



**North East Centre For Technology Application & Reach (NECTAR)
An Autonomous Institute of Department of Science and Technology,
Government of India**

**NOTICE INVITING TENDER (NIT)
FOR YEARLY RATE CONTRACT FOR THE EMPANELMENT OF AGENCY/ AGENCIES FOR
INDOOR AND OUTDOOR PUBLISHING**

**North East Centre for Technology Application & Reach (NECTAR)
An Autonomous Institute under Department of Science & Technology (DST),
Govt. of India**

**Survey of India Campus, Bonnie Brae Estate
Barik Point, Shillong – 793 001 (Meghalaya)**

20.07.2026

To,

All interested and eligible Firms/Agencies

SUB: - EMPANELMENT OF AGENCY/ AGENCIES for YEARLY RATE CONTRACT FOR INDOOR AND OUTDOOR PUBLISHING

Dear Sir / Madam,

Online e-Tender is invited by North East Centre for Technology Application and Reach (NECTAR), Shillong for empanelment of Agency / Agencies for Yearly Rate Contract for Indoor and Outdoor Publishing as per the subject, from the interested and eligible firms/parties as per requirements given in the document.

1. EOI form along with terms and conditions is available on the websites www.nectar.org.in and CPP Portal from date/time: 20.07.2026 at 03:00 PM.
2. Last date of submission of EOI is 10.08.2026 at 05:30 PM
3. The bid document should be uploaded vide GeM-CPP Portal <https://eprocure.gov.in> only (E-tendering)
4. The bids will be evaluated at NECTAR office in the presence of the Applicant or their authorized representatives. NECTAR reserves the right to accept or reject any bid without assigning any reason thereof at its discretion.
5. Eligible firms / parties are requested to submit their proposals as per the requirements in the bid document.
6. Queries if any may be referred in writing to the Sr. Administrative Officer at the above-mentioned address or at E-mail: nectar@nectar.org.in

Yours Faithfully

SIMON PHUKAN
Digitally signed by
SIMON PHUKAN
Date: 2026.07.20
14:14:37 +05'30'

Sr. Administrative Officer
NECTAR

Copy to:

1. The Accounts branch, NECTAR
2. Notice Board, NECTAR
3. Website- <http://eprocure.gov.in>
4. Website- <http://nectar.dst.gov.in>

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1. GENERAL INFORMATION ABOUT EOI

1.	Tender No.	F. No. M-13011/6/2023
2.	Downloading of EOI forms	From 15.00 hours on 20.07.2026 to 15.00 hours on 10.08.2026 from the GEM-CPP portal https://eprocure.gov.in/eprocure/app
3.	Pre-Bid meeting	15.00 hours on 29.07.2026 through virtual mode (Links will be provided by NECTAR on email request. The email ID for communication is nectar@nectar.org.in)
4.	Last date and time for receipt of sealed EOI	17.30 hours on 10.08.2026
5.	Time and date for opening of EOI	15:00 hours on 12.08.2026
8.	Address for communication	Sr. Administrative Officer North East Centre for Technology Application & Reach Survey of India Campus, Bonnie Brae Estate, Barik Point, Shillong – 793 001
9.	General Terms & Conditions.	As per bid document.
10.	Contact Details	Sr. Administrative Officer nectar@nectar.org.in
11.	Tender Fees	Nil
12.	EMD	Rs. 50,000/- (Rupees Fifty Thousand only)
13.	Performance Guarantee	3% of project cost applicable at the time project award
14.	Bidding system	Single Stage Two Envelope Bid System (Technical Bid & Financial Bid)
16.	Validity of offer	For a period of 90 days from the date of financial proposal.

Note: The bid document should be uploaded vide GeM-CPP Portal <https://eprocure.gov.in/eprocure/app> only. Bids sent vide Hard Copy and by email will summarily be rejected.

