



**NOTICE INVITING TENDER (NIT)
FOR**

**ANNUAL RATE CONTRACT FOR SUPPLY OF PRINTING AND STATIONERY
WORKS AT M/S. ASSAM BIO ETHANOL PRIVATE LIMITED (ABEPL) AT
NUMALIGARH, ASSAM**

BIDDING DOCUMENT NO.: ABEPL/NIT/ARC_PRINTING AND STATIONERY WORKS/510

(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 **"ANNUAL RATE CONTRACT FOR SUPPLY OF PRINTING AND STATIONERY WORKS"** 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 **PRINTING AND STATIONERY WORKS** as per the specification mentioned in **Annexure_01**.

3.0 CONTRACT PERIOD:

01 (One) Year from the date of issue of Letter of Intent (LOI) / Purchase Order (PO).

4.0 SALIENT DETAILS:

a)	Bidding Document available on Website	:	From 23/06/2026 to 30/06/2026 .
b)	Last date of Receipt of Bidder's Queries	:	On 27/06/2026.
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 30/06/2026 .
e)	Online Opening of Techno- commercial Unpriced Bid	:	1500 Hrs. (IST) on 30/06/2026 (*)
f)	Cost of Bidding Document (Non- Refundable)	:	Not Applicable

g)	EMD	:	Not Applicable
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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. 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 will be uploaded on the website only and will not be published in Newspapers.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 business establishment located within **Golaghat or Jorhat District**, in proximity to the ABEPL site, and should be engaged in printing and stationery works.

The Bidder shall submit documentary evidence in support of the above requirements, such as a valid Trade License or Shop & Establishment (S&E) Registration Certificate, GST Registration Certificate, or any other statutory business registration document clearly indicating the place of business and the nature of business as printing and/or stationery works. Such documents must be submitted along with the bid.

- c. The Bidder must have a minimum of **two (02) years** of experience in providing printing and/or stationery services in bulk to Government Departments, Public Sector Undertakings (PSUs), or Private Organizations

As evidence of the requisite experience, Bidder shall submit copies of work orders, purchase orders, contracts, completion certificates, invoices, or other relevant documentary proof demonstrating successful execution of printing and/or stationery works during the last two (02) years preceding the bid submission date.

The Bidder must demonstrate a cumulative executed work order/purchase order value of not less than **INR 7,50,000/- (Indian Rupees Seven Lakhs Fifty Thousand Only)**, derived from one or more work orders/purchase orders completed during the aforesaid period.

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 **INR 15,00,000/- (Indian Rupees Fifteen 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. 1,50,000/- (Indian One Lakhs Fifty 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) Scope of Supply_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.
- (viii) General Purchase Conditions (GPC)

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 Bidder. However, ABEPL reserves the right to get 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 PRE-BID MEETING

- 6.1 Not applicable
- 6.2 Should bidders essentially feel the requirement of certain clarifications; they shall seek clarifications on such points latest by 27/06/2026 to ABEPL addressed to following email ID: **parthapratim.saud@abepl.co.in, trinayan.gogoi@abepl.co.in.**
- 6.3 The text of questions raised by bidder as pre-bid clarifications through mail (without identifying the source of the query) and the responses given will be transmitted to all the bidders.
- 6.4 Bidder should understand the requirement of submission of documents / data along with the bid so that bids received are in compliance with requirement of Bidding Document.

7.0 SUBMISSION OF BIDS & VALIDITY

- 7.1 Bids are required to be submitted only through e-tendering website: 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.
- 7.2 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.
- 7.3 Validity of bid shall be **4 (four)** months from the date of opening of Techno-commercial (Un-priced) Bids.

8.0 EVALUATION AND AWARD:

Price evaluation shall be carried out on an overall L1 basis among the techno-commercially qualified bidders.

Note:

- 1. Bidders must quote rates for all items included in the Price Schedule.**
- 2. Failure to quote for any item(s) shall render the bid incomplete, and such bids shall be liable for rejection and may not be considered for price evaluation.**
- 3. The quantities indicated in the Price Schedule are tentative and provided solely for the purpose of bid evaluation under the Annual Rate Contract (ARC). Actual requirements may vary during the contract period.**
- 4. In the event that more than one agency emerges as L1, the successful bidder shall be determined through a lottery mechanism or reverse auction, as decided by ABEPL.**
- 5. Further, in the event that the L1 agency selected through the lottery/reverse auction refuses or fails to execute the job, the work may subsequently be offered to any of the other L1 agencies not selected earlier for award, through an appropriate selection process among the remaining interested agencies, as decided by ABEPL.**

9.0 PAYMENT TERMS:

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

10.0 DELIVERY TIME:

The successful bidder shall deliver the ordered materials in proper and secure packing conditions within **03 (Three) days** from the date of receipt of the Indent from the authorized representative of ABEPL. If there is any urgent requirement of the material then vendor need to delivered the material as per requirement of ABEPL.

