

AMTRON
Assam Electronics Development Corporation Limited
Industrial Estate, Bamunimaidan
Guwahati – 781021

EMPANELMENT OF VENDORS

EOI No. AEDC/P&S/EOI-SGDS/2017/1, dated 18-Feb-2022

Assam Electronics Development Corporation Ltd. Industrial Estate, Bamunimaidan, Guwahati 781021, also known as AMTRON, intends to empanel suitable agencies having experience in supply of goods/services of specified categories as mentioned below in this document. The main purpose of Empanelment of firms/agencies as approved vendors is to have a broad-based panel of technically capable, financially sound and reliable source of supply of goods and services to whom enquiries can be addressed from time to time, as required, for institutional purchases at competitive and affordable cost.

1. Categories of goods /services :

SN	CATEGORY	PARTICULARS OF ITEMS
1	Stationery	Office stationery like pen, pencil, scale, envelope, writing pad, ledger, register, paper(size: A4, legal, etc), measurement book, diary, file cover, alpin, Gem clips, stapler, punching machine, paper cutter, cotton tag, gum, eraser, highlighter, paper weight, calling bell, adhesive tapes, duct tapes, measuring scale, office seal, etc. Computer stationery like printing paper, etc. Classroom stationery like white board marker, pencil, duster, etc.
2	Furniture and Fixture	Office Furniture & Fixture (table, chair, almirah, file cabinet, etc. Computer tables & chair, printing table, etc. Sign board, notice board, green board, white board, etc.
3	Housekeeping and sanitary items	Utensils(e.g. glass, cup, plate, spoons, etc), soap, disinfectant, deodorant, towel, broom, sweeping implements, etc.
4	Computer hardware, peripherals and software	Desktop/Laptop/Palm Top/Note Pad/Tablet computers, Work Stations, Thin Client, PDA, Servers. Laser/Dot Matrix/Inkjet/Line Printers. UPS (Online/Offline), Scanner (flat bed, roller, A0 to A4), Plotter (A0 to A4), Storage Device (SAN/NAS/Tape library), reader & printer with software, Peripherals & Accessories.
5	Computer consumables	Toner & Ink Cartridge & colour cartridge for printers, ribbon for DMP, CD, DVD, Pendrive.
6	Electrical equipment and accessories	Fan (Ceiling/Table/Wall), Water Heater, Bulb, Lamps & lighting Fixture, Stabilizer, Distribution Board, MCBs, Plug, Switch,

		Wire/ Cable, Electric Fitting/Accessories, Water Cooler, Water Purifier, Vacuum Cleaner, etc.
7	Power equipment	Generator, stabilizer, CVT/AVR and Transformer, UPS (online /offline), Inverter, etc.
8	Cable	OFC (6, 12, core) , UTP cable, GI wire, Plastic coated GI wire.
9	Networking equipment	Router, LAN Switches, UTM, FIREWALL, WiFi access Point, Converter, switch with SFP adaptability, I/O Box, enclosure box, Patch Cord, power adapter, Radio equipment, Network Racks & Servers Racks, etc.
10	Computer and Network installation and repair/maintenance tools	Soldering iron, multimeter, crimping tool, OFC splicing machine and materials, RJ45 punching machine, cup for OFC, screw driver set, pliers, cutters, hex blade, industrial helmet, life belt, Umbrella, torch & battery.
11	Survey equipment	Hand held GPS, DGPS, ETS(Electronic Total Station), Measuring Tape, etc.
12	Electronic items	1. CTV, LCD/LED/Plasma TV, HD/UHD TV.
		2. Smart card, smart card printer, smart card reader, ribbon for smart card printing, digital camera (min of 3 mp).
		3. RFID tag, biometric sensing equipment, Smart card based Access system with/without time & attendance recording.
		4. Wireless equipment.
		5. LED displays, LED lights and fixure, PV Solar panels with fittings & fixtures, etc.
		6. HD day & night IP Camera with/without IR & PIR facility and accessories.
		7. LCD/LED/DLP Projector, 3-D Projector, Mobile/Pocket Projector, Screen for projection, smart board, electronic display board.
		8. FAX machine, EPABX, Telephone instrument, Photocopier, etc.
13	Refrigerator and AC	Split A/C, Window A/C, Refrigerator, Precision AC.
14a	Fire Extinguisher	Dry powder type, Water CO2 type, Mechanical foam type, CO2 type, VESDA, etc.
14b	Civil items	Water supply, plumbing and sanitary fittings (GI pipe, tap, shower, basin, water closet, commode, etc) water purifier, water storage tank, fountain, etc.
15	System Integration Service	1. Supply and Installation of computer hardware items and consumables
		2. Laying of overhead (both GI supported and/or ADSS) OFC inclusive of supply of post/poles and necessary fittings.
		3. Laying of underground OFC with microtunneling using