2. ELIGIBILITY CRITERIA

Name of Work	Notice Inviting Tender for empanelment of Agency / Agencies for Indoor and Outdoor Publishing			
Time allowed for completion	120 (One Hundred Twenty) days from the date of issue of Work Order.			
Cost of bid documents	Nil			
Earnest Money Deposit (Refundable)	Rs. 50,000/- (Rupees Fifty Thousand only) to be deposited to NECTAR's Bank Account. The proof same shall also be enclosed in Cover – I			
	ACCOUNT NAME	BANK NAME	BANK A/C NO.	BANK IFSC CODE
	North East Centre for Technology Application and Reach (NECTAR)	Union Bank of India	571402010002690	UBIN0538507
Eligibility of the Firm / Agency	Bidder should be a registered entity and shall be operational for at least for last three financial years w.e.f. FY2023-24 and shall submit documents related to Registration of Firm, PAN No., GST Registration & Trade License. The bidder must be the owner of the printing press.			
Turnover	Bidder should have an average turnover of Rs 50 Lakhs or more in the last three financial years i.e. FY2023-24, FY2024-25 & FY2025-2026. MSEs / Start-up should have an average turnover of Rs 25 Lakhs or more in the last three financial years i.e. FY2023-24, FY2024-25 & FY2025-2026. Bidder shall submit CA certified turn over certificate of last three FY (FY2023-24, FY2024-25 & FY2025-2026)			
Past Experience	Bidder should have credentials with proper documentation of having experience in indoor publishing and outdoor publishing above 50 Lakhs in a single order to Govt., Semi-Govt. or PSU companies during the last 3 years. Preference shall be given to agencies having prior experience in public awareness campaigns for Central/State Government schemes (e.g., Swachh Bharat Mission, Jal Jeevan Mission, Health & Social Sector campaigns, etc.).			
Presence in North East India	The Agency must have their presence in North East India with a valid proof such as GST, Trade License, Bank Account etc			

SUBMISSION OF DOCUMENTS:

1. Supporting documents as per eligibility criteria.
2. Copies of relevant work orders and completion certificates.
3. Proof of printing infrastructure
4. Notarised copies of Trade License / Bank document
5. Details of key personnel and organizational structure.
6. Authority letter / Board Resolution authorizing the signatory.

7. Duly filled prescribed formats (Format-1 to Format-4).
8. Signed and sealed declaration regarding compliance with GFR, non-blacklisting, and absence of conflict of interest.

Note: The bid should be accompanied by tender fee and Earnest Money Deposit (EMD) as mentioned above. Bids without tender fee and earnest money deposit shall be summarily rejected.

Bidders registered as Micro and Small Enterprises (MSEs) as defined in MSME Procurement Policy issued by department of Micro, Small and Medium Enterprises or are registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy and Promotion are exempted from the payment of tender fee and earnest money deposit. However, bidders seeking exemption from payment of tender fee and earnest money deposit shall submit the proof of the same along with their technical bid.

1. EVALUATION PROCESS

NECTAR will constitute an evaluation committee to assess the offer received. Calculation of highest bid on Quality and Cost Based Selection (QCBS) method will be followed with a weightage ratio of 30:70 (30% to the technical Score and 70% to the financial proposal). NECTAR reserves the right to cancel or award the work to any party/bidder.

Price and quality will both be considered while evaluating the bid.

Technical Evaluation Criteria will be as per the table below

Sl. No.	Criteria	Marks
A	Relevant Experience in Indoor & Outdoor Publishing	15
B	Infrastructure/ Category of Printing Press & Geographical Location	20
C	Average Turnover (Last 3 Financial Years)	45
D	Qualification of Key Personnel	10
E	Technical Approach, Management Plan & Presentation	10
Total		100

Bidder's Technical score

$$\text{Technical Score (T)} = \frac{\text{Bidder's Technical score}}{\text{Highest Technical Score}} \times 100$$

$$\text{Commercial Score (C)} = \frac{\text{Lowest Commercial Price}}{\text{Bidder's Commercial Price}} \times 100$$

$$\text{Final Score (F)} = (\text{Technical Score} \times 0.3) + (\text{Commercial score} \times 0.7)$$

NECTAR reserves the right to empanel one or more agencies to award the work.

2. SCOPE OF WORK - DETAILS OF SUPPLY

The scope of work shall broadly include, but not be limited to:

a. Indoor Publishing

- i. Design, printing, and supply of training materials, brochures, crop calendars, manuals, IEC materials, etc.

1. The training materials should be of following specifications

- Number of pages - Approx 120 (including both vol 1 and 2)
- Printing type - Printing with material
- Size of paper - A4 (21.0 cm x 29.7 cm)
- Category - Book/ Booklet
- Paper thickness in GSM - 121-130 GSM
- Printing mode – Offset

2. The manuals should be of following specifications

- Number of pages - TBD
- Printing type - Printing with material
- Size of paper - A4 (21.0 cm x 29.7 cm)
- Category - Book/ Booklet
- Paper thickness in GSM - 121-130 GSM
- Printing mode – Offset

3. The trifold brochures should be of following specifications:

- Type – Trifold brochure
- Number of pages – 6
- Size of paper - A4 (21.0 cm x 29.7 cm)
- Finishing – Matte finish
- Category – Brochure
- Paper thickness in GSM - 200 GSM

4. The brochures should be of following specifications:

- Type – Trifold brochure
- Number of pages – 6
- Size of paper – 63.0 x 29.7 cm
- Finishing – Matte finish
- Category – Brochure
- Paper thickness in GSM – 250-300 GSM

5. The crop calendars should be of the following specifications

Size: (20×30) inch

Paper: 170 GSM Art paper

Printing: Multicolour

Binding: Spiral

- ii. Printing in English, Hindi, and major local languages of the North East (Assamese, Khasi, Garo, Mizo, Bodo, Karbi, Bengali, etc.).

