a firm or company.</p> <p>a) When the bidder is a firm, the names and address of the partners should be indicated and a copy of the certificate of registration with the concerned Registrar of firms should be enclosed with the Bid.</p> <p>b) When the bidder is a Company, the company registration document along with Memorandum of Association should be submitted.</p> <p>c) When the bidder is an individual carrying on business in a firm's name, the tender should be submitted by the owner of the firm, who may describe himself as carrying on business in the firm's name.</p> <p>d) When the bidder is a Joint Venture (JV) of two firms/company as partners, all partners shall be jointly and severally liable. The JV shall legally authorize one of the partners as the lead partner for the purpose of submitting the bid, incur liabilities; receive payments and instructions on behalf of the others. A copy of the notarized JV agreement, executed on Non-Judicial stamp paper, shall be submitted with the bid. However, in case of successful bid, the agreement shall be signed by all the partners, so as to be legally binding on all the partners.</p> <p>A bid submitted by a JV shall be signed by JV partners so as to be legally binding on all partners.</p>	<p>a. copy of the certificate of registration with the concerned Registrar of firms.</p> <p>b. Company registration document along with Memorandum of Association</p> <p>c. Firm registration certificate.</p> <p>d. A copy of the registered/notarized JV agreement, executed on Non Judicial stamp paper</p>
2	<p>The average annual turnover of the bidder for the last three financial years(FY:2021-2022,2022-2023,2023-2024) should be at minimum <b>Rs. 10 Lakhs.</b></p>	<p>Attested audited copies of bidder's annual reports for the last three financial years / Chartered Accountant Certificate for Turnover.</p>
3	<p>The Bidder should have technical expertise in IT equipment/software related works in govt department/PSU in the last 3 years</p>	<p>Copy of Work Orders.</p>
4	<p>The Bidder should have valid GSTIN and PAN Certification</p>	<p>Copy of Valid certificate</p>
5	<p>The Bidder should have a support/Local office in Assam</p>	<p>Copy of valid rental agreement / Landline Bill/GST Doc</p>
6	<p>The Bidder must have experienced IT professionals.</p>	<p>List of manpower to be submitted.</p>
7	<p>The Bidder shall not be under a Declaration of</p>	<p>Self-Declaration in this</p>

	Ineligibility for corrupt or fraudulent practices or debarred or blacklisted with any of the Government agencies, as on Bid Submission date.	regard by the authorized signatory
<b>8</b>	The bidder should submit notarized power of attorney certifying the authorized signatory. (if applicable)	Power of Attorney executed by the Bidder
<b>9</b>	Bidder has to Submit Manufacturer Authorization (MAF) Letter from the respective OEM specific to this tender	Letter from OEM to be Submitted as per Annexure V

**ANNEXURE-II**  
**TECHNICAL SPECIFICATION**

SI No	Parameter	Specifications	Compliance (Yes/No)
1	Make	Windows (Microsoft)	
2	Version	Windows 11 Pro Operating System (OS) having Part Code: FQC-10572	
3	Deployment/Installation of Operating System on	Desktop/Laptop	
4	Type of license	Electronic Delivery	
5	Validity	Perpetual/Lifetime	
6	Type of Edition	Professional	
7	Scope of Installation	Physical Installation	
8	Support from OEM	Unlimited updating for Patches and Bug fixes within support period	
9	License Transfer	Transferrable	
10	Number of Bits	64-Bit	
11	Active Directory Support	Must have features to add to a Microsoft Active Directory Domain	

**Sign:** .....

**Bidder: M/s** .....

**Official Seal of the vendor**

**SAMPLE PRICE SCHEDULE****ANNEXURE-III**

Tender No: AEGCL/MD/T&amp;C/OS/14/08/11/2024/2

Date: 24/01/2025

Sl. No.	Product	Qty.	Unit Rate (In Rs.)	GST (In Rs.)	TOTAL PRICE (In Rs.)
01	Microsoft Windows 11 Professional 64-Bit. (ESD Perpetual/lifetime license)	80 nos.			
02.	Installation/Deployment and setup Charges	80 nos.			

**Note: This is sample price schedule. Bidders are requested to submit the price schedule provided in the e-tender portal.**

**Annexure-IV**

**Bidder's Details:**

Sl. No.	Name of the Company/Firm	To be filled by Bidder
01.	Registered office name & Address	
02	Name of the Authorised Contact Person:	
	Designation	
	Mobile Number	
	e-mail	
03	GST Number	
04	PAN No.	
05	List of Major clients (Govt./PSU institutions) with whom your organization has been associated and submit documentary proof/PO	
06	The average annual turnover of the bidder for the last three financial years (FY:2021-2022,2022-2023,2023-2024).	

