

GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR GENERAL OF CIVIL DEFENCE &  
COMMANDANT GENERAL OF HOME GUARDS,  
ASSAM : BELTOLA : GUWAHATI -28

Tender No.CG.286/Eng.Cell/2017/ 8

Dated Beltola the 22<sup>nd</sup> March,2017

**INVITATION FROM INTENDING SUPPLIERS, DEALERS, DISTRIBUTIORS,  
MANUFACTURES OR THEIR AUTHORISED AGENTS DEALERS AND  
DISTRIBUTORS FOR “SUPPLYING OF MATERIALS FOR RENOVATION  
REPAIRING AND PAINTING OF ASSAM TYPE OFFICE BUILDING AT ASRF BN-  
I, BARJAR, NALBARI.**

BIDDING DOCUMENTS

(To be used for furnishing bids by the ELIGIBLE firms)

Rs. 100/-

Address for communication:

The Director General of Civil Defence &  
Commandant General of Home Guards, Assam  
Beltola, Guwahati – 28.

Tel (off) : 0361-2301756

Fax : 0361-2301756

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DIRECTOR GENERAL OF CIVIL DEFENCE AND**  
**COMMANDANT GENERAL OF HOME GUARDS, ASSAM,**  
**BELTOLA, GUWAHATI-28**

No. CG.286/Eng.Cell/2017/7

Dated Beltola the 22<sup>nd</sup> March, 2017.

**SHORT TENDER NOTICE.**

Sealed tender on plain paper affixing (in Technical Bid) non-refundable court fee stamps of **Rs. 8.25** (Rupees eight and Paise twenty five) only with sealed samples are invited from the intending Suppliers, Manufacturers or their Authorized Agents, Dealers and Distributors for “**Supplying of materials for renovation, repairing and painting of Assam Type Office building at ASRF Bn-I, Barjar, Nalbari** ” on self-help basis as shown in the list of items at Annexure- I.

The tender addressed to **Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati- 28** must reach the undersigned by **02:00 PM** on Dtd **29-03-2017**. No tender received thereafter will be accepted. Tenders received after the due date & time will be returned to the respective tenderer without opening the same. Intending tenderers shall submit tenders in the Tender box placed in front of the office chamber of **Senior Staff Officer (A), Office of the DGCD & CGHG, Assam, Beltola, Ghy-28**. The tender Box will be opened on the same day at **03:00 PM** in presence of tenderers or their authorized representatives remain present at that time. In case the date of closing of tender falls on holiday declared by the Govt. under any circumstances, the next working day will be treated as last date of submission of tender.

1. Intending tenderers may collect tender paper / documents on payment of Rs. 100 /-

(Rupees one hundred) only through uncrossed IPO payable in favour of the DGCD & CGHG, Assam on any working day during office hours till **2.00 PM on 29-03-2017**.

The tenderers must submit tenders in **two bid system i.e. Technical Bid and Commercial Bid**

All bidders are required to submit their offers in two covers as under: -

- a) **FIRST COVER** (Technical Bid) should contain the followings:

All tenderers must submit their tenders along with following documents completed in all respect and duly attested by a Govt. Gazetted officer and details of which should also be indicated on their letter.

- i. Tender documents (Bidding documents all pages) duly completed and signed **BUT WITHOUT INDICATING THE RATES QUOTED.**
- ii. Annual balance sheet for last 2(two) years.
- iii. Income Tax Return for last two years.
- iv. Up-to date VAT/ Sales Tax clearance certificate.
- v. Up-to date valid Trade License from Municipality / Mohukuma Parishad / Town Committee as applicable.
- vi. Permanent Account No. ( PAN ) issued by Income Tax Department.
- vii. VAT Registration Certificate.
- viii. 2% Earnest Money ( 1% in case of SC /ST/ OBC on production of authentic certificate ) of the total tendered value in shape of Demand Draft or Bank Guarantee duly pledged in favour of DGCD & CGHG, Assam must be submitted. Security Deposit / Earnest Money deposited earlier in connection with earlier tenders if any will not be accepted as Earnest Money for this tender. A format for calculation of Earnest Money payable is enclosed at **Annexure-II** which should be furnished along-with the tender (Commercial bid) showing the calculation of earnest money.

b) **SECOND COVER** (Commercial/Price Bid) should contain the followings:-

- i. Details of rates, Taxes, duties etc. quoted by the tenderer should also be indicated on their letter.
- ii. Tender should be clearly typed or written and the rates should be written both in figure and words. There should not be any over writing, erasure in the rates. In case of over writing or erasure or any such alteration, the tender will be rejected outright.