- iii. Distribution across approximately **250 clusters covering 25,000 farmers**. The details of the confirmed 246 locations are as below:

Sl. No	Village	District	State
1	Bhadrapur	Kokrajhar	Assam
2	Bashbari	Kokrajhar	Assam
3	Borpalah	Morigaon	Assam
4	Borpalah	Morigaon	Assam
5	Dolongghat	Nagaon	Assam
6	Rongalumukh	Nagaon	Assam
7	Mathoukhat	Nagaon	Assam
8	Nonoi Deuri Gaon	Nagaon	Assam
9	Sukatiputa	Nagaon	Assam
10	Kachubil no.1	Chirang	Assam
11	N C Kahitama	Chirang	Assam
12	Bagidwara	Chirang	Assam
13	Milonpur	Chirang	Assam
14	No2 barpathar	Chirang	Assam
15	Majuli Grant	Udalguri	Assam
16	Tamulbari	Udalguri	Assam
17	Barbari Pathar	Udalguri	Assam
18	Nalbari	Udalguri	Assam
19	Uttar Rawnagarh	Udalguri	Assam
20	Udmari	Morigaon	Assam
21	Udmari	Morigaon	Assam
22	SINDHISAR	Morigaon	Assam
23	Dimoria	Kamrup(M)	Assam
24	GAON DIMORIA	Kamrup(M)	Assam
25	1NO OUJARI	Kamrup(M)	Assam
26	3NO OUJARI	Kamrup(M)	Assam
27	2NO OUJARI	Kamrup(M)	Assam
28	DUMUPAHAM	Kamrup(R)	Assam

29	DUMUPHAM	Kamrup(R)	Assam
30	TAGANPARA	Kamrup(R)	Assam
31	SATARGAON	Kamrup(R)	Assam
32	AMRING	Kamrup(R)	Assam
33	Nola Engti	Karbi Anglong	Assam
34	Lank kiding Phangcho	Karbi Anglong	Assam
35	Ampukhuri	Karbi Anglong	Assam
36	Chai Teron gaon	Karbi Anglong	Assam
37	Cherop Tokbi	Karbi Anglong	Assam
38	NO2 Pithaghat	Golaghat	Assam
39	Doyang par	Golaghat	Assam
40	No2 Sonaribilgaon	Golaghat	Assam
41	Abhangpathar	Golaghat	Assam
42	Gamariguri	Golaghat	Assam
43	Ushapur,Duliajaan	Dibrugarh	Assam
44	Sasoni Gotong	Dibrugarh	Assam
45	Chowdang gaon	Dibrugarh	Assam
46	No.2 Mohmari vill	Dibrugarh	Assam
47	Ghumtal	Dibrugarh	Assam
48	1 no Chapakhowa	Tinsukia	Assam
49	Padumkhuli(Sadiya)	Tinsukia	Assam
50	Sadiya(Jhiyu Gaon)	Tinsukia	Assam
51	Sadiya	Tinsukia	Assam
52	Sadiya	Tinsukia	Assam
53	Kathamia	Majuli	Assam
54	Mudoibil	Majuli	Assam
55	Salmari Gaon	Majuli	Assam
56	Major Deuri	Majuli	Assam
57	Namoni Kalia	Majuli	Assam
58	Pamua	Dhemaji	Assam
59	Jorkata Kath gaon , Ahom.	Dhemaji	Assam
60	Jorkata Chamuah	Dhemaji	Assam
61	Jorkata Naharani, Machkhowa	Dhemaji	Assam
62	Rajabari	Dhemaji	Assam
63	Barjalenga Pt 5	Cachar	Assam
64	Phaijol punjee	Cachar	Assam
65	Hmarkhawlien	Cachar	Assam
66	Digar Fulertal	Cachar	Assam
67	Kalampunjee	Cachar	Assam
68	Lovonkhal	Cachar	Assam
69	Durganagar Bahadurgram part 2	Cachar	Assam
70	DHOLAI MOLAI PT IX	Hailakandi	Assam
71	Dholai part 6	Hailakandi	Assam

