

ASSM STATE PUBLIC FINANCE INSTITUTIONAL REFORMS PROJECT (ASPIRe)  
INVITATION FOR QUOTATIONS FOR THE PRINTING OF ASPIRe CALENDAR 2023

ASPIRe/271643

Dated Dispur, 9<sup>th</sup> February, 2023

Sub: Invitation of quotations for printing of ASPIRe Calendar 2023

- Interested bidders are invited to submit their most competitive quotation for the following

SL No	Brief Description of Material	Quantity	Delivery period	Place of Delivery
1	<p>Desk Top Calendar (Colour): (paper quality &amp; design as per sample) spiral bound. Calendar Holding stand (cardboard) 23 cm Width x 19 cm Height. 14 calendar pages (Glossy 150 GSM) - 23 cm Width X 18 cm Height.</p> <p>Contents are attached as <b>Annexure A</b>. Agency needs to do Printing/ Delivery on site.</p> <p>Note:  <b>a) Please check the sample copy in ASPIRe office, F-Block, Finance Department, Janata Bhawan, Dispur, Guwahati-781006 before quoting the rate.</b></p>	200	10 days	ASPIRe office, F-Block, Finance Department, Janata Bhawan, Dispur, Guwahati-781006
2	<p>Desk Top Calendar Cover (Colour)</p> <p>Contents are attached as <b>Annexure B</b>.</p>			

**2. Bidder Price:**

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing
- b) All duties, taxes and other levies payable by the Agency under the contract shall be included in the total price.
- c) The rates quoted by the bidder shall be fixed till the entire period of contract and shall not be subject to adjustment on any account.
- d) The Prices should be quoted in Indian Rupees only.

**3. Qualification criteria:**

- a) The bidder should have been registered with state Goods and Services Tax (GST). Copy of such certificate shall be enclosed as a proof.
- b) Self-attested copy of PAN card.

**4. Important Dates:**

Issuance of Request for Quotation	Date	Venue
Submission of Quotation	18-02-2023 (2:00 PM)	ASPIRe office, F-Block, Finance Department, Janata Bhawan, Dispur, Guwahati- 781006
Opening of Quotations	18-02-2023 (3:00 PM)	

- 5. Validity of Quotation:** Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

**6. Submission of Bids:**

- a) A bidder shall submit the quotation in one sealed envelope only as per format. A bidder shall not submit more than one quotation for the same item.
- b) The quotation must be in one envelope. The bidder must mention full detail specification of the items quoted. Mere mentioning words like "complying"/"compliant" is not sufficient.
- c) Envelope containing quotation must bear on the cover itself, name and full address with phone numbers of the bidder

**7. Evaluation of Quotations:**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- a) are properly signed; and
- b) conform to terms and conditions, and specifications.

**8. Award of contract:**

- a) The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- b) Notwithstanding the above, AS-CFMS reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- c) The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

**9. Quality Verification:** Quality of the goods provided may be verified by a team of officials as decided and constituted by PD, AS-CFMS.

**10. Payment Terms:** 100 % payment after delivery.

SD/-

(JAYANT NALIKAR, IAS)

Project Director ASPIRe, AS-CFMS  
F-228, F-Block, Assam Secretariat, Dispur

### FORMAT OF QUOTATION

Sl no	Name of the Item	Quantity	Total Price (in INR.)	GST and other taxes payable	Total with GST
1	Desk Top Calendar (Colour)				
2	Desk Top Calendar Cover (Colour)				

We agree to supply the above quantity of items in accordance with the specifications for the amount against each item as shown in the Price schedule, within the period specified in the Invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Signature of Supplier



## **ASSAM STATE PUBLIC FINANCE INSTITUTIONAL REFORMS**

The Government of Assam has notified the Assam Public Procurement Act, 2017 and Assam Public Procurement Rules, 2020 and made them effective from 1st September, 2021. The Act establishes legal foundations for procurement process by public entities so as to ensure timely delivery of intended outcomes with efficiency, economy, integrity, accountability; transparency, fair and equitable treatment of bidders.

Calendar  
**2023**

# Calendar 2023



## JANUARY

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## FEBRUARY

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# Greetings from ASPIRe

The Assam Public Procurement Act, 2017 and the Assam Public Procurement Rules, 2020 are effective from 1<sup>st</sup> September, 2021. Hence, all departments are mandated to follow all provisions enshrined therein.