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		standard accessories.
		4. Application Software development, web based solution & implementation.
		5. Supply and erection of tower/mast for mounting of antenna for providing RF link.
		6. Design and setup of Security and Surveillance solutions incorporating CCTV, UVSS, Boom barrier, Bollard Access Control, visitor management, and other related projects.
		7. Supply & Implementation of biometric, smart card system, or any other smart access system.
		8. Design and set up of Video Conferencing system.
		9. Design and set up of LAN for an office using UTP cable, unmanaged switch, server, storage, workstation, etc.
		10. Design and set up of LAN for an office using OFC, UTP cable, managed switch, media converter/SFP module, with server, storage, workstation, etc.
		11. Design and set up of Network covering different offices using OFC, managed switches, routers, SFP modules, servers, storage, work stations, etc.
		12. Design and set up of interactive audio announcing and conferencing system for conference room for 10 – 30 users with microphones, podium, loudspeakers, amplifiers, etc.
		13. Design and set up of interactive audio announcing and conferencing system for conference room for 10 – 30 users with microphones, podium, loudspeakers, amplifiers, etc inclusive of facility for video presentation from Laptop, PC, etc.
		14. Design and set up of auditorium AV system including PA system.
		15. Civil & electrical works, Internal decoration, etc.
		16. Design, supply and installation of tower/mast for general lighting.
		17. Design, estimation, etc of building and road construction.
		18. Design, fabrication, supply, etc of Iron/steel works.
16	Facility Management services (maintenance of equipment, facility etc.)	1. Repair/Maintenance of UPS (online / offline), including ranges upto 120KVA, Inverter, etc.
		2. Repair / Maintenance of DG Set.
		3. Repair / Maintenance of stabilizer, CVT/AVR and Transformer, Inverter.
		4. Repair / Maintenance of Air Conditioners.
		5. Provisioning of Security services.
		6. Repair/maintenance services for tablets, mobile, calculator,

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		Desktops, laptops and peripherals etc. Including software maintenance.
		7. Repair/ maintenance services for Servers, SAN Storage, Tape Library.
		8. Repairs & maintenance civil & electrical works, etc.
17	Miscellaneous Services	1. Photography (still, video).
		2. Pandal/ shamiana with chair, sofa, table, etc.
		3. Hiring of Generator set, projector, P.A. System, LCD Panel, etc.
		4. Estate management and house keeping services: - Campus maintenance including cleaning, gardening, cutting shrubs, etc. - Electrical maintenance like replacement of fans, bulbs, tubes, electrical fittings, etc.
		5. GIS survey and other related survey.
19	Travel agency services	1. Booking of air tickets, railway ticket, etc.
		2. Vehicle rental services: providing car, multi utility vehicles, LMV, HMTV for local and outstation travel/transport.
20	Photocopy, Binding & Postal service	Colour/BW photocopy, binding work, lamination, etc.
21	Printing	1. Printing services like typing, translation, cover design, offset printing, screen printing, security printing of Annual Report, information brochure, news letter, leaflets, visiting card, I card, invitation card, letter head, certificate, coupons, form, posters, ledgers, registers, calendar, vinyl/flex banner, hologram, photoprinting, Answer books with/without OMR, etc.
		2. Media coverage includes TV, Radio, Regional and National print, Websites and Social Media.
		3. Advertisement : Television, as well as radio, newspapers, magazines and billboards.
22	Data digitization	Data Entry & capturing, report generation, etc.
23	Web Development & Programming	Planning, requirement-gathering, design, development and testing of websites, delivering and migrating existing site to the new portal. It also includes regular maintenance and updating of the website for various organisations.
24	Insurance	1. General Insurance of office equipments/accessories, etc. 2. Health Insurance.
25	Processing of confidential works	1. OMR design/printing etc./Evaluation.
		2. Conduction of written examination, including venue management.
		3. Conduction of online examination including infrastructure support, invigilation, online application development and

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		management, result processing, etc.
		4. Conduction of PST and PET/Medical Test, etc.
26	Supply of manpower	Supply of technical/semi-technical/Non-technical/skilled manpower as per requirement.
27	Battery	UPS battery, Battery bank, Generator set battery, solar power battery, etc.
28	Event Management services	1. Design and implementation of customized theme based exhibition program at any location in India.
		2. Supply and/or installation of tent/stall, with arrangement of sofa, chair, table, electrical fittings, catering, printing of materials etc. for standard event.
		3. Catering service.
29	Renewable energy services/ solutions/ Products / Energy audit	1. Solar inverter, solar lantern, solar lighting kits, solar home lighting system, solar traffic blinkers, solar road flasher, solar charge controller, solar street light, hybrid solar street light, solar power plant (off-grid/on-grid/hybrid), solar panel, etc.
		2. Wind energy.
		3. Hydro power.
		4. Geothermal Energy.
		5. Biomass Energy.
30	Architect firm	Design, drawing and estimate, survey, landscaping etc.
31	Consultancy Services	Transaction advisors/ other consultancy services.
32	Network / Wireless / Tower services	Provisioning of such services, Supply and Installation of tower, etc.
33	Satellite based Communication Systems	-Vsat/Satellite phone, GPS, etc. -Location based service providers.
34	IoT and innovative technology solutions (IoT, UAV, Sensor development, 3D printing, VLSI, SoC, AWS, Blockchain, openBTS, etc.) [vendors must mention the relevant technology field and submit proof of competency)	1. IoT, Sensor development
		2. 3 D printing.
		3. VLSI, SoC.
		4. AWS, Blockchain, openBTS, etc.
		5. UAV.
35	Voice communication	VOIP, VHF communication, etc.
36	Set top boxes/ smart meters	Supply, installation and maintenance.