72	Roopa cherra.R/a	Hailakandi	Assam
73	Siljuri	Golaghat	Assam
74	Jugi Gaon	Golaghat	Assam
75	Bongali Gaon	Golaghat	Assam
76	Nahorjan Bagan	Golaghat	Assam
77	Shantipur	Udalguri	Assam
78	No. 2 Ghagrapara	Udalguri	Assam
79	Amlaiguri	Udalguri	Assam
80	Dalakati	Udalguri	Assam
81	Hangmapur	Udalguri	Assam
82	Ghoramara	Sri Bhumi	Assam
83	South Kandigram	Sri Bhumi	Assam
84	Srigouri	Sri Bhumi	Assam
85	North Kandigram	Sri Bhumi	Assam
86	Tihu	Nalbari	Assam
87	Dhamdhama	Baksa	Assam
88	Bhurbandha	Morigaon	Assam
89	Bhuragaon	Morigaon	Assam
90	Nagriajuli	Tamulpur	Assam
91	Darangapar	Tamulpur	Assam
92	Baghmara	Biswanath Charilai	Assam
93	Baghmara	Biswanath Charilai	Assam
94	Shergaon	West kameng	Arunachal Pradesh
95	Shergaon	West kameng	Arunachal Pradesh
96	Shergaon	West kameng	Arunachal Pradesh
97	Shergaon	West kameng	Arunachal Pradesh
98	Thongre	West kameng	Arunachal Pradesh
99	Rupa	West kameng	Arunachal Pradesh
100	Rupa	West Kameng	Arunachal Pradesh
101	Shergaon	West Kameng	Arunachal Pradesh
102	Jigaon	West Kameng	Arunachal Pradesh
103	Shergaon	West Kameng	Arunachal Pradesh
104	Seba	East Kameng	Arunachal Pradesh
105	Seba	East Kameng	Arunachal Pradesh
106	Ningcho	East Kameng	Arunachal Pradesh
107	Ningcho	East Kameng	Arunachal Pradesh
108	Nere	East Kameng	Arunachal Pradesh
109	Muthi	Aizawl	Mizoram
110	Samlukhai	Aizawl	Mizoram
111	Khawhai	Khawzawl	Mizoram
112	Sialhawk	Khawzawl	Mizoram
113	Rabung	Champai	Mizoram
114	Khawzawl	Khawzawl	Mizoram

115	Tlangpui	Khawzawl	Mizoram
116	Tualpui	Khawzawl	Mizoram
117	Chalrang	Champai	Mizoram
118	Changzawl	Saitual	Mizoram
119	Leisenzo	Champai	Mizoram
120	Leisenzo	Champai	Mizoram
121	Hliappui	Saitual	Mizoram
122	Teikhang	Saitual	Mizoram
123	Ngopa	Saitual	Mizoram
124	Hliappui	Saitual	Mizoram
125	Reiek	Mamit	Mizoram
126	Reiek	Mamit	Mizoram
127	Biate	Khawzawl	Mizoram
128	Serte	Lunglei	Mizoram
129	Krishna Nagar	Dhalai	Tripura
130	New Kathalcherra	Dhalai	Tripura
131	New Kathalcherra	Dhalai	Tripura
132	North singinala	Dhalai	Tripura
133	Japan para	Dhalai	Tripura
134	Brikshadhar para	Dhalai	Tripura
135	Haripur	Dhalai	Tripura
136	Maniram Para	Dhalai	Tripura
137	Dhanu Kumar Debbarma	Sipahijala	Tripura
138	Laxmipur	Dhalai	Tripura
139	Laxmipur	Dhalai	Tripura
140	Chandra Nagar 1	Sipahijala	Tripura
141	Sadramhati	Sipahijala	Tripura
142	Gopi Nagar	Sipahijala	Tripura
143	Lalsing Mura	Sipahijala	Tripura
144	Kanurampara	Sipahijala	Tripura
145	Kandrai Chhara	Sipahijala	Tripura
146	Ramnagar Mouja	Sipahijala	Tripura
147	Khumpuiliong Para	Sipahijala	Tripura
148	Mahanta para	Gomati	Tripura
149	Kurmacherra	Gomati	Tripura
150	Dudhpushkarini	Gomati	Tripura
151	Sonaichari	South Tripura	Tripura
152	Purba Manu Bankul	South Tripura	Tripura
153	Rabokva	Gomati	Tripura
154	Twibaklai Bari	Gomati	Tripura
155	Paschim Sonata	Khowai	Tripura
156	Ramchandra Ghat	Khowai	Tripura
157	Kalyanpur	Khowai	Tripura

