

**TENDER PAPER**

**1. Name of the work:-**

**2. Estimated amount:-**      Rs. .... ( Rupees  
.....  
.....) only

Circulated by:

Divisional Soil Conservation Officer

.....

.....

NB: Separate sealed and superscripted envelopes are to be used for technical and financial bids and to be put them together in a single envelope.

**TENDER FORM (TECHNICAL BID)**

**(Court fee stamp for Rs. 8.25 should be affixed)**

To,

The Divisional Officer

.....

.....

Sub : Submission of Tender Paper.

Reference : Short notice inviting tender no. ....

.....

Sir,

I hereby submit my tender (Technical Bid) for the work .....

.....

Group:..... District : -----."

1. Full name of the Tenderer :
2. Address : ( Address proof documents should be furnished)  
Village / Town :  
Post Office:  
Police Station:  
District:  
Pin Code:  
E\_ mail:  
Mobile No:
3. Name of Father or Husband of the Tenderer: (Whatever applicable)

4. Caste: (Relevant Caste certificate should be furnished)
5. Registration status of the Tenderer: ( Up- to- date relevant records/ documents should be furnished)
  - 5.1.
  - 5.2
  - 5.3
  - 5.4
6. IT Return status: (Up to date return certificates should be furnished)
7. VAT Clearance status: (Up to date clearance certificate should be furnished)
8. Labour License : (Up to date Labour License to be furnished)
9. PAN Card No: (Certified copy should be attached)
10. Financial Soundness: (Documents should be furnished as under)
  - 10.1. Last three years audited balance sheets.
  - 10.2. Authenticated documents relating to yearly turnover from registered C.A.
11. Income Tax Return acknowledgement for last 3 years
12. Work Experiences: (Related work completion certificates should furnished)
13. Every pages of the Tender documents submitted by the Tenderer should be duly Signed.
14. The Tenderer have to submit the details of the works with financial status in hand in different Departments at the time of submission.

15. General experiences

15.1.a.

15.1.b

15.1.c

15.1.d

15.1.e

16. All other documents to be followed as per A.P.W.D. F-2 Form.

17. **Original copy of Affidavit** (One single affidavit for each work) of tools & machineries along with copies of Registration Copies (own or leased)/ purchase documents in case of new machineries.

18. Undertaking of technical key persons ( with live signatures ) proposed by the bidder with attested copies of certificate of academic qualification including phone no. & contact details. Pan card/Passport where signature of key person along with clearly visible photographs.

19. Court fee Stamp: ( Non refundable court fee stamps of Rs.8.25 ( Rupees Eight and Twenty Five Paise should be affixed)

20. Earnest Money:- Deposit as Bank Draft / FD No. -----  
Dtd.----- of any **Nationalized Bank** .

(2% of the estimated value in case of general and 1% in case of SC/ST/OBC in the shape of Bank draft/ demand Draft etc. should be duly pledged in favour of the Divisional Officer,.....

Yours faithfully,

Signature of the Tenderer

Date:-

## **Declaration form**

I do agree that I shall neither withdraw the tender offered by me during the time that will be required for intimation and acceptance of the tender for work being given to me nor withdraw it afterward of my tender is accepted. If I withdraw the tender then I will be liable to pay the whole sum of the tenderer. Such amount on account of deficiency in the opinion of the tendering authority may be considered necessary to make good of the whole loss and damages that may be suffered by the Government in consequence thereof and I shall pay the same, and, if I fail to pay the same, then it will be recovered from me as an arrear " Land Revenue".

Signature of the Tenderer

Date :-----

**TENDER FORM (FINANCIAL BID)**

To,

The Divisional Officer

.....

.....

Sir,

I hereby submit my tender (financial Bid) for the work .....

.....

Group:..... District : -----."

1. Full name of the Tenderer :

2. Address :

Village/Town :

Post Office:

Police Station:

District:

Pin Code;

E\_ mail:

Mobile:

1. Tendered Rate :-

(Rate should be quoted on flat **percentage basis above / below or as per** estimated rate both in figures and words)

Yours faithfully,

Signature of the Tenderer

Date :-----

Assam Schedule II Form No 50 (New)

**GOVERNMENT OF ASSAM**  
**Receipt No. (A)**

Received from-----

The sum of Rs.....(Rupees.....  
.....)

a) On account of

b) Head to be credited to

c) Reference to demand or Bill

No. and Date:-

Casher or Accounted (Where necessary)

Signature or thumb impression of the  
Payer on token of having received  
a receipt

Signature and Designation of the Office  
granting the receipt

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