37	Climate change smart solutions	Low wattage devices: LED, fans, AC, motors etc.
38	Online Program management	1. Learning management 2. Admission management system 3. Content management 4. Examination management
39	Drone	1. Drone production and service 2. Drone flying training
40	Digital Signature Certificate	Digital Signature Supply and Service
41	Production of Telefilm	1. Live Telecast 2. Live video streaming

Note: A.E.D.C. Ltd. reserves the rights to modify or add any or all the categories as per requirement of the Corporation from time to time.

2. **Scope of Work:**

Tender enquiries against demands of goods and services up to a limit of Rs. 20,00,000.00 (Rupees Twenty Lakhs Only), if not advertised, are sent to atleast three of the empanelled firms and in case of advertised tender enquiries, copies of tender notices may be sent to empanelled firms giving them information to enable them to purchase the tender papers. Final award of order will be given to the successful applicant(s), among the above, based on techno-commercial or any other criteria, depending on case to case.

3. **Eligibility for Empanelment :**

3.1 **Legal entity of the applicant:** All firms/Companies/Societies/Agencies registered / incorporated in India in accordance with the laws of India, who are in the business of supply of goods and services are eligible for **empanelment** if otherwise suitable, subject to specific conditions or restrictions stipulated in this document.

3.2.1 **Turnover and work experience:** The firms/agencies will apply for empanelment for the following monetary limits:

- i. For those capable of executing work order, valuing upto Rs. 2 lakh: The applicant, without having relevant experience may also apply for empanelment, for a maximum of 3 categories only.

However, on expiry of their validity, the exemption of experience would be withdrawn, and they have to apply for renewal for work order limit upto 5 Lakhs/ 20 lakhs as applicable.

- ii. For those capable of executing work order valuing upto Rs. 5 lakh : The applicant should have experience of executing atleast 2 work orders of supply of goods / services valuing not less than Rs. 50 thousand each in the financial year 2019-20.

- iii. For those capable of executing work order valuing Rs 5 lakh to 20 lakhs : The applicant's average annual turnover should be atleast Rs. 50 lakhs for any two of the financial years 2019-20, 2018-19 and 2017-18. In this case, the applicant should have experience of executing atleast 2 work orders of supply of goods/services valuing not less than Rs. 10 lakh each in any one of the financial years 2019-20 and 2018-19.

3.2.2 The applicant should have **positive profit after tax** in each of the financial years 2019-20, 2018-19 and 2017-18.

3.3 Essential documents:

The following essential documents (whichever applicable) should accompany with the application:

1. GST
2. Trade License
3. Factory License, MSME as applicable
4. Permanent Account No.
5. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms, etc
6. Registration Certificate with DGS&D/NCCF.
7. Current dealership agreement from the Principal along with SSI/NSIC certificates.
8. Annual Turnover certificates for last three years certified by a CA
9. Relevant ISO certificate or other quality assurance certificates
10. A notarized certificate that the vendor has not been black listed by any institution of the Central or State Govt. in the past three years on ground of involvement of the applicant in corrupt or fraudulent practices.
11. One copy colour passport size photo
12. Aadhaar card/passport/voter ID card (Any one)

3.4 Document and Empanelment Fee :

3.4.1 Empanelment fee (online):

The applicant shall submit along with the application(s), a *non refundable Empanelment Fee* as mentioned below, irrespective of nos. of categories applied for:

Sl No	Application for Empanelment	Empanelment fee (Rs)
1.	for monetary limit as clause 3.2.1(i) above.	2,000/-
2.	for monetary limit as clause 3.2.1 (ii) above.	5,000/-
3	for monetary limit as clause 3.2.1 (iii) above	10,000/-

3.5 Office/Service centres:

The applicant must have an office / service centre, as applicable, in Assam preferably in Guwahati. For authorized distributor/OEM centres the applicant shall produce a copy of the valid agreement/undertaking from the principal. On verification of the information, if at any time the furnished information is found incorrect the empanelment is liable to be cancelled and the firm may be black listed.