158	Paschim Chebri	Khowai	Tripura
159	Ramchandra Ghat	Khowai	Tripura
160	Kshirode Nagar	Khowai	Tripura
161	Daguma Bari	Khowai	Tripura
162	Kirannagar	Khowai	Tripura
163	Kalyanpur	Khowai	Tripura
164	Lefunga	West Tripura	Tripura
165	Mandwi	West Tripura	Tripura
166	Champaknagar	West Tripura	Tripura
167	Mahimsorda para	West Tripura	Tripura
168	Magunia Para	West Tripura	Tripura
169	Nakshirai Para	Khowai	Tripura
170	New Puitva	Peren	Nagaland
171	Old Puitva	Peren	Nagaland
172	Mpai	Peren	Nagaland
173	Mpai	Peren	Nagaland
174	Mpai	Peren	Nagaland
175	Mpai Namci	Peren	Nagaland
176	Mpai Namci	Peren	Nagaland
177	Mpai Namci	Peren	Nagaland
178	Kudeng	Peren	Nagaland
179	Old Tesen	Peren	Nagaland
180	Old Tesen	Peren	Nagaland
181	Old Tesen	Peren	Nagaland
182	Old Tesen	Peren	Nagaland
183	Old Tesen	Peren	Nagaland
184	Samziuram	Peren	Nagaland
185	Pang Tong	Wokha	Nagaland
186	Yimparasa	Wokha	Nagaland
187	Serika	Wokha	Nagaland
188	Baghty	Wokha	Nagaland
189	Pang Tong	Wokha	Nagaland
190	Madan Kynsaw	West Jaintia Hills	Meghalaya
191	Mupliang	West Jaintia Hills	Meghalaya
192	Myrjai	West Jaintia Hills	Meghalaya
193	Namdong B Block 2	West Jaintia Hills	Meghalaya
194	Lumpyngngad	West Khasi Hills	Meghalaya
195	Mawthungmarwei	West Khasi Hills	Meghalaya
196	Mawliehpoh	West Khasi Hills	Meghalaya
197	Langshonthiang	West Khasi Hills	Meghalaya
198	Nongdambur	West Khasi Hills	Meghalaya
199	Narwan - 1	East Jaintia Hills	Meghalaya
200	Narwan - 2	East Jaintia Hills	Meghalaya

201	Tubershohshrieh	East Jaintia Hills	Meghalaya
202	Williamnagar	East Garo Hills	Meghalaya
203	Nokatgre	West Garo Hills	Meghalaya
204	Gonchudare	West Garo Hills	Meghalaya
205	Watregre	West Garo Hills	Meghalaya
206	Jholgaon	South West Garo Hills	Meghalaya
207	Chengkompara	South West Garo Hills	Meghalaya
208	Chapahati 2	South West Garo Hills	Meghalaya
209	Reking	North Garo Hills	Meghalaya
210	Rajasimla Wari	North Garo Hills	Meghalaya
211	Jengjal	North Garo Hills	Meghalaya
212	Rongkugre	South Garo Hills	Meghalaya
213	Nachi Adugre	South Garo Hills	Meghalaya
214	Rongchekgre	South Garo Hills	Meghalaya
215	Mynsain	Eastern West Khasi Hills	Meghalaya
216	Mawsium	Eastern West Khasi Hills	Meghalaya
217	Nongsohma Mawdemkhla	Eastern West Khasi Hills	Meghalaya
218	Mawthohbeh	Eastern West Khasi Hills	Meghalaya
219	Mawsynnam	Eastern West Khasi Hills	Meghalaya
220	Nongpoh	Ri-Bhoi	
221	Umkaduh	Ri-Bhoi	Meghalaya
222	Langphadur	Ri-Bhoi	Meghalaya
223	Umdihar	Ri-Bhoi	Meghalaya
224	Umtyrten	Ri-Bhoi	Meghalaya
225	Nongkya	Ri-Bhoi	Meghalaya
226	Mairungpdeng	Ri-Bhoi	Meghalaya
227	Syllei-U-Lar	Ri-Bhoi	Meghalaya
228	Nongnub Umpowin	Ri-Bhoi	Meghalaya
229	Liarsluid	Ri-Bhoi	Meghalaya
230	Lumdewsaw	East Khasi Hills	Meghalaya
231	Syntung	East Khasi Hills	Meghalaya
232	Nongjriong	East Khasi Hills	Meghalaya
233	Mawlynnu	East Khasi Hills	Meghalaya
234	Laitsohpliah	East Khasi Hills	Meghalaya
235	Sohpian	East Khasi Hills	Meghalaya
236	Tyrsad Umkseh	East Khasi Hills	Meghalaya
237	Mawsadang	East Khasi Hills	Meghalaya

238	Umniuh	East Khasi Hills	Meghalaya
239	Wahkhen,	East Khasi Hills	Meghalaya
240	Puriang	East Khasi Hills	Meghalaya
241	Darugre Songma	East Garo Hills	Meghalaya
242	Rongdu Dabit	East Garo Hills	Meghalaya
243	Dobu Wenok bibra	East Garo Hills	Meghalaya
244	Dinamingre	East Garo Hills	Meghalaya
245	Rangblang Sohsyniang Rangblang A	South West Khasi Hills	Meghalaya
246	Mawphansaw	South West Khasi Hills	Meghalaya

b. Outdoor Publishing

i. Printing and installation of banners at 250 demonstrative farm labs.

