



**NOTICE INVITING TENDER (NIT)**

**FOR**

**SUPPLY OF OFFICE STATIONERY AT M/S. ASSAM BIO ETHANOL PRIVATE LIMITED (ABEPL) AT NUMALIGARH, ASSAM**

**BIDDING DOCUMENT NO.: ABEPL/NIT/OFFICE STATIONERY/481**

**(DOMESTIC COMPETITIVE BIDDING)**

**e-Tendering**

**1.0 INTRODUCTION:**

1.1 M/s. Assam Bio Ethanol Private Limited (ABEPL), invites e-bids under **Single Stage Two Part Bid** System for **"SUPPLY OF OFFICE STATIONERY"** at Assam Bio Ethanol Private Limited, Numaligarh from competent agencies with sound technical and commercial capabilities meeting the Bidder's Qualification Criteria stated in Cl. 5.0 below.

**It is hereby notified that the name "Assam Bio Refinery Private Limited (ABRPL)" has been officially changed to "Assam Bio Ethanol Private Limited (ABEPL)". This name change shall apply to all documents and communications related to this tender process. All references to "Assam Bio Refinery Private Limited (ABRPL)" in this tender document, annexures, agreements, contracts, and any associated correspondence shall henceforth be interpreted as referring to "Assam Bio Ethanol Private Limited (ABEPL)".**

**2.0 BRIEF SCOPE OF WORK:**

The vendor shall supply **OFFICE STATIONERY** as per **Annexure\_01**.

**3.0 CONTRACT PERIOD:**

**01 (One) Year** from the date of issue of Letter of Intent (LOI).

**4.0 SALIENT DETAILS:**

a)	Bidding Document available on Website	:	From <b>29/01/2026</b> to <b>05/02/2026</b> .
b)	Last date of Receipt of Bidder's Queries	:	On 01/02/2026.
c)	Date of Pre-Bid Meeting	:	Not Applicable
d)	Last Date and time of Online submission of Bids (Bid Due Date)	:	Up to 1200 Hrs. (IST) on <b>05/02/2026</b> .
e)	Online Opening of Techno-commercial Unpriced Bid	:	1500 Hrs. (IST) on <b>05/02/2026</b> (*)
f)	Cost of Bidding Document (Non-Refundable)	:	<b>Not Applicable</b>
g)	EMD	:	<b>Not Applicable</b>

If dates identified as (\*) above happen to be a declared holiday in ABEPL Assam, the next working day shall be considered.

The complete Bidding Document is available on e-tendering Website: [www.tenderwizard.com/ABRPLEPROC](http://www.tenderwizard.com/ABRPLEPROC). Bidders can view / download the document from the website mentioned above.

All amendments, time extension, clarifications, etc. will be uploaded on the website only and will not be published in Newspapers. Bidders should regularly visit the above website to keep themselves updated.

Request for extension or any queries received from any bidder with less than four working days prior to bid due date shall generally be ignored, since there will not be adequate time for proper communication with Client and other Bidders. Bidders shall submit the bid directly and in their own name without involving any intermediaries.

## **5.0 BIDDER's QUALIFICATION CRITERIA (BQC):**

Agencies intending to participate shall fulfil the following qualification criteria:

### **TECHNICAL CRITERIA:**

- a. Bidder must be a permanent residence of Assam. PRC (permanent residence certificate issued by District Administration) to be submitted.
- b. The bidder must have a **functional establishment within Golaghat District** and shall be **engaged in the supply of office stationery and/or related items**. Documentary proof of establishment and nature of business shall be submitted.
- c. The bidder must have a minimum of **two (2) years of experience** in supplying stationery items in bulk to **Government Departments, PSUs, or reputed Private Organizations**, with at least **one completed work order of minimum value ₹2,00,000 (Rupees Two Lakh only)**.

Note: As proof of requisite experience, self-attested copies of any one of the following documents shall be submitted along with the bid:

- (i) Contract Agreement / Work Order / Purchase Order clearly indicating the scope of work and order value; or
  - (ii) Completion Certificate / Provisional Completion Certificate indicating Contract Number, Gross Value of Work Executed, Contract Period, and Start & Completion Dates.
- d. The bidder must also submit the self-attested copies of below mentioned documents:
- (i) PAN Card.
  - (ii) GST Registration
  - (iii) Proof of Permanent Address (AADHAAR Card/Driving License/Voter's I-card/Electricity Bill (in own name).
  - (iv) Trade License / Firm Registration Certificate.

