



**GOVERNMENT OF ASSAM  
DIRECTORATE OF SOCIAL JUSTICE AND EMPOWERMENT, ASSAM  
BELTOLA:: GUWAHATI-28  
Email: [dsje.assam@gmail.com](mailto:dsje.assam@gmail.com)**

**EC No 802571/2**

**NOTICE INVITING TENDER**

Sealed Tenders affixing court fee stamp of Rs.8.25/- (Eight rupees and twenty five paise) only are invited in a two (2) bid system: a) Technical Bid & b) Financial Bid by the undersigned from intending registered firms/suppliers/sole proprietors for **Event Management and other Event Management paraphernalia** for the year 2026-27.

**Time Schedule**

- a) Date of issue of Tender Documents** : 18/06/2026  
**b) Last Date of Submission of Tenders** : 25/06/2026 (upto 11.00 am)  
**d) Date, Time & Venue of Opening of Tender (Technical bid & Financial Bid):** 25/06/2026 at 12:00 noon at Directorate of Social Justice & Empowerment, Assam.

The interested firms/suppliers/sole proprietors may download the tender documents from the website, <https://directorsje.assam.gov.in>.

If the scheduled date and time of opening the tender is to be postponed due to any unforeseen event, same will be opened on the next working day or on any day fixed by the Director, Social Justice & Empowerment, Assam, Beltola, Guwahati-28

The Director, Social Justice & Empowerment, Assam, Beltola, Guwahati-28 reserves the right to accept or reject any or all tender papers without assigning any reasons thereof.

SD/-  
Director,  
Social Justice & Empowerment, Assam  
Beltola, Guwahati-28

**TENDER FOR EVENT MANAGEMENT AND OTHER EVENT MANAGEMENT  
PARAPHERNALIA FOR THE YEAR 2026-27**

**DETAILED TERMS AND CONDITIONS**

1. The tenderer must be based in Guwahati city and have a shop/showroom/office within the Guwahati Municipal Corporation (GMC) area.
2. The tender shall be submitted in two separate sealed envelopes:
  - a) "Documents for Technical Bid (Tenderer's Name)"
  - b) "Documents for Financial Bid (Tenderer's Name)"

Both envelopes shall be placed inside one main sealed envelope, duly sealed and superscribed in CAPITAL LETTERS as: "**Tender for Event Management and other Event Management paraphernalia**".

**Non-submission of the Financial Bid in a sealed envelope shall lead to disqualification.**

3. The following documents must be enclosed with the Technical Bid, duly signed and sealed on each page, failing which the tender shall be rejected:
  - a) Firm Registration Certificate / Shop & Establishment Registration / Supplier Registration Certificate / Proprietorship Certificate.
  - b) Valid Trade License
  - c) GST Registration Certificate.
  - d) Up-to-date GSTR
  - e) PAN Card.
  - f) Valid FSSAI registration Certificate
  - g) Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of a Demand Draft drawn in favour of Director, Social Justice & Empowerment, Assam
  - h) Income Tax Returns for the last three (3) financial years (FY 2024-25, 2023-24 & 2022-2023)
  - i) Copy of supply order from Government Organization / PSU as proof of experience (Minimum 3 years)
  - j) Duly filled Annexure-I
  - k) The bidder must furnish a notarized affidavit to the effect that the price quoted in this bid is not more than the price quoted or supplied to any other Govt./Semi-Govt. Departments/agencies during the current financial year, taking into consideration the freight cost, for similar items.
  - l) The bidder shall have to submit a notarized affidavit that he/his firm is not under a declaration of ineligibility/ blacklisting for corrupt and fraudulent practices or any other cause by the Government of Assam and/or Govt. of India or any State Government.
  - m) The Service provider must furnish a notarized affidavit to the effect that the price quoted in this bid is not more than the retail price/MRP of similar items prevalent in the state of Assam, taking into consideration of reasonable cost of transportation to the delivery destination.
4. Only those tenderers who qualify in the Technical Bid shall be considered for evaluation of the Financial Bid.