- Size: 4 x 8 ft
- Material: Printed flex PVC

ii. Printing and installation of hoardings at prominent public locations, including urban centers and National Highways across the North Eastern States.

- Fabrication of heavy duty MS iron frame structure
- Minimum 1.5 x 1.5 inch pipe (16-18 gauge) and post should be best quality
- Size: 9 x4.5 m preferred. However the size may vary depending on locations,
- Material: Printed flex PVC
- Thickness: Flex should be 300 GSM thickness

c. Execution & Coordination

i. All activities shall be carried out strictly as per instructions issued by NECTAR and in compliance with PM-DevINE guidelines.

3. SUBMISSION OF BIDS

Bid shall be submitted along with Earnest Money Deposit and other requisite documents in cover-I (Technical bid) & cover-II (financial bid).

- **Cover -I (Technical Bid):** Forwarding letter, Signed-sealed copies bid document, Business Registration Details, Certificate of Registration for GST, PAN Card of the firm / Agency, Trade License, Partnership Deed in case of partnership firm and Articles of Association in case of limited Company, Work Completion Certificate, CA Certified Turn Over statement and all other relevant documents including the tender fees and earnest money & qualifying / eligibility criteria proof.

- **Cover-II (Financial Bid):** The bid shall contain the offered price with the full Bid Document duly filled as per the format given in this bid document & a cover letter for financial bid. No other condition stipulated in Cover-II, other than unconditional general rebate, shall be accepted.

After examining the Cover-I (Technical Bids) of the bid, NECTAR will open the Cover-II (Financial Bids) of only those eligible bidders who have satisfied the requirements of Cover-I along with EMD & Tender Value on the same day or on another day.

- Covering letters and other detailed documents should form part of the offer.

4. DEVIATIONS TO TENDER CLAUSES

Bidders are advised to submit the bids strictly based on the terms and conditions and specifications contained in the Bid Documents and not to stipulate any deviations. Conditional bids are liable to be rejected.

5. VALIDITY OF OFFER

Bids submitted by bidders shall remain valid for acceptance for a minimum period of 90 days from the date of opening of the bids. The bidder shall not be entitled, during the said period of 90 days, to revoke or cancel their bid or to vary the bid price given or any term thereof, without the consent in writing of the Owner. In case of bidder revoking or cancelling their bids or varying any terms & price of an item in regard thereof without the consent of owner in writing, NECTAR shall reject their bid forfeiting the EMD paid by them along with their bid without giving any notice.

6. AWARD OF WORK

NECTAR reserves the right to empanel one or more agencies to award the work. Work shall be awarded to the lowest bidder, subject to the work experience and fulfilment of other terms & conditions and specifications. The selected bidder will have to get into a Rate Contract for the Supply of Organic Farm Inputs for a period of 1 (one) year.

7. ACCEPTANCE/REJECTION OF BID

- NECTAR does not bind itself to accept the lowest bid.
- NECTAR also reserves the right to accept or reject any bid in part or full without assigning any reason whatsoever.
- NECTAR also reserves the absolute right to reject any or all the bids at any time solely based on the past unsatisfactory performance by the bidder(s) the opinion/decision of NECTAR regarding the same shall be final and conclusive.

8. CORRECTIONS

No corrections will be entertained in schedule of rates after final submission of bids

9. FIRM RATES

The rates quoted by the bidder shall remain firm till completion of all works even during the extended period, if any, on any account whatsoever. It may be noted that no deviation on this account will be acceptable and an offer not containing a firm price shall not be considered.

10. CODE OF ETHICS:

The bidders should observe the highest standard of ethics and should not indulge in the following prohibited practices, either directly or indirectly, at any stage during the procurement process or during execution of resultant contracts:

- a. **“Corrupt practice”**: making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution.
- b. **“Fraudulent practice”**: any omission or commission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in the bidding process or to secure a contract or in execution of the contract.
- c. **“Anti-competitive practice”**: any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of The Competition Act, 2002, between two or more bidders, with or without the knowledge of NECTAR, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels;
- d. **“Coercive practice”**: harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract;

In case it comes to the notice of NECTAR at any stage that a bidder has indulged in any corrupt/ fraudulent/ anti-competitive/coercive practice:

- i) Will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent or anti-competitive or coercive and unlawful practices in competing for the contract in question.
- ii) Will declare the bidder not eligible and blacklist for a period of three years from being awarded a contract, if it at any time determines that the bidder has engaged in corrupt or fraudulent or anti-competitive or coercive and unlawful practices in competing for or in executing, a contract.

11. RATE CONTRACT

After the work is awarded, the bidder will have to enter into an Rate Contract on proforma to be provided by NECTAR for work awarded for a period of 1 (one) year, on a non-judicial stamp paper of requisite value at his own cost within ten days from receipt of acceptance work order.