**T**he Assam Public Procurement Act, 2017 is an effort to establish legal foundations for procedures for procurement by public entities so as to ensure – timely delivery of intended outcomes with efficiency, economy, integrity and accountability; transparency, fair and equitable treatment of bidders; public confidence regarding good governance in the process was notified on 11 th April, 2017 for the first time. The Assam Public Procurement Act, 2017 and Rules, 2020 have become effective w.e.f. 1 st September, 2021 vide Assam Gazette Notification No. 408 dated 9th September, 2021.

Along with the various procurement reforms, the Govt. of Assam has also stressed on inculcating e-Procurement initiative which leads to several benefits including reduced tender

cycle time, better market participation in form of empowerment of bidders, elimination of contractor cartels and streamlining of processes, and above all savings in tax payer money. Significant cost savings are expected for the procurement transactions processed on the e-Procurement platform due to the competitive environment created resulting from cost savings calculated as the difference between the estimated cost of procurement and the contract award value. Another ancillary cost savings will be in the form of reduced advertisement cost as e-procurement tender notices require much lesser advertising space.

To ensure the smooth transition from the existing procurement laws norms to the new legislative framework governing procurement, there needs to be adequate capacity building of all

the stakeholders on the Assam Public Procurement Act and Rules. In this backdrop, a Massive Open Online Course (MOOC) is envisaged by the Government for offering e-learning solution to the government officials across the state in the area of Public Procurement. The key objective of the MOOC e-Learning solution is to enhance the learning outcomes of the procurement capacity building efforts by offering flexible and interactive content delivery.

Our 2023 calendar gives a brief snapshot of different procurement rules, procedures and also aims to answer some common doubts which may arise during different procurement activities.

**Shri Jayant Narlikar, IAS,**  
Commissioner & Secretary,  
Finance Department &  
Project Director, ASPIRe

## Open Competitive Bidding

- Every procuring entity shall prefer the open competitive bidding as the most preferred method of procurement to be followed.
- Where the procuring entity chooses a method of procurement other than the open competitive bidding, it shall record the reasons and circumstances thereof
- There shall be no restriction on participation of eligible bidders in Open Competitive Bidding. This shall include eligible bidders not registered with the procuring entity as well as foreign bidders bidding in Indian rupees.
- Atleast 21 clear days has to be provided for bid submission in case of Open Competitive Bidding
- Additional 14 days is to be provided in case of corrigendum / addendum to bidding conditions
- Results of decision taken in procurement is to be uploaded in State Public Procurement
- Within 3 days of decision/ issue of sanction/ letter of acceptance, result is to be declared in State Public Procurement Portal and Departmental website of the procuring entity.

## JANUARY 2023

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# JANUARY 2023

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**Holidays :** 15 & 16 January: **Magh Bihu & Tusu Puja** | 23 January: **Netaji's Birthday** | 24 January: **Gwthor Bathou San** | 26 January: **Republic Day** | 31 January: **Me-Dam-Me-Phi**

## DECEMBER 2022

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## Open Competitive Bidding

Every procuring entity shall prefer the open competitive bidding as the most preferred method of procurement to be followed.



## Limited Bidding

- A procuring entity may choose to procure the subject matter of procurement by the method of limited bidding, if the subject matter of procurement can be supplied only by a limited number of bidders or the time and cost involved to examine and evaluate a large number of bids may not be commensurate with the value of the subject matter of procurement.
- Limited bidding method may be chosen owing to an urgency brought about by unforeseen events.
- Time frame to be provided for submission of bids to be atleast 10 clear days from the issue of bidding documents/ date of issue of clarifications/ addendum
- Within 3 days of decision/ issue of sanction/ letter of acceptance, result is to be declared in State Public Procurement Portal and Departmental website of the procuring entity.
- Bidders satisfying the qualification and limitation criteria shall be allowed to participate in the bidding process irrespective of whether any invitation was issued or not.

## FEBRUARY 2023

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# FEBRUARY 2023

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**Holidays :** 5 February: **Bir Chilarai Divas**

## JANUARY 2023

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## Limited Bidding

A procuring entity may choose to procure the subject matter of procurement by the method of limited bidding, if the subject matter of procurement can be supplied only by a limited number of bidders or the time and cost involved to examine and evaluate a large number of bids may not be commensurate with the value of the subject matter of procurement



## Single Source Selection

- Single source procurement may be chosen if the subject matter of procurement is available only from a particular prospective bidder, or a bidder has exclusive rights in respect of the subject matter of procurement.
- Single Source procurement may be chosen owing to a sudden unforeseen event and there is an extremely urgent need for the subject matter of procurement.
- Single Source procurement may also be chosen because of the need for compatibility with existing goods, equipment, technology or services.
- The basis or grounds for the selection of the single bidder shall be recorded in writing by the procurement entity.
- After submission of bid, for obtaining a more advantageous deal, the procuring entity in good faith, may engage in negotiation with the single bidder.
- To allow the participation of more bidders all procuring entities shall make continuous efforts by modifying requirements, specifications, terms and conditions to break the monopoly of bidders.