In case of urgent requirements, the bidder shall ensure delivery of the materials within the

timeline specified by ABEPL.

The bidder shall be responsible for arranging transportation, loading, unloading, handling, and safe delivery of the materials at its own cost and risk to the following address:

**Assam Bio Ethanol Pvt. Ltd. (ABEPL),
NRL Complex, NRL Site, Numaligarh,
Golaghat, Assam – 785699.**

However, for items requiring design approval, customization, fabrication, or any specialized manufacturing process, a longer delivery period may be permitted subject to prior approval of ABEPL and mutual agreement at the time of placement of the Indent. Any damage, shortage, or deterioration of materials during transit or delivery shall be the sole responsibility of the bidder and shall be rectified or replaced at no additional cost to ABEPL.

11.0 TRANSPORTATION AND PACKAGING & FORWARDING:

Shall be included in the Quoted price.

12.0 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

13.0 CONTRACT PERFORMANCE BANK GUARANTEE: Not applicable.

14.0 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 2% 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 orders.

If the supplier fails to supply the ordered materials even after the expiry of the delivery period or any approved extension thereof, ABEPL reserves the right to cancel the concerned Indent and procure the materials from alternate sources at the risk and cost of the supplier. Any additional expenditure incurred by ABEPL shall be recoverable from the supplier's pending bills or any other dues.

Repeated failure to supply materials, including three (03) or more instances of non-supply or unjustified delay during the contract period, may result in termination of the contract, suspension of business dealings, and/or blacklisting of the supplier for a period deemed appropriate by ABEPL.

15.0 QUALITY ASSURANCE AND APPROVAL REQUIREMENTS

- 15.1 All materials supplied under this contract shall conform to the specifications provided in Annexure-I and shall be manufactured using premium quality raw materials, paper, inks, consumables, flex media, and other inputs of reputed brands or equivalent approved standards. The use of substandard, defective, recycled, or rejected materials shall not be permitted.
- 15.2 Paper and stationery items shall be of premium quality and sourced from reputed manufacturers such as ITC, JK Paper, Bilt or equivalent approved brands. All papers shall conform to the applicable BIS/ISO standards and shall meet the GSM, size, and quality requirements specified in Annexure-I. No substitution or deviation from the specified paper quality shall be permitted without prior written approval of the Engineer-in-Charge (EIC).
- 15.3 Flex/Vinyl banners, signages, and display materials shall be manufactured using premium-grade

flex material of reputed brands such as Orchid, Star Flex, Ultraflex, or equivalent approved brands. The material shall be UV-resistant, weather-resistant, and of the specified GSM/thickness as per Annexure-I. Printing shall be carried out using high-quality solvent or eco-solvent inks of reputed brands to ensure excellent print quality, colour fastness, and long-term durability for both indoor and outdoor applications.

- 15.4 ID cards, visiting cards, letterheads, and similar printed stationery items shall be produced using premium quality card stock and paper from reputed manufacturers. Lamination, wherever applicable, shall be of high quality with a smooth, durable, and bubble-free finish. The printed materials shall accurately reflect ABEPL's approved colours, logos, and branding requirements, and shall maintain sharp print quality, uniform colour reproduction, and consistency throughout the entire batch.
- 15.5 Prior to commencement of printing or production of any customized material, the contractor shall submit the artwork, digital proof, sample, or mock-up, as applicable, to the Engineer-in-Charge (EIC) or authorized representative of ABEPL for review and approval. Printing or production shall commence only after receipt of written approval, including approval through email. Any material printed or produced without obtaining such approval shall be deemed unauthorized and shall be entirely at the contractor's risk and cost, and ABEPL shall not be liable for acceptance or payment of such materials.
- 15.6 For all customized items, including registers, logbooks, multi-copy booklets, safety signages, letterheads, and similar materials, the contractor shall submit a physical sample, mock-up, or digital proof, as applicable, for approval by ABEPL prior to commencement of bulk production. The final product shall strictly conform to the approved sample/proof in terms of specifications, layout, design, colour, content, dimensions, and finish. Any deviation from the approved sample/proof without prior written approval of ABEPL shall be liable for rejection.
- 15.7 Any material found to be defective, damaged, substandard, or not conforming to the approved specifications, artwork, or samples upon inspection or delivery shall be liable for rejection by ABEPL. The contractor shall replace such rejected materials at no additional cost to ABEPL within 02 (two) working days from the date of intimation. Repeated instances of quality failure or supply of non-conforming materials may result in imposition of penalties, termination of the contract, and/or suspension of business dealings with the contractor at the sole discretion of ABEPL.

