



**MORAN AUTONOMOUS COUNCIL
DISTRICT: TINSUKIA**



No. MAC.Edu.2025-26/ 02

Dated Tinsukia, the 22nd June, 2026

NOTICE INVITING TENDER

Sealed quotations in the prescribed format affixing a non-refundable Court Fee Stamp of Rs. 8.25 (Rupees Eight and Paise Twenty-Five) only are hereby invited from eligible and registered Firms/Dealers/Suppliers/Service Providers having valid Trade License, PAN and GST Registration for the supply of goods and services in connection with the programme "**Ceremonial Distribution of Benefits under the Heketa Scheme of the Education Department, Moran Autonomous Council, Tinsukia** for the Financial Year 2025-26".

Name of the Work: Arrangement of Pandal & Venue Decoration, Catering Services, Supply of Felicitation Items and Procurement of Moran Gamusas etc. for the "Ceremonial Distribution of Benefits under the Heketa Scheme of the Education Department, Moran Autonomous Council, for the Financial Year 2025-26".

Sl No.	Components	Specifications
1	Pandal, Stage & Venue Decoration at Manav Kalyan Puja Bhawan, Tinsukia	- Chairs for seating arrangement- 1000 Nos. - VIP table and chairs- 100 Nos. - Buffet and dining tent for 100 guests at a time. - Beneficiary Registration and cheque distribution counter - 10 Nos. - Main stage with carpet, backdrop, podium and dais. - Stage decoration - Welcome gates - LED display screen with live telecast facility: Size:10x20 foot. - Professional sound system with microphones. - Cut-outs, flex banners etc.
2	Catering Services	Special Food (VIPs/Guests/Officers): Approximately 100 Persons Common Food: Approximately 1,000 Persons Tea and Snacks: for VIP and Guests The rates shall include cooking, serving, drinking water, disposable eco-friendly serving materials, cleaning and deployment of sufficient catering staff.
3	Supply of Felicitation Items	- Mementos- 100 Nos. - Printed Citations with frame - 860 Nos. - Maflars - 1000 Nos.
4	Procurement of Moran Gamusas	- Special Purple Colour Moran Gamusa- 50 Nos. - Regular/Simple Moran Gamusa - 100 Nos.

General Terms & Conditions

- The tender comprises the following four (04) independent components:
 - Component-I: Pandal, Stage & Venue Decoration at Manav Kalyan Puja Bhawan, Tinsukia
 - Component-II: Catering/Food Arrangement
 - Component-III: Supply of Felicitation Items
 - Component-IV: Procurement of Moran Gamusas
- Intending Firms/Dealers/Suppliers shall send their quotations along with: -
 - Name of the Firms/Dealers/Suppliers, Contact details, Address.
 - Valid Trade License.
 - Registration issued by the Competent Authority/ MSME Registration (if applicable).


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- iv. GST registration
 - v. Permanent Account Number; (PAN No.)
 - vi. IT Return for Assessment Year-2023-24, 2024-25, 2025-26.
 - vii. Bank Account details.
 - viii. Caste Certificate (if applicable)
3. Each component shall be treated as a separate bid and evaluated independently. Bidders may participate in one or more components, and the contract for each component shall be awarded separately to the lowest responsive and technically qualified bidder (L1).
 4. All materials, goods and services shall conform to the specifications and quality standards approved by the Tender Committee. Any substandard item or work shall be replaced or rectified by the successful bidder at his/her own cost.
 5. The quantities indicated are tentative and may be increased, decreased or omitted, wholly or partly, depending upon actual requirements, without assigning any reason or entertaining any claim from the bidder.
 6. The quoted rates shall be inclusive of all taxes, duties, transportation, labour, installation and other incidental charges, and shall remain valid irrespective of any variation in quantities.
 7. The decision of the Tender Committee and the Tender Inviting Authority regarding evaluation, acceptance or rejection of bids and award of contract shall be final and binding on all bidders.
 8. The Tender Inviting Authority reserves the right to accept or reject any or all tenders, wholly or partly, or to cancel or re-invite the tender without assigning any reason. No claim for compensation shall be entertained on this account.
 9. Quotation should be addressed to the Principal Secretary, Moran Autonomous Council, Tinsukia and the cover containing the Quotation should be superscribed as **"Supply of goods and services for the scheme Ceremonial Distribution of Benefits under the Heketa Scheme of the Education Department, under Moran Autonomous Council, Tinsukia."**
 10. An Earnest Money Deposit (EMD) of Rs. 7,000.00 (Rupees Seven Thousand) only, in original, in the form of a Bank Guarantee issued by any Nationalized Bank, shall be submitted only by bidders participating in all four components of the tender. The Bank Guarantee shall be deposited in favour of the Principal Secretary (i/c), Moran Autonomous Council, Tinsukia, and the original Bank Guarantee shall be enclosed with the tender documents. Bidders participating in any individual component separately shall be exempted from submitting the EMD.