### MARCH 2023

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# MARCH 2023

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**Holidays :** 7 March : **Dol Jatra** | 8 March : **Holi**

## FEBRUARY 2023

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## Single Source Selection

A procuring entity may choose to procure the subject matter of procurement by the method of single source procurement, if the subject matter of procurement is available only from a particular prospective bidder, or a particular prospective bidder has exclusive rights in respect of the subject matter of procurement, such that no reasonable alternative or substitute source exists, and the use of any other procurement method would therefore not be possible



## Procurement Plan

- Departments have to mandatorily prepare a **Procurement Plan** during submission of Budget Demands
- The procurement plan shall indicate the following:
  1. Nature of Procurement – Goods, Works or Services;
  2. Purpose and objective of the Procurement;
  3. Its essentiality for public purposes;
  4. Major Specifications– Quantity, Type, Quality, configuration, scope, etc.;
  5. Estimated value;
  6. Details of source of Funds;
  7. Procurement method, with specific reasons, if other than Open Competitive Bidding;
  8. The specific limitation on participation of bidder, if Limited Bidding is proposed;
  9. The time-frame for Bid Process; and
  10. In case of works (including software development), the time-frame for completion to assess requirement of fund in subsequent financial years or, in case of goods or services, the time-frame for delivery

## APRIL 2023

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# APRIL 2023

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**Holidays :** 7 April: Good Friday | 14 to 16 April: Bohag Bihu | 20 April: Tithi of Damodar Deva | 21 April: Sati Sadhani Divas | 22 April: Eid-UI-Fitr

## MARCH 2023

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## Procurement Plan

Departments have to mandatorily prepare a Procurement Plan during submission of Budget Demands.



## Rate Contract

- A procuring entity may choose to engage in a rate contract procedure where it determines that:
  1. The requirement for the subject matter of procurement is likely to arise on an indefinite or repeated basis during a given period of time;
  2. Due to the nature of the subject matter of procurement, the need for it may arise during a given period of time.
- A procuring entity may award a rate contract on the basis of open competitive bidding or by means of other procurement methods.
- The procedure for rate contract shall include the following, namely:
  1. Method of bidding
  2. the manner in which a procurement contract has to be entered into using rate contract procedure.
- In Rate contract the terms and conditions, including provision for liquidated damages shall be similar to those prescribed for Open Competitive Bidding

## MAY 2023

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# MAY 2023

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**Holidays :** 1 May: **May Day** | 5 May: **Buddha Purnima**

## APRIL 2023

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## Rate Contract

The procedure for concluding rate contracts and for procurement in the rate contract method shall consist of two phases. The first phase shall be concluded through Open Competitive Bidding without any commitment of quantum of procurement. In the second phase, procurement of the particular subject matter in the required quantities, may be made from time to time by issue of supply or work orders at those rates during the period of the rate contract.



## GeM

- The goods and services which are available on the GeM portal can be purchased through the GeM portal only. For certain goods and services which are not available, customized bidding can be used. For goods or services that are not available on GeM, other methods as described in Assam Public Procurement Rules, 2020 can be used
- Purchases up to Rs.25, 000 can be made from any supplier available on the GeM portal, which satisfy the required quality, specifications and supply period.
- Goods and services valued above Rs.25,000/- and up to Rs.5,00,000/- may be purchased from such supplier available on GeM offering the goods or services of the lowest value among the suppliers available, with the condition that at least three such price comparison be done between manufacturers who satisfy the required quality, specifications and supply period. The tools of Online Bidding and Online Reverse Auction available on GeM may also be used by the Buyer's Department, if so decided by the Competent Authority.
- Purchases valued above Rs.5 lakh are to be compulsorily made using online bidding or reverse auction tool from the seller who offers the lowest price, satisfying the required quality, specifications and supply period.

## JUNE 2023

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# JUNE 2023

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**Holidays :** 5 June: Janmotsav Sri Madhabdeva | 29 June: Eid-UI-Zuha

## MAY 2023

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## GeM

The goods and services which are available on the GeM portal can be purchased through the GeM portal only. For certain goods and services which are not available, customized bidding can be used. For goods or services that are not available on GeM, other methods as described in Assam Public Procurement Rules, 2020 can be used.