### **FINANCIAL CRITERIA:**

#### **Annual Turnover:**

Annual Turnover of the Bidder shall not be less than **Rs. 7,00,000/- (Indian Rupees Seven Lakhs only)** in **at least one of the immediately preceding three financial years** as on the date of submission of bid.

#### **Net Worth:**

Net Worth of the Bidder shall be at **POSITIVE** as per the immediate preceding year's.

#### **Working Capital:**

Minimum Working Capital of the bidder as per the immediate preceding year's should not be less than **Rs. 70,000/- (Indian Rupees Seventy Thousand only)**.

- a. Financial years/ previous period as above shall be reckoned from the due date of submission of bids.
- b. **Bidder to evidence the meeting of financial criteria shall furnish the complete ITR, balance sheets, profit & loss accounts statement, CA certificate and all other schedules for the preceding three financial years.**
- c. All documents furnished by the bidder in support of meeting the technical and financial criteria of BQC shall be submitted in a separate section/booklet along with their offer.
- d. Bidder shall submit the following documents duly filled, signed & stamped by authorized person.

### **PART-I (TECHNO-COMMERCIAL BID):**

- (i) Notice Inviting Tender
- (ii) Annexure\_01

- (iii) Documents as per BQC
- (iv) Duly Filled Proposal Forms
- (v) Supplier Code of Conduct duly signed & stamped.
- (vi) Unpriced copy of Price Schedule with the word "Quoted".
- (vii) Compliance to bid requirements.

**Part-II (PRICED BID):**

- (i) Duly filled Price Schedule
- e. Any additional documents if deemed necessary to establish the qualifying requirements may be submitted by the Bidder.
- f. Submission of authentic BQC documents is the prime responsibility of the Bidder. However, ABEPL reserves the right to getting the document cross verified, at their discretion from the document issuing authority & negotiation.
- g. In the event of submission of any document / certificate by the bidder in a language other than English, the bidder shall get the same translated into English and submit the same after getting the translation duly authenticated by local Chamber of Commerce of bidder's country.
- h. Failure to meet the above Qualification Criteria will render the Bid to be summarily rejected. Therefore, the bidder shall in his own interest furnish complete documentary evidence in the first instance itself along with their bids, in support of their fulfilling the Qualification Criteria as given above.
- i. ABEPL reserves the right to complete the evaluation based on the details furnished without seeking any additional information and/or in-house data, survey or other work.

**6.0 SUBMISSION OF BIDS & VALIDITY**

- 6.1 Bids are required to be submitted only through e-tendering website: [www.tenderwizard.com/ABRPLEPROC](http://www.tenderwizard.com/ABRPLEPROC) on or before the Bid submission date and time. It may also be noted that the price details are required to be filled & submitted only in the Schedule of Price format downloaded from above e-Tendering website.
- 6.2 Physical Bids / Offers or Bids through any other mode shall not be accepted. The Offers submitted through e-tendering system, as above shall only be considered for evaluation and ordering.
- 6.3 Validity of bid shall be **4 (four)** months from the date of opening of Techno-commercial (Un-priced) Bids.

**7.0 EVALUATION AND AWARD:**

Price Evaluation and Award to be done on overall L1 basis of the techno commercial qualified bidders.

**\*Note:**

**Bidders are requested to quote for all the items in the price schedule. If the bidder does not quote for any item(s) then their bid shall not be considered for evaluation.**

**8.0 PAYMENT TERMS:**

100% payment shall be released within 30 days after receiving of goods, certification of EIC & submission of correct invoice.

**9.0 DELIVERY TIME:**

Delivery shall be made within 03 days from the time of intimation by authorized ABEPL representative.

**10.0 TRANSPORTATION AND PACKAGING & FORWARDING:**

Shall be included in the Quoted price.

**11.0 BID REJECTION CRITERIA:**

The bidders shall strictly adhere to the following provisions of the Bidding Document without any deviations, failing which the bid shall be considered non-responsive and liable for rejection:

- a) Delivery schedule.
- b) Bids with Price Variation Clause (PVC).

- c) Insufficient validity period.
- d) Payment Terms
- e) Price implication after submission of Bid.
- f) Partial quote

**12.0 CONTRACT PERFORMANCE BANK GUARANTEE:** Not applicable.

**13.0 PENALTY/LD FOR DELAY IN SUPPLY:**

In case of delay in delivery of goods, ABEPL may at its option, recover from the vendor, price reduction of 1% of the value of delayed goods per week of delay or part thereof subject to a maximum of 10% of the total order value of goods.