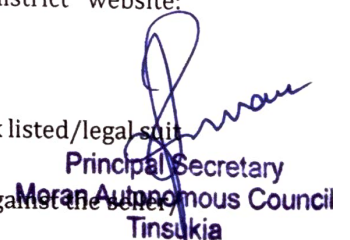
Interested bidders can drop their bids in the drop box placed at the chamber of the Principal Secretary (i/c), Moran Autonomous Council & District Development Commissioner, Tinsukia located at Room No:08, O/o the District Commissioner, Tinsukia from **22/06/2026 (10:30 AM to 5:00 PM) onwards.**

The last date of receipt of the Quotation in this office is **2:00 PM on 13/07/2026. The Tender Documents will be opened on the same day (i.e. 13/07/2026) at 3:30 PM** in the presence of the Tenderer(s) or their authorized representatives who may be present at the time. Late and incomplete quotations will not be considered.

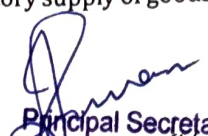
The Tender documents can be downloaded online from Tinsukia district website: <https://tinsukia.assam.gov.in>

Other conditions:

1. A notarized self- declaration that the Firms/Dealers/Suppliers has not been black listed/legal suit by any institution of the Central or State Govt. / Bank or any financial institution.
2. Notarized Self Declaration stating that there is no pending Judicial Litigations against the vendor/ Tenderer, etc.
3. Original Quotation shall be duly filled in, signed and stamped by the Tenderer or his authorized representative.
4. Telegraphic/Telex/ Fax/Email and letter head quotations are not acceptable and will be rejected.
5. The Tenderer shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in quotation document. Any failure on the part of the Firms/Dealers/Suppliers to observe the prescribed procedure and any attempt to canvas for the work will prejudice the Contractors' quotation/ bid.


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6. In case, the date of opening of Tender Box is declared a holiday, the Tender Box shall be opened at the same time on the next working day.
7. All documents submitted should be self-attested with seal of the Tenderer.
8. The successful bidder shall supply all the goods and services within the time stipulated in the Supply Order or as directed by the Tender Inviting Authority.
9. Payments shall be made only through bank transfer after satisfactory supply of goods and services.



Principal Secretary
Principal Secretary (i/c)
Moran Autonomous Council
Tinsukia

CHECKLIST OF TENDERER

Sl. No.	Requirements to be checked by the Tenderer before submission of the Quotation	Compliance (To be indicated by the Tenderer with "YES" after compliance of the requirements)
1	Registration issued by the Competent Authority/ MSME Registration (if applicable)	
2	Permanent Account Number (PAN No.)	
3	GST registration	
4	IT Return for Assessment Year-2024-25, 2025-26	
5	Copy of valid Trade License.	
6	Notarized self-declaration that the Tenderer/ bidder has not been black listed by any institution of the Central or State Govt. / Bank or any financial institution	
7	Notarized Self-Declaration stating that there is no pending Judicial Litigation(s) against the Tenderer/ bidder.	
8	All pages of the Quotation are duly filled in, signed and stamped by the Tenderer or his authorized representative.	
9	EMD (2% of the Total Tender Value for Unreserved Bidders and 1% of the Total Tender Value for ST/SC/OBC/MOBC Bidders)	
10	Caste Certificate (if applicable)	

Signature of Tenderer