3.6 Any vendor winning a contract in any tender from Assam Electronics Dev. Corp. Ltd. Above Rs. 1.00 cr shall be automatically deemed to be empaneled under the category as per scope of Empanelment of vendors, Assam Electronics Development Corporation Ltd.

work of the the specific tender. Sililarly, any bidder technically short- listed in any tender from Assam Electronics Dev. Corp. Ltd. above Rs. 5.00 cr shall be automating deemed to be empaneled under the respective category.

- 3.7 All franchisees/DCC operators shall be deemed to be empanelled under the category in their respective line of service. However, they shall have to submit their documents as per norm.

4. GENERAL INSTRUCTIONS

4.1 Guidelines for submission of application

1. The application(s) along with the following documents need to be submitted to AMTRON within the time mentioned in the Key Time Lines (*Clause 4.4*):
 - * Application Form
 - * Annexure I, II, III and IV (attached herewith)
 - * Essentials document /Eligibility Proof
 - * Application Fee
2. In case the applicant applies for more than one category of goods/services, separate sealed envelope should be submitted for each category of goods/services containing the application along with essential documents, application fee and any other relevant papers, clearly superscribed on the top of the envelope as

**“APPLICATION FOR VENDOR EMPANNELMENT IN RESPONSE TO THE NIT
EOI No: AEDC/P&S/EOI-SGS/2013/1 dated dd/mm/yy**

FOR CATEGORY <please mention the category, as per clause 1 >”

and should be addressed to the Managing Director, Assam Electronics Development Corporation Ltd. Industrial Estate, Bamunimaidan, Guwahati 781021.

3. The envelope should also clearly indicate the name, address for communication, telephone number, and E-mail ID of the applicant to enable the application to be returned unopened in case it is declared "Late".
4. The applicant shall make sure before applying for a particular type of category, that the applicant has the required eligibility and experience for that category of goods/services.
5. The applicant shall mention clearly the category and the monetary limit to which he/they may be considered for empanelment. Based on the value of work experience and turnover, as submitted and verified, the applicants will be registered under relevant category and monetary limit.
6. The application and the related documents should be a complete document and should be bound. The documents should be properly page numbered and appropriately flagged / tagged; and must contain the *list of contents with page numbers*. Any deficiency in the documentation may result in the rejection of the application.
7. The application shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the applicant, in which case such corrections shall be signed by the person signing the application.
8. The applicant shall bear all costs associated with the preparation and submission of its application including cost of presentation for the purposes of clarification of the application. AMTRON, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

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9. The application, supporting documents and all correspondence and documents relating to the applications shall be written in English language.
10. The application, annexure and the supporting documents should be signed on all the pages by the applicant or his authorised representative and should be affixed with the applicant's Seal
11. The response to the EOI should be full and complete in all respects. Failure to furnish the requisite information or submission of a proposal not substantially responsive in every respect will be at the applicant's risk and may result in rejection of the proposal and *forfeiture of the non-refundable Empanelment fee*.
12. All materials submitted by the applicant becomes the property of AMTRON and may be returned at its sole discretion.

4.2 Selection Process:

The application forms and supporting documents will be properly examined in the light of eligibility criteria as stated above. If felt necessary, a technical team may be sent to evaluate the infrastructure of the company. On compliance with all requirements, the application with supporting documents will be placed before the recommendation committee. Once recommended, followed by approval of concerned authority, the party will be empanelled as Vendor for a period of five years from the date of approval, for supply of goods/services, and a letter in this context will be issued to the party, with allotment of a vendor code.

4.3 Post Selection process:

1. The names of the empaneled vendors will be displayed on the AMTRON's website www.amtron.in.
2. The empaneled vendors will be placed in different work order limits based on the above mentioned eligibility criteria.
3. At the time of requirement of the goods/ services, a limited tender enquiry may be issued to atleast three of the empaneled vendors, and order will be placed on one or many of them based on the techno commercial criteria or any other criteria as may be decided on a case to case basis.
4. The empanelment will be valid for five years from the date of approval. The vendors will have to apply for renewal, in the format given in Annexure I, as per valid EOI at the time of renewal. If not renewed before one month of expiry, the empanelment shall be deemed to be annulled. On expiry of empanelment, AMTRON is not responsible for informing the same to the party.

4.4 KEY TIME LINES :

Sl No.	Time Line	Dates
1	Availability of Application form	Downloadable from website www.amtron.in
2	Place, Time and time-line for submission of EOI	Office of the Managing Director, AMTRON upto 2.00 pm on all working days, during <ol style="list-style-type: none"> 1. January to February 2. May to June 3. September to October

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3	Period for Empanelment	One month from date of receipt of Application by concerned unit.
4	Empanelment validity period	5(five) years from date of Empanelment
5	Point of contact	Dy. Manager, Vendor Empanelment

5. TERMS & CONDITIONS

A) AMTRON's Right to Accept/reject any/all application(s) :

AMTRON reserves the right to accept any application and to annul the empanelment process and reject all applications at any time prior to empaneoment or any time after empanelment, without thereby incurring any liability to the affected applicants or any obligation to inform the affected applicants of the grounds for AMTRON's action.