## Common mistakes

- Assam Finance Department has developed and implemented the State Public Procurement Portal, which is customized to cater to electronic procurement / tendering requirements for the State Government Departments and other organizations. The primary objective of the portal is to provide a single point access to information on procurement made across various Ministries and the line Departments. However, departments often miss out on sharing the details of the offline procurements done within them.
- Rule 4 (1) of the Assam Public Procurement Rules, 2020 clearly describes the various matters to be included in the Procurement Plan. It is often noticed that the estimated value of the procurement is not indicated by the procuring entities in the Procurement Plan and hence not available in record / office files
- Relaxing eligibility / qualification criteria during evaluation stage
- Retendering with the same technical specifications without any rectification to the previous specifications.
- Pre-bid meetings are not organized to address the queries and provide necessary clarifications to various doubts of the participating bidders and otherwise interested parties.
- Award of Contract not published in the e-procurement portal
- Unavailability of Appellate details in the bidding document
- Procuring Goods through non-GeM methods
- Providing inadequate time frames to the bidders
- Asking Bid Security as percentage of Bid Value / Quoted Value instead of estimated price.
- Debarring an otherwise eligible entity forever from participation in the procurement process

**JULY 2023**

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# JULY 2023

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## JUNE 2023

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## Common mistakes

Assam Finance Department has developed and implemented the State Public Procurement Portal, which is customized to cater to electronic procurement / tendering requirements for the State Government Departments and other organizations. The primary objective of the portal is to provide a single point access to information on procurement made across various Ministries and the line Departments. However, departments often miss out on sharing the details of the offline procurements done within them.



## e-Procurement portal

- All tender of Govt of Assam with Tender Value above Rs. 25 lakhs are published in e-procurement portal (assamtenders.gov.in). The whole process, viz. publication of tender, bid submission, EMD payment, awarding bid, refund of EMD etc. is online.
- Digital Signature Certificate (DSC) of Class 3 is required to access the e-procurement portal. The Department Officers shall get the DSCs or e-Tokens from any of the authorized vendors of CA, India
- The users can use the link 'Latest Active Tenders' available in the Home Page of this portal, to see all the tenders hosted on this Portal and download the Tender Schedule free of cost. The link 'Tenders by Closing Date' gives the facility to view the Tenders which are closing Today or closing within next 7 days or closing within next 14 days.
- The link Corrigendum lists all the corrigenda published for the related Tenders. The site also provides facility to search for tenders on various parameters such as Tenders based on value, department, product category, etc.

## AUGUST 2023

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# AUGUST 2023

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**Holidays :** 15 August: **Independence Day** | 18 August: **Tithi of Srimanta Sankardeva** | 27 August: **Karam Puja**

## JULY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
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## e-Procurement portal

e-Procurement (electronic procurement) is a method to buy or sell goods or services through e-Auction or e-Tendering on the terms and conditions acceptable to both supplier and purchaser.



## MOOC portal

- In order to ensure smooth transition from the previous procurement norms to the new legislative framework governing public procurement, the Finance Department has envisioned a Massive Open Online Course, which is being proposed for officials and staff of the various departments of the Government of Assam.
- The portal can be accessed here: [assamfinancelearning.assam.gov.in](http://assamfinancelearning.assam.gov.in).
- The core objective of the e-learning solution is to enhance the learning outcomes of procurement capacity building efforts by offering flexible and interactive content delivery. The MOOC portal offers a mix of self-paced learning, instructor-led learning, mentoring and peer-learning.
- There are 14 e-learning modules and 10 small mobile learning videos available in the portal.
- These capacity building efforts are being undertaken under the aegis of Centre of Excellence for Public Procurement in Assam (CEPPA) which is under the Finance Department.

## SEPTEMBER 2023

MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30								

# SEPTEMBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28	29	30

**Holidays :** 4 September: Tithi of Sri Sri Madhabdeva | 6 September: Janmashtami | 25 September: Janmotsav of Srimanta Sankardeva

## AUGUST 2023

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

## MOOC portal

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## SPPP

- Every procuring entity shall e- publish the specified information by uploading it in State Public Procurement Portal. All decisions relating to a particular procurement including extension of time, award of contract, closing of procurement process, commencement of works or services or delivery of goods procured shall be published in the Portal by the concerned procurement entity.
- The information published in the State Public Procurement Portal shall be treated as records and shall be classified, maintained and preserved in accordance with the Assam Public Records Act, 2002 and rules framed thereunder for the time-period specified therein.
- The Finance Department shall allocate pages, codes, user identities, passwords, etc. and other user and security tools, etc., as necessary to every procurement entity and may prescribe guidelines and standard operating procedures for use of the State Public Procurement Portal.
- All publications uploaded in the Portal shall be either digitally signed or clear and legible scanned copies of documents duly signed by the procuring entity or the competent authority.
- The State Public Procurement Portal shall contain the necessary links to all the websites relating to public procurement by the State Government including the sites for e-procurement, electronic reverse auction and district websites.