12. CORRIGENDUM

Any addendum/ corrigendum issued shall form a part of the bid document. There will not be any press notification on amendment/ corrigendum. The prospective bidders are required to visit NECTAR Website i.e. www.nectar.org.in and on www.eprocure.gov.in for all such amendments/ corrigenda to this NIT as well as the bid document

13. GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. All communication and information should be provided in writing.
2. NECTAR reserves the right to reject the offer submitted in response to this bid at any stage without assigning any reasons whatsoever.
3. NECTAR reserves the right to change any or all the provisions of the bid document, such changes would be intimated to all the parties participating in the process.
4. Any addendum/corrigendum/date extension etc. in respect of this bid shall be issued on the portal <https://eprocure.gov.in/eprocure/app> only. No separate notification shall be issued in the press. Bidders are, therefore, requested to visit the portal regularly to keep them updated.
5. Time is the essence of the contract. If the Firm/Agency delays in the progress of work due to circumstances beyond their control, they shall have to apply in writing with proper justification for the delay to the NECTAR for extension of time of completion within 3 (three) days of such occurrence but before expiry of stipulated date of completion. The NECTAR Authority on such an application may grant the extension of time. If they think it is justified after proper enquiries. However, the findings of the NECTAR will be final and must be abided by the Agency.
6. Income Tax deduction will be made at source as per laid down rules of Ministry of Finance, Govt.
7. The rate quoted by the agency shall be firm throughout the tenure of the contract and shall be inclusive of all taxes, octroi and other statutory payments and will not be subject to any fluctuation due to any increase in any effect.
8. The payment of the bill will be made in actuals against Final Bill.
9. The Agency shall not, without the written consent and approval of the NECTAR, Sublet any part of the work.
10. No other terms and conditions are acceptable from their end if not stipulated in the work order or accepted. The Bidder, at the Bidder's own responsibility, cost and risk, is required to visit the site of delivery, if required. The costs of visiting the Site shall be at the Bidder's own expense.
11. The bidder is expected, before quoting his rate, to go through the requirement of materials / workmanship, specification, requirements and conditions of contract.
12. NECTAR reserves the right to impose penalty on the contractor for each day of delay beyond the specified date of completion, subject to the total amount of Damages not exceeding 10 (ten) per cent of the Contract Price.
13. **COMPLETION REPORT** Wherever applicable, the firm/agency shall have to submit with the final bill, detailed report showing the works completed in all respects. Such a report shall consist of one original and three copies of the same. Unless such a report is furnished and approved, payment for final bill will not be processed.

14. Any delays in or failure of the performance of either party herein shall not constitute default there under or give rise to any claim for damages, if any, to the extent such delays or failure of performance is caused by occurrences such as Act of god or the public enemy, expropriation or confiscation of facilities by Government authorities, or in compliance with any order or request of any Governmental authorities or due acts of war, rebellion or sabotage or fires, floods, explosions, riots or illegal joint strikes of all the workers of all the contractors.
15. The Firm/Agency shall comply with the Labour laws in force. No Labour below the age of eighteen years shall be employed on the works. The bidder should make their own arrangement for the assign all Labour trained in the particular field of work preferably local.
16. No claim for interest will be entertained by NECTAR in respect of any balance payments or any deposits which may be held up with NECTAR.
17. Any dispute, controversy, difference of any kind whatsoever or claim arising out of or in relation to this Agreement or the breach, termination, or invalidity thereof, shall be settled amicably by negotiation between the Parties. In event no amicable resolution or settlement is reached within a period of thirty (30) days from date on which above-mentioned dispute or difference arose, such dispute or difference shall be resolved by moving appropriate application/petition for appointment of sole Arbitrator before Meghalaya High Court. The seat of Arbitration shall be at Shillong and arbitration shall be conducted in English language. The arbitration will be carried out in accordance with the provisions of Indian Arbitration and Conciliation Act, 1996, or of any modifications or re-enactments thereof. The arbitral award will be final and binding on the parties, subject to legal remedies available under the law. The venue of Arbitration & Jurisdiction will be Meghalaya High Court.

14. SPECIAL TERMS AND CONDITIONS

1. Bidders shall submit their bids for the complete scope of work as defined in the bid documents.
2. However, NECTAR reserves the right to split – up the work, evaluate and award works to one or more Bidders, without prejudice to any provisions made elsewhere in the bid documents.
3. All terms and conditions of the bid documents shall be construed as applicable for any or all parts of the supply, in general, unless specifically indicated to the contrary. The provisions as separately applicable in the case of sub-division of the supply, are set out separately, wherever applicable.
4. The Bidder shall quote prices valid for acceptance by the NECTAR for award of full or part of the works, Bidder shall categorically confirm in their offer, their acceptance of the provisions of this clause.
5. Contract documents for the agreement shall be executed after award of works to the successful bidder by Intent or work order. Until the final contract documents are prepared and executed this bid document together with the annexed documents, modifications, deletions agreed upon by the NECTAR and Bidder's acceptance thereof, shall constitute a binding contract between the successful bidder and the NECTAR, based on terms contained in the aforesaid documents and the finally submitted and accepted prices.
6. The selected agency must pay Earnest Money for the requisite amount failing which the tender is liable to be rejected.
7. No interest shall be paid by the NECTAR on the Earnest Money deposited by the selected agency.
8. The Earnest Money deposited by the selected agency shall be forfeited in case the selected bidder

fails to start work within a period of 10 days.