B) AMTRON's right to split the contract:

AMTRON reserves the right to split and distribute the work among the empanelled vendors partly or fully.

C) AMTRON's right to issue clarifications, corrigendums:

If any applicant finds discrepancies or omission in the terms & conditions of the EOI/LTI document, or if any clarification is sought, a written request to the tender inviting authority for correction / clarification or interpretation can be submitted 3 days prior to the tender opening date as mentioned in the tender document.

AMTRON can at any time issue clarifications, addendums or corrigendums. The same will be published in the AMTRON's website. The applicants are requested to regularly visit the AMTRON's website.

D) Criteria for application rejection/ cancellation of empanelment:

An applicant's application for empanelment of a vendor may be rejected/ cancelled on the following grounds:

1. Any effort by an applicant/ empaneled vendor to influence AMTRON's decisions on evaluation and empanelment process may result in rejection of application or cancellation of empanelment.
2. Applications submitted without or improper application fee(s) or which do not confirm unconditional validity of the application as prescribed or if the information provided by the applicant is found to be incorrect /misleading at any stage / time during the empanelment process or thereafter, applications received by AMTRON after the last date prescribed for receipt of application or applications without signature of person (s) duly authorized on required pages of the application or applications without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the applicant shall be rejected.
3. Manipulation of rates by cartelization shall be viewed very seriously. If such a situation comes to the notice and/or there are reasons / circumstances for AMTRON to believe so, the concerned vendors will be called in to give justification of rates quoted by them. If they are not able to give a proper / satisfactory justification of their quoted rates, their empanelments / enlistments are liable to be cancelled.
4. If the vendors are found, subsequent to their empanelment, not complying with, any of the

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eligibility criteria

5. If a empaneled vendor is found not quoting for three (3) tender/ enquiries / RFQ consecutively on being asked to submit a response to the corresponding limited tender enquiries.
6. If a empaneled vendor has been technically rejected 3 times.
If continuous poor performance has been observed for 6 months from a Vendor
7. Any other grounds as decided by AMTRON

Such vendors, whose empanelment / enlistment is cancelled due to any of the above reasons, will not be considered for subsequent empanelment for a minimum period of 2 (two) years.

E) Governing Law:

The document and contract shall be governed by and interpreted in accordance with the laws of India.

Any dispute arising out of this vendor empanelment process and its subsequent issues, if any, shall be settled as per the arbitration act of India failing which the matter shall be settled in courts in Guwahati only.

F) Other Conditions

1. The vendor's performance on the job will be constantly monitored for quality, commitment to timelines mentioned in tender, adherence to the Safety Regulations, Labour / Statutory regulations, Conduct / Discipline etc., while executing jobs. Any deviations from stated conditions can lead to appropriate deterrent action as deemed fit by AMTRON.
2. If the vendor refuses to execute the job at his quoted rates, after finalizing order on him, he shall be put in holiday list. Vendors shall be issued a warning letter and he shall be debarred from quoting for any jobs for a minimum period of 2 (two) years.
3. AMTRON reserves the exclusive right and absolute discretion to call for tenders for any job or otherwise it deems fit, even during the validity of the empanelment period.
4. Successful empanelment by AMTRON is no guarantee of any future award of work or inclusion on a particular tender list.
5. If there is any discrepancy in the amount written in words and figures, the amount in words will prevail. If there is any discrepancy in the rate and amount, the figure of rates will be taken into consideration.
6. The other conditions of Contract like delivery timelines, payment milestones, Service Level Agreements, penalties, liquidated damages, etc will be specific to each order and will be decided on a case to case basis.

**Managing Director
A.E.D.C. Ltd**



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**Assam Electronics Development Corporation Ltd.
(A Govt. of Assam Undertaking)**

Annexure I

Application form for Vendor Empanelment / Renewal

(To be filled in capital letters)

Application for Vendor Empanelment :
(Tick the appropriate box)

Fresh

Renewal

1. Name of the Company/Firm

2. Address of Office in Assam

3. Telephone/ Fax No.

4. Email

5. Web site (if any)

6. Date of Establishment

7. Name of Directors /Proprietor / Partners : (i) _____
(Designation, email-id, phone no.)

ii) _____

iii) _____

iv) _____

v) _____

8. Name of Contact Person
(Phone no. & email)

9. No of Employees

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10. Type of Organization (*Please tick the appropriate box*)

Proprietary/ Partnership Firm/ Societies/ Private Limited Company/ Public Sector Company