**14.0 OTHER TERMS & CONDITIONS**

- 14.1 ABEPL reserves the right to negotiate and carry out capacity & capability assessment of the bidder using in-house information and past performance.
- 14.2 The ordered material shall have to be delivered in good packing condition to **ASSAM BIO ETHANOL PVT LTD, NRL COMPLEX, NRL SITE, NUMALIGARH, GOLAGHAT, ASSAM, 785699** within a period of 03 days from the date of receipt of the indent. Necessary arrangements for unloading should be made by the Agency at his own cost.
- 14.3 The Contractor shall supply the items strictly within the stipulated delivery period. Any delay beyond the scheduled delivery dates, attributable to the Supplier, shall attract recovery of liquidated damages as per Clause no 13.
- 14.4 If the Contractor fails to supply the ordered items within the stipulated period, the supply order shall be cancelled, and the items shall be procured from other sources at the risk and cost of the Contractor. The differential cost, if any, shall be recovered from the Contractor's pending or future bills. Failure to supply the items on three (3) occasions during the contract validity may lead to blacklisting of the firm for a minimum period of three (3) years.
- 14.5 The bidders who are on Holiday/Negative/ Black-listing/Suspension/Banning list of ABEPL/NRL/ Fortum or any Government Department / Public / Private Sector companies on due date of submission of bid/ during the process of evaluation of the bids, the offers of such bidders shall not be considered for bid opening/evaluation/Award. If the bidding document were issued inadvertently/ downloaded from website, offers submitted by such bidders shall also be not considered for bid opening/evaluation/Award.
- 14.6 ABEPL will not be responsible or liable for cost incurred in preparation, submission & delivery of bids, regardless of the conduct or outcome of the bidding process.
- 14.7 ABEPL authorised person shall be the Engineer-in-charge of the work and the supplier will have to abide by the instructions of Engineer-in-charge as given from time to time.
- 14.8 In case any Bidder is found to be involved in cartel formation, his Bid will not be considered for evaluation / placement of order. Such Bidder will also be debarred from bidding in future.
- 14.9 Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- 14.10 Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.
- 14.11 Bidder shall not be under liquidation, court receivership or similar proceeding.
- 14.12 ABEPL reserves the right to reject any or all the bids received or annul the bidding process at any time.
- 14.13 Consultant for the Project or their subsidiary company or companies under the management of consultant, are not eligible to quote for the execution of the same job for which they are working as consultant.
- 14.14 Bids submitted on Consortium or un-incorporated Joint-Venture basis shall not be accepted.
- 14.15 The supplier shall have a functional business establishment near Numaligarh site within Golaghat District engaged in the supply of office stationery items. Documentary proof of such establishment may be sought by ABEPL during evaluation or at any stage of the contract.
- 14.16 Supply all office stationery items strictly as per approved specifications, brands, and quantities indicated.
- 14.17 Ensure that all items supplied are new, unused, of good quality, and free from any manufacturing or physical defects.
- 14.18 Replace any damaged, defective, substandard, or incorrect items at no additional cost within the time specified by ABEPL.

- 14.19 The Contractor shall maintain the quoted rates as firm and valid throughout the contract period, including any extension duly approved by ABEPL.
- 14.20 Necessary arrangements for unloading and delivery should be made by the Contractor at his own cost.
- 14.21 The contractor will be bound to supply the items within the stipulated period, failing which liquidated damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.
- 14.22 Only approved brands and specifications shall be supplied. Any deviation shall be liable for rejection.
- 14.23 Material shall be subject to **inspection and acceptance** by ABEPL at site. Rejected items must be replaced within **48 hours** at no extra cost.
- 14.24 ABEPL reserves the right to **terminate the contract** with prior notice in case of unsatisfactory performance or breach of terms.
- 14.25 There shall be **no minimum order quantity** under this contract. The supplier shall be bound to **supply and deliver the ordered items irrespective of the quantity**, even if the quantity ordered is minimal, at the approved contract rates.
- 14.26 ABEPL may place repeat orders or extend the contract period on **mutual agreement** at the same rates and terms.
- 14.27 Any other terms and conditions shall be as per ABEPL General Purchase Conditions (GPC).
- 14.28 Clarification, if any, can be obtained from Mr Trinayan Gogoi through following numbers.  
Telephone No.: 7002280922  
E-mail: [trinayan.gogoi@abepl.co.in](mailto:trinayan.gogoi@abepl.co.in)

\*Please specify RFQ No.: **ABEPL/NIT/OFFICE STATIONERY/481** in all Correspondence.

**THIS IS NOT AN ORDER**



Very truly yours,

For & on Behalf of ABEPL