



**OFFICE OF THE CHIEF EXECUTIVE OFFICER
ATAL AMRIT ABHIYAN SOCIETY, ASSAM
Nayantara Super Market Complex, Six Mile, G.S. Road, Guwahati-22**

General Terms & Conditions applicable to the Firm/Contractor

1. AAAS intends to prepare a panel of contractor/ firms for “Event Management Works” to be performed from time to time under this society.
2. Reputed firms/contractors experienced in various Event Management works in Govt. Dept./Autonomous Bodies/ Societies etc. are eligible to apply. The event management work will broadly include “constructions of Gate, Stage, Floral Decoration of Stages, construction of pandals with decorations, arrangements of VIP chairs in the stage and stall, arrangement of chairs in the pandal, temporary constructions of Dining Hall & other temporary constructions required on need basis, display of Hoardings, Flex Banners including back drop standees, Signages, providing Dinner/VIP Dinner, Lunch/VIP Lunch, Tea, High Tea, installation of temporary Generator set, A/C, good sound system, installation of plasma TV, decorated carpet, floral Tabs etc. supply of water & purifier, temporary wash room/toilet etc. complete in all respect.
3. The firms should be in the profession of such work for the last 3 (three) years and relevant work order of such experience should be attached.
4. Annual turnover of such “event Management works” should be at least 3 crores per year for the last three financial years i.e, 2015-16, 2016-17 & 2017-18.
5. The firms/contractors should have owned all the event management equipments complete in all respect for conducting VIP/VVIP program (in the state of Assam). List of such equipments should be furnished.
6. The Firms/Contractor should not have less than 100 man power and have the capacity to carry out such work within a short notice period.
7. Relevant labour license from competent authorities to be furnished.
8. The Firms/Contractor should have the registration with state and local authorities for undertaking the profession (copies of all such registration may be enclosed)
9. Firms should have up to date trade license from the competent authority.
10. GST registration certificate from competent authority.
11. PAN No. with copy of Pan Card.
12. An affidavit from public notary/competent legal authorities of non-blacklisting in any Govt/PSU dept. to be furnished.
13. The shortlisted firm/contractor should have to make a PPT presentation of works already performed in other Govt. dept/PSU/Societies etc.



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14. The rights to Postpone/Cancel/Suspend/terminate the tenders or its process at any stage are reserved by AAAS.
15. The proposals of the interested firms/contractors can also be rejected at the sole discretion of AAAS, if any application is found incomplete or information provided by the firms/contractor is not in the prescribed format and is inconsistent and inaccurate.
16. Whenever any “Event Management Works” required for undertaking by AAAS, The price bid will be called from all empanelled firms within a short notice. The bids which does not meet specifications given in the scheduled of works will be rejected.
17. The acceptance of the price/technical bids rest with AAAS. However, the competent authority reserves the right to accept or reject any tender (including L₁ bidder) without assigning any reasons thereof.
18. Bidders should have furnished an earnest money of Rs. 10000 (Rupees Ten Thousand) only in the form of B/D drawn in favor of of “Atal Amrit Abhiyan Society, Assam” and entered into an agreement with the AAAS.
19. In the event of an award the successful bidders have to furnish a performance security being 5% of the estimated contract value in the form of Bank Gurantee pleaded in favour of “AAA Society” valid for the entire period of the work.
20. In the event of the any failure from the part of the agency to make necessary arrangement of the award within the stipulated time line, 2% of the contract value shall be charged as penalty & will be deducted from their final payment/or from the performance security amount.
21. Atal Amrit Abhiyan Society reserves the right to accept or reject any or all application without assigning any reason thereof.



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Appendix-A

Performa to be filled by the Firms applying for Empanelment in AAAS for “Event Management Works etc”

Eligibility Criterion:

The Party should furnish

1. Name of firm and Postal address.
2. Article of memorandum of association or partnership deed or affidavit of the sole proprietorship deed as the case may be.
3. Valid up to date trade License.
4. Copy of the GST registration.
5. Experience in similar nature of work under Govt.sector/Societies/Organisationsetc in last three years supported by relevant workorders copy.
6. List of man power with copy of labour license for competent authority.
7. Photocopy of I.T PAN Card.
8. Annual turnover not less than 3 Crore per year for last three financial years i.e 2015-16,2016-17 & 2017-18 relating to “Event Management Works”.
9. Upto date Contractors Registration Certificate/Firm Registration Certificate from competent authorities.
10. Affidavit from Public notary/competent legal authorities of non-blacklisting in any Govt/Societies/PSU/Other Organisations etc.
11. List of event management equipments/instruments/relevant materials etc.owned by the firm.
12. Earnest money of Rs.10000/-(Rupees Ten Thousand) Only in the form of B/D drawn in favour of “Atal AmritAbhiyan Society” Assam.
13. Last 3(Three) Years audited balace sheet/ Annual report.

Additional Information,if any

Date:

Signature of the Proprietor/Authorized Signatory
Name:

Designation:

Rubber stamp indicating complete address

AAAS reserves the right to accept or reject any or all application without assigning any reason thereof.