11. Nature of Business (*please tick the appropriate box*)

(Manufacturing/ Serrvice/ Dealership/ Stockist/ Agent/ Others)

12. Essential documents (please submit whichever applicable)

SI No	Particulars	Please tick if enclosed
1	Certificate of Incorporation, Memorandum and Articles of Association for Companies registered under the Companies Act, 1956,	
	Partnership Deed for Partnership firms registered in India,	
	Certificate of Incorporation, Memorandum and Articles of Association for Societies registered under the Societies Registration Act, 1860, or the Indian Trust Act, 1882	
	Firm registration papers for Sole proprietorship firms whose proprietor is a resident in India as per the Income Tax Act, 1961	
2	CA Certificates certifying the annual turnovers for the financial years 2019-20, 2018-19 and 2017-18	
3	CA certificates certifying that the applicant has positive profit after tax in each of the financial years 2019-20, 2018-19 and 2017-18	
4	GST Regn. No:	
5	Income Tax Permanent Account No.	
6	Excise Center No:	
7	Trade License No: (issued from the appropriate authority in Assam)	
8	Factory License No:	
9	Registration Certificate with DGS&D/NCCF	
10	Current dealership agreement from the Principal along with SSI/NSIC certificates.	
11	Relevant ISO certificate or other quality assurance certificates, if any	
12	Work experience (<i>Annexure-III</i>)	
13	A notarized certificate on clean track record of the applicant (<i>Annexure IV</i>)	
14	Documentary proof of the applicant having an office and service centre in Assam	
15	Authorised Signatory proof (Power of Attorney, Board Resolution, etc)	
16	Copy of Aadhaar card / passport / voter's ID card	
17	MSME certificate	

13. Category and monetary limit for which the application is made:

SN	CATEGORY	PARTICULARS OF ITEMS	TICK THE APPROPRIATE BOX	MENTION THE MONETARY LIMIT AS PER CLAUSE NO 3.2.1
1	Stationery	Office stationery like pen, pencil, scale, envelope, writing pad, ledger, register, paper(size: A4, legal, etc), measurement book, diary, file cover, alpin, Gem clips, stapler, punching machine, paper cutter, cotton tag, gum, eraser, highlighter, paper weight, calling bell, adhesive tapes, duct tapes, measuring scale, office seal, etc. Computer stationery like printing paper, etc. Classroom stationery like white board marker, pencil, duster, etc.		
2	Furniture and Fixture	Office Furniture & Fixture (table, chair, almirah, file cabinet, etc). Computer tables & chair, printing table, etc. Sign board, notice board, green board, white board, etc.		
3	Housekeeping and sanitary items	Utensils(e.g. glass, cup, plate, spoons, etc), soap, disinfectant, deodorant, towel, broom, sweeping implements, etc.		
4	Computer hardware, peripherals and software	Desktop/Laptop/Palm Top/Note Pad/Tablet computers, Work Stations, Thin Client, PDA, Servers. Laser/Dot Matrix/Inkjet/Line Printers. UPS (Online/Offline), Scanner (flat bed, roller, A0 to A4), Plotter (A0 to A4), Storage Device (SAN/NAS/Tape library), reader & printer with software, Peripherals & Accessories.		
5	Computer consumables	Toner & Ink Cartridge & colour cartridge for printers, ribbon for DMP, CD, DVD, Pendrive.		
6	Electrical equipment and accessories	Fan (Ceiling/Table/Wall), Water Heater, Bulb, Lamps & lighting Fixture, Stabilizer, Distribution Board, MCBs, Plug, Switch, Wire/ Cable, Electric Fitting/Accessories, Water Cooler, Water Purifier, Vacuum Cleaner, etc.		
7	Power equipment	Generator, stabilizer, CVT/AVR and Transformer, UPS (online /offline), Inverter, etc.		
8	Cable	OFC (6, 12, core) , UTP cable, GI wire, Plastic coated GI wire.		
9	Networking	Router, LAN Switches, UTM, FIREWALL,		