16.0 OTHER TERMS & CONDITIONS

- 16.1 ABEPL reserves the right to negotiate and carry out capacity & capability assessment of the bidder using in-house information and past performance.
- 16.2 This tender shall be treated as a **Zero Deviation Tender**. Bidders are required to comply fully with all the terms, conditions, specifications, and requirements stipulated in the tender document. Any deviation, exception, qualification, or conditional offer submitted by a bidder may render the bid liable for rejection at the sole discretion of ABEPL.
- 16.3 All bidders are advised to thoroughly review and understand the technical specifications of all items covered under the tender prior to submission of their bids. In case of any doubt, ambiguity, or requirement for clarification regarding the specifications, bidders shall seek clarification from the authorized representative of ABEPL before the bid submission deadline. No request for technical clarification, modification, or deviation shall be entertained after the opening of the bids, and the submitted bid shall be deemed to be based on a complete understanding and acceptance of the tender requirements.
- 16.4 "Engineer-in-Charge (EIC)" means the Sr. Manager (HR & Admin), ABEPL, or any person authorized by him/her to act on behalf of ABEPL for administration and execution of this Annual Rate Contract (ARC). The EIC shall be responsible for issuing instructions, approving artwork/samples, monitoring performance, and coordinating deliveries under the contract. The contractor shall supply and deliver all materials strictly in accordance with the instructions issued by the EIC or his/her authorized representative.
- 16.5 The contractor shall submit the invoice/bill in duplicate to the EIC or the designated ABEPL official along with the delivery of the materials. The invoice shall clearly indicate the Purchase Order/Indent reference, item description, quantity supplied, unit rate, applicable taxes, and any other relevant details required for processing of payment.
- 16.6 The bidders who are on Holiday/Negative/ Black-listing/Suspension/Banning list of ABEPL/NRL

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 not be considered for bid opening/evaluation/Award.

- 16.7 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.
- 16.8 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.
- 16.9 Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- 16.10 Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.
- 16.11 Bidder shall not be under liquidation, court receivership or similar proceeding.
- 16.12 ABEPL reserves the right to reject any or all the bids received or annul the bidding process at any time.
- 16.13 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.
- 16.14 Bids submitted on Consortium or un-incorporated Joint-Venture basis shall not be accepted.
- 16.15 Supply all items strictly as per approved specifications, brands, and quantities indicated.
- 16.16 Replace any damaged, defective, substandard, or incorrect items at no additional cost within the time specified by ABEPL.
- 16.17 The Contractor shall maintain the quoted rates as firm and valid throughout the contract period, including any extension duly approved by ABEPL.
- 16.18 Only approved brands and specifications shall be supplied. Any deviation shall be liable for rejection.
- 16.19 A bidder (i.e., the bidding entity) shall, on no account submit more than one bid either directly (as a single bidder or as a member of consortium) or indirectly (as a subcontractor).
- 16.20 The Contractor shall not subcontract, assign, or transfer the whole or any part of the work under this Contract. In the event of any such instance being detected, the Contract shall be terminated forthwith without any further discussion, and the Contractor shall be responsible for all risks, costs, and consequences arising therefrom.
- 16.21 ABEPL reserves the right to **terminate the contract** with prior notice in case of unsatisfactory performance or breach of terms.
- 16.22 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.
- 16.23 ABEPL may place repeat orders or extend the contract period on **mutual agreement** at the same rates and terms.
- 16.24 Any other terms and conditions shall be as per ABEPL General Purchase Conditions (GPC).
- 16.25 The Contractor/ Bidder shall maintain strict confidentiality of all information, documents, designs, artwork, employee data, and any other proprietary or sensitive information of ABEPL accessed during the execution of the Contract and shall not disclose, reproduce, or use the same for any purpose other than for the performance of contractual obligations. Upon completion or termination of the Contract, the Contractor/ Bidder shall promptly and permanently delete or destroy all such information in its possession or control, unless retention is required under applicable law. This obligation shall survive the completion or termination of the Contract for a period of three (3) years. Any breach of this clause shall constitute a material breach of Contract and may result in termination of the Contract, recovery of damages, and blacklisting or debarment from future business dealings with ABEPL.
- 16.26 Clarification, if any, can be obtained from Mr Trinayan Gogoi through following numbers.
Telephone No.: 7002280922
E-mail: trinayan.gogoi@abepl.co.in

*Please specify RFQ No.: **ABEPL/NIT/ARC_PRINTING AND STATIONERY WORKS/510** in all Correspondence.

THIS IS NOT AN ORDER



Very truly yours,

For & on Behalf of ABEPL