**Sign:** .....

**Bidder: M/s** .....

**Official Seal of the Bidder**

**Annexure-V- Manufacturer's Authorization Form (MAF)**

*(To be submitted on OEM's letter head for each of the products quoted)*

The Manufacturer's Authorization to be in Manufacturer's/OEM's own letterhead containing the following-

- 1) BID No.: [insert number of bidding process]
- 2) Date: [insert date (as day, month and year) of Bid Submission]
- 3) Full name of Purchaser
- 4) Full Name & Address of the Bidder
- 5) Manufacturer's Address
- 6) Assurance from OEM for genuineness of the product.

For and on behalf of the Manufacturer

Signed:

Date:

**Annexure-VI**

(In bidder's letterhead)

**Letter of technical bid**

Date:

To

The Chief General Manager (T&C and Communication)  
AEGCL, 1<sup>st</sup> Floor, Bijulee Bhawan,  
Paltan Bazar, Guwahati-01

Bid Identification No:

Sir,

I/We the undersigned, declare that, we, [insert name of the bidder/in case of JV insert JV partners name] having registered office at [insert address of the registered office/in case of JV insert address of partners] having experience in Execution of similar works, have read the bid document and do not have any reservation to any of the clause therein. We offer to execute the work of:

**“Supply and installation of Microsoft Windows 11 Pro (perpetual license) on Desktop/Laptop PC, at Assam Electricity Grid Corporation Ltd.”**

in conformity with the bid specification. Our Bid shall be valid for a period of **180 (One Hundred Eighty)** days from the date fixed for the bid submission deadline and it shall remain binding upon us at any time before the expiration of that period.

Common Seal and Signature of the authorised person:

Name:

Designation:



**Appendix I - Form of Performance Security**

Bank Guarantee

(To be stamped in accordance with Stamp Act)

(The non-Judicial Stamp Paper should be in the name of issuing Bank)

**Bank's Name:**

**Address of Issuing Branch or Office:**

**Email id and phone no for correspondence:**

**Beneficiary: Managing Director, AEGCL  
Name and Address of Purchaser**

**Bid Security No.:**

WHEREAS \_\_\_\_\_ [name and address of Contractor] (hereinafter called "the Contractor") has undertaken, in pursuance of NoA/PO No. \_\_\_\_\_ dated \_\_\_\_\_ to execute \_\_\_\_\_ [name of Contract and brief description of Works] (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized/scheduled bank for the sum specified therein as security for compliance with its obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of \_\_\_\_\_ [amount of Guarantee] \_\_\_\_\_ [in words], such sum being payable in the currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

BG expiry date:  
BG clam date:

**Bank's seal and authorized signature(s)**

NOTE

1. *All italicized text is for use in preparing this form and shall be deleted from the final document. An amount is to be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract.*
2. *This guarantee shall be valid upto 30 days beyond the Warranty Period as per the Contract.*
3. *For BG amount equal to or more than 50,000.00, BG should be signed by two bank officers to be valid.*
4. **Address of the banker with email and phone number for correspondence with banker should be clearly mentioned. Any correspondence related to the BG with the banker shall be made to the address mentioned in the BG.**

**Appendix II- Checklists of list of documents to be submitted**

SL No.	List Of Documents	Remarks (Submitted/Not Submitted/Exempted)
1.	Letter of technical bid	
2.	Tender Fees.	
3.	Price/Financial Bid.	
4.	Tender document signed and sealed by authorized signatory.	
5.	MSME Certificate.	
6.	Earnest Money Deposit Fee.	
7.	Valid GST No.	
8.	Registration Certificate	
9.	Documentary Proof of Average Annual (Certified by CA/CMA) Turnover of more than Rs. 10 Lakhs for the last three financial years(FY:2021-2022,2022-2023,2023-2024)	
10.	Work order copy of bidders related to IT/software/ networking and server related works in the last 3 years	
11.	Man power list of bidder specifying education qualification and experience.	
12.	Manufacturer Authorization Certificate from OEM as per Annexure -V	
13.	Notarized power of attorney certificate certifying the authorized signatory (if applicable)	
14.	Bank Details form as per specified format.	
15.	PAN.	
16.	Bill of Materials.	
17.	Audited copies of bidder’s annual reports for the last three financial years/CA certificate for turnover preceding 3 years including 2023-24.	

18.	Previous supply orders of bidder showing at least 3 years' experience in supply and installation of IT/software systems in any govt. organization or PSU of India by the bidder.	
19.	Copy of valid rental agreement / Landline Bill/GST Doc regarding presence of support/local office in Assam.	
20.	Bidder Eligibility as per Annexure I	
21.	Technical Specification (Annexure II)	
22.	Additional documents: Non-blacklisting declaration of bidder by any state govt./central govt./PSU/National Bank, Support and Service commitment document from bidder.	

**Appendix-III: Format for Pre-Bid queries**

**NIT Reference No:**

**Name and complete official address of Organization submitting query / request for clarification:**

**Emali ID:**

Sl. No.	Clause no.	Page No.	Change requested/clarification required	Justification for change suggested.
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