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	equipment	WiFi access Point, Converter, switch with SFP adaptability, I/O Box, enclosure box, Patch Cord, power adapter, Radio equipment, Network Racks & Servers Racks, etc.		
10	Computer and Network installation and repair/maintenance tools	Soldering iron, multimeter, crimping tool, OFC splicing machine and materials, RJ45 punching machine, cup for OFC, screw driver set, pliers, cutters, hex blade, industrial helmet, life belt, Umbrella, torch & battery.		
11	Survey equipment	Hand held GPS, DGPS, ETS(Electronic Total Station), Measuring Tape, etc.		
12	Electronic items	1. CTV, LCD/LED/Plasma TV, HD/UHD TV.		
		2. Smart card, smart card printer, smart card reader, ribbon for smart card printing, digital camera (min of 3 mp).		
		3. RFID tag, biometric sensing equipment, Smart card based Access system with/without time & attendance recording.		
		4. Wireless equipment.		
		5. LED displays, LED lights and fixure, PV Solar panels with fittings & fixtures, etc.		
		6. HD day & night IP Camera with/without IR & PIR facility and accessories.		
		7. LCD/LED/DLP Projector, 3-D Projector, Mobile/Pocket Projector, Screen for projection, smart board, electronic display board.		
		8. FAX machine, EPABX, Telephone instrument, Photocopier, etc.		
13	Refrigerator and AC	Split A/C, Window A/C, Refrigerator, Precision AC.		
14a	Fire Extinguisher	Dry powder type, Water CO2 type, Mechanical foam type, CO2 type, VESDA, etc.		
14b	Civil items	Water supply, plumbing and sanitary fittings (GI pipe, tap, shower, basin, water closet, commode, etc) water purifier, water storage tank, fountain, etc.		
15	System Integration Service	1. Supply and Installation of computer hardware items and consumables.		
		2. Laying of overhead (both GI supported and/or ADSS) OFC inclusive of supply of post/poles and necessary fittings.		
		3. Laying of underground OFC with		

		microtunneling using standard accessories.		
		4. Application Software development, web based solution & implementation.		
		5. Supply and erection of tower/mast for mounting of antenna for providing RF link.		
		6. Design and setup of Security and Surveillance solutions incorporating CCTV, UVSS, Boom barrier, Bollard Access Control, visitor management, and other related projects.		
		7. Supply & Implementation of biometric, smart card system, or any other smart access system.		
		8. Design and set up of Video Conferencing system.		
		9. Design and set up of LAN for an office using UTP cable, unmanaged switch, server, storage, workstation, etc.		
		10. Design and set up of LAN for an office using OFC, UTP cable, managed switch, media converter/SFP module, with server, storage, workstation, etc.		
		11. Design and set up of Network covering different offices using OFC, managed switches, routers, SFP modules, servers, storage, work stations, etc.		
		12. Design and set up of interactive audio announcing and conferencing system for conference room for 10 – 30 users with microphones, podium, loudspeakers, amplifiers, etc.		
		13. Design and set up of interactive audio announcing and conferencing system for conference room for 10 – 30 users with microphones, podium, loudspeakers, amplifiers, etc inclusive of facility for video presentation from Laptop, PC, etc.		
		14. Design and set up of auditorium AV system including PA system.		
		15. Civil & electrical works, Internal decoration, etc.		
		16. Design, supply and installation of tower/mast for general lighting.		
		17. Design, estimation, etc of building and road construction.		

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		18. Design, fabrication, supply, etc of Iron/steel works.		
16	Facility Management services (maintenance of equipment, facility etc.)	1. Repair/Maintenance of UPS (online / offline), including ranges upto 120KVA, Inverter, etc.		
		2. Repair / Maintenance of DG Set.		
		3. Repair / Maintenance of stabilizer, CVT/AVR and Transformer, Inverter.		
		4. Repair / Maintenance of Air Conditioners.		
		5. Provisioning of Security services.		
		6. Repair/maintenance services for tablets, mobile, calculator, Desktops, laptops and peripherals etc. Including software maintenance.		
		7. Repair/ maintenance services for Servers, SAN Storage, Tape Library.		
		8. Repairs & maintenance civil & electrical works, etc.		
17	Miscellaneous Services	1. Photography (still, video).		
		2. Pandal/ shamiana with chair, sofa, table, etc.		
		3. Hiring of Generator set, projector, P.A. System, LCD Panel, etc.		
		4. Estate management and house keeping services: - Campus maintenance including cleaning, gardening, cutting shrubs, etc. - Electrical maintenance like replacement of fans, bulbs, tubes, electrical fittings, etc.		
		5. GIS survey and other related survey.		
19	Travel agency services	1. Booking of air tickets, railway ticket, etc.		
		2. Vehicle rental services: providing car, multi utility vehicles, LMV, HMTV for local and outstation travel/transport.		
20	Photocopy, Binding & Postal service	Colour/BW photocopy, binding work,lamination, etc.		
21	Printing	1. Printing services like typing, translation, cover design, offset printing, screen printing, security printing of Annual Report, information brochure, news letter, leaflets, visiting card, card, invitation card, letter head, certificate, coupons, form, posters, ledgers, registers, calendar, vinyl/flex		