## OCTOBER 2023

MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
						1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31					

# OCTOBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Holidays :** 2 October: Birthday of Mahatma Gandhi | 18 October: Kati Bihu | 21 to 24 October: Durga Puja & Vijaya Dashami

## SEPTEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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## Schedule - time

### Open Competitive Bidding

- In case of two envelope, the maximum time allowed for the decision of the Competent sanctioning authority to accept bid is 21 working days
- In case of one envelope, the maximum time allowed for the decision of the Competent sanctioning authority to accept bid is 14 working days
- If approval by Head of Department or next higher authority is needed, the maximum time allowed is 10 working days
- If approval by Administrative Department is needed, the maximum time allowed is 21 working days

### Limited Bidding and Single Source Procurement

- In case of two envelope, the maximum time allowed for the decision of the Competent sanctioning authority to accept bid is 14 working days
- In case of one envelope, the maximum time allowed for the decision of the Competent sanctioning authority to accept bid is 7 working days
- If approval by Head of Department or next higher authority is needed, the maximum time allowed is 7 working days
- If approval by Administrative Department is needed, the maximum time allowed is 14 working days

## NOVEMBER 2023

MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	5	6	7	8	9	10	11	12
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27	28	29	30										

# NOVEMBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Holidays :** 2 November: **Kali Puja & Diwali** | 15 November: **Bhatri Dwitiya** | 19 November: **Chhat Puja** | 24 November: **Lachit Divas** |  
27 November: **Guru Nanak's Birthday**

## OCTOBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
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## Schedule - time

The timeframe for completion of various stages of the process of procurement shall be as specified in the Schedules.

However, in appropriate cases, the Head of the concerned Administrative Department may, in consultation with the concerned financial advisor, relax the prescribed time frame in respect of a particular procurement by a procuring entity under it after recording the reasons thereof in writing.



## Schedule - Publication

**The minimum modes of publication for estimated value of procurement upto 1 Crore INR is as follows:**

- Notice Board of the procuring entity and concerned subordinate Regional and Divisional Head Quarters, as the case may be
- Abridged version in one Govt. approved major Vernacular and English daily newspaper (for estimated value of procurement of INR 10 lakhs and below although this provision is not mandatory)
- In departments' / own website
- In State Public Procurement Portal (if not published in e-Procurement portal)

**The minimum modes of publication for estimated value of procurement above 1 Crore INR or National or International Bidding is as follows:**

- Notice Board of the procuring entity and concerned subordinate Regional and Divisional Head Quarters, as the case may be
- Abridged version in one Govt. approved big Vernacular daily newspaper
- One all India daily newspaper of sufficiently wide circulation
- In departments' / own website
- In e-Procurement portal or State Public Procurement Portal

## DECEMBER 2023

MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3	4	5	6	7	8	9	10
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25	26	27	28	29	30								

# DECEMBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31					1	2
3	4	5	6	7	8	9
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**Holidays :** 2 December: Asom Divas (Su-Ka-Pha Divas) | 25 December: Christmas Day

## NOVEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
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## Schedule - Publication

The timeframe for submission of bids in response to the Notice Inviting Bids and the minimum modes of publication of the Notice Inviting Bids for procurement of goods and services shall be as specified in the Schedules.

Provided that, in appropriate cases, the procuring entity may, with the approval of the Head of the concerned Administrative Department relax the period for submission of bids specified therein.



# Calendar 2024



## JANUARY

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
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## FEBRUARY

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## MARCH

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31					1	2
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## APRIL

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## MAY

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## JUNE

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## JULY

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## AUGUST

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## SEPTEMBER

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## OCTOBER

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## NOVEMBER

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## DECEMBER

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29	30	31				



# Calendar 2023



**ASSAM STATE PUBLIC  
FINANCE INSTITUTIONAL REFORMS**  
Assam Society for Comprehensive Financial  
Management System (AS-CFMS)  
Finance Department, Government of Assam