9. The successful tender shall be issued Letter of Intent (LOI). The duplicate copy of the LOA will be returned duly signed by the agency as a token of acceptance.
10. The bidder will have to enter into an Rate Contract on proforma to be provided by NECTAR for work awarded for a period of 1 (one) year, on a non-judicial stamp paper of requisite value at his own cost within ten days from receipt of acceptance work order.
11. Tax deductions will be made as per the rules and regulations in force in accordance with acts prevailing from time to time.
12. The bidder should quote all-inclusive prices including the liability of GST other cess etc. whether on the works contract as a whole or in respect of bought out components used by the AGENCY in execution of the CONTRACT. NECTAR shall not be responsible for any such liability of the AGENCY in respect of this CONTRACT.
13. The bidder shall carry out the various tests as enumerated in the technical specification of this bid document and the technical documents that will be furnished to him/her during the performance of the work and no separate payment shall be made unless otherwise specified in schedule as rates.
14. All communication should be addressed to Sr. Administrative Officer, North East Centre for Technology Application & Reach, Survey of India Campus, Bonnie Brae Estate, Barik Point, Shillong – 793 001

**SIMON
PHUKAN** Digitally signed by
SIMON PHUKAN
Date: 2026.07.20
14:15:01 +05'30'

Simon Phukan
Sr. Administrative Officer

Copy to:

1. The Accounts Section, NECTAR.
2. Notice Board NECTAR.
3. Website- <http://eprocure.gov.in/>
4. Website- <http://nectar.org.in>

Annexure – I

PERFORMA OF FINANCIAL BID

Sr. No.	Name of Items	Quantity	Basic Rate	GST	Total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Signature of bidder.....

Duly authorized to sign the bidder

Stamp & Date

Annexure – II

Turn Over Certificate		
Sl. No	Financial Year	Overall annual turnover (in Lakhs of Rs.)
1	2023-24	
2	2024-25	
3	2025-26	
Note: Please submit Chartered Accountant (CA) certified turnover		

Signature of bidder.....

Duly authorized to sign the bidder

Stamp & Date

Annexure – III

LETTER– CUM - BID SECURITY DECLARATION

To
Sr. Administrative Officer,
North East Centre for Technology Application and Reach (NECTAR),
Survey of India Campus, Bonnie Brae Estate, Barik Point, Shillong – 793001

I/We have read and examined the bid documents relating to this for empanelment of Agency / Agencies for Indoor and Outdoor Publishing. I/We hereby submit our bid in the aforesaid documents with the terms and conditions contained or referred to there in and in accordance with all respects of the Bid Document.

In consideration of being invited to bidding, I/We agree to keep the bid open for acceptance for 90 days from the due date of submission thereof and not to make any modifications to its terms and conditions which are not acceptable to NECTAR.

A sum of Rs. 50,000/- is hereby deposited as Earnest Money Deposit.

If I/We withdraw or modify our bid during the period of validity as mentioned above, or if I/We are awarded the contract and I/We fail to sign the contract, or to submit a performance security before the deadline defined in the bid document (unless the said deadline is extended by NECTAR), NECTAR shall be at liberty to reject our bid/cancel the contract and debar us from participating in any tender for a period of three years.

Should this bid be accepted, I /We agree to abide by & fulfill all the terms and conditions of the aforesaid document.

If after the bid is accepted, I/we fail to commence the execution of the work as provided in the conditions. I/We agree that NECTAR shall without prejudice to any other right or remedy, is at liberty to forfeit the said earnest money absolutely and reject the bid.

Signature of bidder.....

Duly authorized to sign the bidder

Stamp & Date

Annexure-IV

DECLARATION OF NON-BLACKLISTING

This is with reference to the NIT published vide.dated for Notice Inviting Tender for empanelment of Agency / Agencies for Indoor and Outdoor Publishing. I/ We hereby declare that presently our agency / firm / company is not blacklisted/ debarred and not declared ineligible by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last three years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD / Performance Security may be forfeited in full and the bid, if any to the extent accepted may be cancelled.

Signature of bidder.....

Duly authorized to sign the bidder

Stamp & Date