**Financial Bid:**

- (a) Rates shall be quoted item-wise, inclusive of delivery charges, GST, and all applicable taxes
  - (b) Rates must be signed and sealed on each page
  - (c) Annexure-II must be duly filled and submitted.
  - (d) Rates in the Financial Bid shall be quoted both in figures and words, clearly and legibly. Overwriting/erasing should be avoided. Quotation of rates for all items in Annexure-II is mandatory
5. The accepted rates shall remain valid for one (1) year from the date of acceptance. The period may be extended at the discretion of competent authority. The contract may be extended for satisfactory performance or administrative reasons.
  6. The Director, Social Justice & Empowerment, Assam reserves the right to accept or reject any or all tenders, including the lowest bid, without assigning any reason, and to cancel the contract before expiry of its term without assigning any reason.
  7. In case of non-compliance with the work order by the successful bidder, the Security Deposit shall be forfeited and the firm shall be blacklisted for three (3) years, following due process.
  8. All payments shall be made subject to receipt of Financial Sanction and FOC from the competent authority. No cash or advance payment shall be made.
  9. Items shall be ordered as per actual requirement. Unused items shall be returned, and the supplier shall collect such items from the Office of the Directorate of Social Justice & Empowerment, Assam without additional cost. Final bills shall be prepared based on actual supply, after adjusting returned items. Additional supply orders may be issued if actual requirement exceeds the estimate.
  10. The selected supplier shall supply the items within stipulated times upon receipt of the supply order.
  11. The supplier shall always provide best quality products. No compromise on quality shall be accepted.
12. Prices of all items shall remain valid for the entire contract period. No request for price escalation shall be entertained after acceptance of tender rates.
  13. Rates shall be quoted item-wise, inclusive of delivery charges, GST, and all applicable taxes.
14. **Termination of Contract**
    - a) The supplier/tenderer may terminate the contract by giving two (2) months' prior written notice to the Director Social Justice & Empowerment, Assam, Guwahati, without assigning any reason
    - b) The Directorate of Social Justice & Empowerment, Assam may terminate the contract at any time by giving thirty (30) days' prior written notice to the supplier, without assigning any reason.
    - c) Termination shall not affect obligations already incurred, including settlement of accounts, return of materials, or enforcement of penalties, if any

SD/  
Director,  
Social Justice & Empowerment, Assam

Beltola, Guwahati-28.

**ANNEXURE-I**  
**(Technical Bid)**

**Particulars/Profile of the Firm**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details / Information</b>
1.	Name of the firm	
2.	Office address in Guwahati ( <i>Address proof copy to be enclosed</i> )	
3.	(i) Mobile phone no. with WhatsApp (ii) E-mail	(i) (ii)
4.	Name / residential address / mobile no. of contact person during working days and weekends	
5.	Whether the firm is sole proprietary/partnership ( <i>Please enclose a copy of partnership deed/ power of attorney, wherever applicable</i> )	
6.	PAN No. ( <i>Copy enclosed</i> )	
7.	GST Registration No. ( <i>Copy enclosed</i> )	
8.	Firm Registration Certificate No. ( <i>Please enclose a copy</i> )	
9.	<b>Bank details:</b> ( <i>Copy of passbook / account statement to be enclosed</i> ) (a) A/c holder Name (b) Bank Name (d) IFSC (e) Branch Name	(a) (b) (c) (d) (e)
10.	Date of establishment of the firm	
11.	Experience in years (if any) with Govt. organisation/PSU ( <i>Supply orders copy to be attached as proof</i> )	

\* All the above information should be supported by proper documents, copy of which must be enclosed.

**Signature:** \_\_\_\_\_  
**Name & Address of the firms/suppliers/sole proprietors with seal:** \_\_\_\_\_

**Annexure-II**

**Financial Bid Format**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Rate with GST (In Rs.) (per piece/unit/day)</b>
<b>EVENT MANAGEMENT</b>		
1	Backdrop printing & installation on iron frame (per sq. ft.) including editing charges	
2	Flex Printing (per sq. ft.) including editing charges	
3	Standee (6 ft. X 3 ft.) per standee including editing charges	
4	Selfie stand (Iron frame 6 X 3 ft. Vinyl pasting on sign board & traditional items gamucha, japi etc.) per stand including editing charges	
5	Selfie stand (Iron frame 6 X 3 ft. Vinyl pasting on sign board & flower decoration) per stand including editing charges	
6	Welcome Gate (per sq.ft)	
7	LED Wall, Side Masking with slide changer (per sq. ft.)	
8	Visiting card printing (per piece) including editing charges	
9	Printed name plates (per piece) including editing charges	
10	Dias decoration (per sq. ft)	
11	Table bouquet (per bouquet)	
12	Hand bouquet (per bouquet)	
13	Hanging wall bouquet (per bouquet)	
14	Podium decoration with front fascia and fresh flowers (per job)	
15	Assamese Gamucha (Pat)	
16	Assamese Gamucha (Suta)	
18	Audio system with two pairs active stand box, low height top, cordless mic, stand mic & lyrics stand (per set)	
19	Still Photography charge per day	
20	Video Photography Charge per day	
21	Live streaming with one camera per day	
22	Blooming fresh flower pot (per pot)	
23	Ornamental Jaapi small 20 inch printing (per piece)	
24	Seleng sador - Xutta (per piece)	
25	Seleng sador - Paat (per piece)	
26	Seleng sador – Eri (per piece)	
27	T-shirt logo printing (per piece) including editing charges	
28	Leaflet printing in 100 GSM paper (per piece) including editing charges	
29	Brochure printing in 100 to 150 GSM paper (per piece) including editing charges	
30	Wooden Rhino in base with AASC print (per piece)	
31	Wooden Kamakhya in base with MSC print (per piece)	
32	Memento with customization (per piece)	
33	Podium on rent (per day)	
34	Digital Standee / Automatic slide changer on rent (per day)	