		banner, holo-gram, photo printing, Answer books with/without OMR, etc.		
		2. Media coverage includes TV, Radio, Regional and National print, Websites and Social Media.		
		3. Advertisement : Television, as well as radio, newspapers, magazines and billboards.		
22	Data digitization	Data Entry & capturing, report generation, etc.		
23	Web Development & Programming	Planning, requirement-gathering, design, development and testing of websites, delivering and migrating existing site to the new portal. It also includes regular maintenance and updating of the website for various organisations.		
24	Insurance	1. General Insurance of office equipments/ accessories, etc. 2. Health Insurance.		
25	Processing of confidential works	1. OMR design/printing etc./Evaluation.		
		2. Conduction of written examination, including venue management.		
		3. Conduction of online examination including infrastructure support, invigilation, online application development and management, result processing, etc.		
		4. Conduction of PST and PET/Medical Test, etc.		
26	Supply of manpower	Supply of technical/semi-technical/Non-technical/skilled manpower as per requirement.		
27	Battery	UPS battery, Battery bank, Generator set battery, solar power battery, etc.		
28	Event Management services	1. Design and implementation of customized theme based exhibition program at any location in India.		
		2. Supply and/or installation of tent/stall, with arrangement of sofa, chair, table, electrical fittings, catering, printing of materials etc. for standard event.		
		3. Catering service.		
29	Renewable energy services/ solutions/ Products / Energy audit	1. Solar inverter, solar lantern, solar lighting kits, solar home lighting system, solar traffic blinkers, solar road flasher, solar charge controller, solar street light, hybrid solar street light, solar power plant (off-grid/on-grid/hybrid), solar panel, etc.		

		2. Wind energy.		
		3. Hydro power.		
		4. Geothermal Energy.		
		5. Biomass Energy.		
30	Architect firm	Design, drawing and estimate, survey, landscaping etc.		
31	Consultancy Services	Transaction advisors/ other consultancy services.		
32	Network / Wireless / Tower services	Provisioning of such services, Supply and Installation of tower, etc.		
33	Satellite based Communication Systems	- Vsat/Satellite phone, GPS, etc. - Location based service providers.		
34	IoT and innovative technology solutions (IoT, UAV, Sensor development, 3D printing, VLSI, SoC, AWS, Blockchain, openBTS, etc.) [vendors must mention the relevant technology field and submit proof of competency)	1. IoT, Sensor development	1.	2.
		2. 3 D printing.	2.	3.
		3. VLSI, SoC.	3.	4.
		4. AWS, Blockchain, openBTS, etc.	4.	5.
		5. UAV.		
35	Voice communication	VOIP, VHF communication, etc.		
36	Set top boxes/ smart meters	Supply, installation and maintenance.		
37	Climate change smart solutions	Low wattage devices: LED, fans, AC, motors etc.		

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38	Online Program management	1. Learning management 2. Admission management system 3. Content management 4. Examination management		
39	Drone	1. Drone production and service 2. Drone flying training		
40	Digital Signature Certificate	Digital Signature Supply and Service		
41	Production of Telefilm	1. Live Telecast 2. Live video streaming		

14. Details of Empanelment Fee:

Amount: Rs. _____ (in word: _____)

(Signature of the Applicant/s) : 1.

Name (in full, in capital letters) :

Designation :

Business Address : 2.

Date :

Place :

Seal

Annexure II

DECLARATION BY VENDOR (written on Company's letter head)

To:

The Managing Director,
Assam Electronics Development Corporation Ltd.
Industrial Estate, Bamunimaidan, Guwahati -781 021

Sub: **Application for empanelment as vendor against EOI No. _____**

Sir/ Madam,

With reference to the above, I confirm that

- 1) No employee or direct relation of any employee of AMTRON is in any way connected as Partner /Shareholder/Director/Advisor/Consultant/Employee etc. with our firm.
- 2) We declare that by participation in the empanlment process, we have no conflict of interest.
- 3) We hereby declare that our application is made in good faith, without collusion or fraud and the information contained in the application is true and correct to the best of our knowledge and belief.

Yours faithfully,

(Signature of the applicant)
Name (in full, in capital letters)
Designation
Business Address:

Date:

Place :

Seal

Annexure III

Work experience of the applicant:

Work profile (please submit separate sheet for each of the previous works executed)

Sl No.	Item No.	Details
1	Client's name	
2	Details of the contact person of the client	
3	Work Order no & date	
4	Scope of work	
5	Size of work	
6	Contract Value of work	
7	Start Date/ End date	
8	Work completion certificate from the client/Current Status	

(Signature of the applicant)
Name (in full)
Designation
Business Address:

Date:
Place :

Seal

Annexure IV

Declaration regarding clean track record (written on Company's letter head)

(please note that this declaration must be certified by a notary)

To:

The Managing Director,
Assam Electronics Development Corporation Ltd.
Industrial Estate, Bamunimaidan, Guwahati -781 021

Sub: Application for Empanelment as vendor against EOI No. _____

Sir/ Madam,

I have carefully gone through the Terms & Conditions contained in the EOI referred above. I hereby declare that my company/ firm/organisation has not been debarred/black listed by any Government / Semi Government organizations in India for the last 3 years. I further certify that I am the competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the applicant)
Name (in full)
Designation
Business Address:

Date:

Place :

Seal