

ASSAM LEGISLATIVE ASSEMBLY SECRETARIAT
DISPUR,GUWAHATI-6

TERMS & CONDITIONS

1. Tenders must be sealed cover and should be super scribed as "Comprehensive Annual Maintenance Contract for Passenger lifts" and to be put in the tender box placed in front of Nazarat Branch, Assam Legislative Assembly Secretariat.
2. Tenders must furnish Earnest Money of Rs.10,000/- (Rupees Ten thousand) only in the form of National Saving Certificate/Kisan Vikash Patra, Bank FDR/Bank guarantee pledged in favour of "Secretary In-charge, Assam Legislative Assembly, Dispur, Guwahati-6".
3. The tenderers must be submitted the copies of following documents along with dully self attested tender paper without which the tender will be liable for rejection.
 - a) GSTIN Registration Certificate.
 - b) Permanent Account No.(PAN)
 - c) A copy of Registration Certificate issued from competent authority.
 - d) Up to date Municipal Trade Licenses.
 - e) Certificate of Tax Exemption from the competent authority if any.
 - f) Last 2 years income tax return certificate.
 - g) 24x7 service provider any private bidder must be authorised by the company.
 - h) Provide valid Contact No. along with E-mail id.
4. The rates must be neatly typed with clear indication, both numeric digit and words.
5. The rates once quoted cannot be altered/withdrawn after submission of the tender and will hold good for 01(one) year.
6. The Earnest Money will be returned to the unsuccessful tenderers immediately after finalization of the tender.
7. The Secretary Incharge right to reject any or all the tenders without assigning any reason there of The lowest rate may not be compulsorily accepted and decision of the Secretary In-charge in this matter will be final and binding on the tenderers.
8. Any dispute arises between the tenderers and authority subject to the jurisdiction of the Greater Guwahati.

9. Any complain shall have to be attended within 2 (Two)hours and any major complain shall have to be rectified within 24(Twenty four) hours. A penalty of Rs.1,000/- (Rupees One Thousand)per day shall be impose up to maximum of Rs.20,000/- (Rupees Twenty thousand) only per month if the party fails to do so.
10. The firm will depute one service engineer both mechanical and electrical once in a month to check the status of lifts and report must be submitted to the authority.
11. The preventive and breakdown maintenance work shall be recorded in Service Log Book by the party.

Sd/-
Secretary Incharge
Assam Legislative Assembly Sectt.
Dispur, Guwahati-6