35	Digital LED TVs for broadcast on rent (per day)	
36	2 pairs of cordless mics with mixer board set on rent (per day)	
37	Flood light tri-color for national day celebration on rent (per day)	
38	Lighting of lamp (bonti prajalan) arrangements (per job)	
39	LED parcans, warm parcans stand light 6 nos. each stand two pairs (per job)	
40	Sharpy lights (per piece)	
41	Lapel microphone / collar mic on rent (per piece per day)	
42	16 channel mixer board on rent (per day)	
43	LED power light per piece on rent (per day)	
44	Tower light per piece on rent (per day)	
45	Monitor sound box per piece on rent (per day)	
46	Warm power light per piece on rent (per day)	
47	LED Tuni lights per piece on rent (minimum 30 feet length) (per day) (customized color)	
48	Colour Certificate designing & Printing in digital paper (Size- 21 cm X 29 cm) including editing charges	
49	Color Identity card PVC type printing with laminated cover and lase (per piece) including editing charges	
50	Construction of Temporary pandal (per sqr. Fit)	
51	Construction of Dinning Hall with Table and chair (per sqr. Fit)	
52	Anchor/host/announcer charge (Per day)	
<b>CATERING SERVICES</b>		
<b>1</b>	<b>Breakfast</b>	
A	Puri, Tarka, Banana, Boiled Egg, 200 ml Water bottle (per pkt)	
B	Bread with butter, Banana, Boiled Egg, 200 ml Water bottle (per Pkt)	
C	Veg. cutlet, Sweet, Kaju & Juice (per Pkt)	
<b>2</b>	<b>Lunch</b>	
A	Plain Rice, Mixed Dal, Mixed Vegetables, Paneer Curry, Green Salad, Gulab Jamun & 500 ml Water Bottle.	
B	Plain Rice, Mixed Dal, Mixed Vegetables, Chicken Curry, Fish Curry, Green Salad, Gulab Jamun 500 ml Water Bottle.	
C	Plain Rice, Mixed Dal, Mixed Vegetables, Mutton Curry, Fish Curry, Green Salad, Gulab Jamun & 500 ml Water Bottle.	
<b>3</b>	<b>High Tea</b>	
	Green Tea, Assamese Laru, Pitha, Kalakand, French fries/ Sandwich, Cutlet, 200 ml water bottle	
<b>4</b>	<b>Tea &amp; Coffee</b>	
A	Milk Tea, best-quality bakery biscuits, Kalakand etc.	
B	Coffee, best-quality bakery biscuits, Kalakand etc.	
<b>5</b>	<b>Dinner</b>	
A	Rice, Roti, Mixed Dal, Mixed Vegetables, Shahi Paneer, Green Salad & 500 ml Water Bottle.	

B	Rice, Roti, Mixed Dal, Mixed Vegetables, Fish Curry/ Egg Curry/ Chicken Curry, Green Salad& 500 ml Water Bottle.	
	<b>Packaged Drinking Water</b>	
A	20 Litre	
B	2 Litre	
C	1 Litre	
D	500 ml	
E	200 ml	
<b>6</b>	<b>IEC materials (Notebook, Folder, Pen)</b>	
A	Customise Notebook, Leather, Folder, Ball Pen	
B	Customise Notebook, Jute, Folder, Ball Pen	
C	Notebook, Plastic Folder, Ball Pen	
D	Customise Notebook 40 Pages, 1mm Plastic Folder, Ball Pen	
E	Customise Notebook Jute Bag, Ball Pen	
F	Notebook with Screen Printing, jute Bag with screen printing, Ball Pen	

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Seal:** \_\_\_\_\_