Both the above mentioned covers should be sealed separately and super-scribed with the Tender No. & Date, Name of Item & Name of Firm. These covers should thereafter be kept in a third cover and again sealed and the cover should also be super-scribed with the Tender No& Date, Name of Item & Name of Firm.

## **TERMS AND CONDITIONS**

- 1) No tender will be considered unless accompanied by the documents as required in NIT conditions & will be liable for rejection for non-compliance of the conditions.
- 2) (a) Samples must be submitted along with the tender which should be sealed with a label mentioning therein. (i) The name and address of the tenderer. (ii) The name of item (iii) The item's Sl. No. as per Annexure – I of NIT (iv) Name of manufacturer where applicable.  
  
(b) Tenderer should quote net rate, Tax / VAT etc. if any should be shown separately. They should submit only one sample and quote only one rate against each item, otherwise the tender will be summarily rejected.
- 3) The tender should be clearly typed or written and the rates (net) should be written both in figure and words. There should not be any over writing, erasure in the rates. In case of over writing or erasure or any such alteration, the tender shall be rejected outright.
- 4) The tenders which do not full fill all the terms and conditions of the tender notice will be summarily rejected without any reference to the tenderer and no correspondence will be entertained in this regard.
- 5) All pages of the tender documents together with terms and conditions and the documents enclosed with the tender shall be signed by the authorized signatory. Acceptance signing of the Notice Inviting Tender and the detailed terms and conditions in the format of certificate enclosed at **Annexure-III** shall be deemed as the final acceptance of these terms and conditions
- 6) The rates once quoted will be final and no request for change/ alteration thereto will be entertained thereafter. The rates should be quoted for destination at this Directorate, Beltola, Guwahati- 28 should be inclusive of transportation, and other ancillary expenses. VAT / CST/ Excise Duty / Customs duty / other Local Taxes etc. if any, should be shown separately, otherwise the quoted price will be treated as inclusive of all taxes etc. Those firms who need not pay taxes / duties against the item should submit valid document in support of exemption from payment of such taxes / duties.
- 7) Once the rate offered is accepted by the Purchase Committee / Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati-28, no enhancement will be entertained under any circumstances and approved tenderer will be liable to supply the item at the approved rate. Failure to supply the item at the accepted rate will entail the offer being cancelled and the Security Money will be forfeited to the Govt. of Assam.

- 8) Tenders accompanied by all required documents be submitted under sealed cover and distinctly and conspicuously marked as “**Supplying of materials for renovation, repairing and painting of Assam Type Office building at ASRF Bn-I, Barjar, Nalbari** ” on self-help basis” “ **for the financial year 2016-2017**” on the top of the envelope. The name and address of the tenderer should also be written.
- 9) The approved tenderers will have to supply the articles at the approved rate and as per approved sample till the date of validity of the supply order. They will have to furnish **Security Deposit @ 5%** (2 ½ % in case of SC/ST/ OBC on production of authentic certificate) of the total value of the item contracted for in shape of Demand Draft/ Bank Guarantee duly pledged in favour of Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati-28 and execute a **Deed of Agreement** in non-Judicial Stamp paper of the denomination applicable for the purpose.
- 10) (a) The approved suppliers will have to execute the orders of supply within **07 (seven)** days from the date of issue of the supply order, failing which the Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati-28 will be at liberty to obtain the indented stores from other sources for which the amount spent in excess for such purchase, will be recovered from the security deposit of the firm or such other necessary penal action will be initiated against defaulting firm as deemed fit & proper.  
  
(b) The suppliers must conform to the approved samples as prescribed by the Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati-28. In case the supplies do not strictly conform to the approved sample and supplies are not made within the stipulated time, the same will not be accepted and security deposit will be forfeited to the Govt.  
  
(c) The indented stores will have to be supplied at this Directorate, Beltola, Guwahati-28. The indented stores shall be received by the Receiving Committee authorized for the purpose which will satisfy themselves as to the quantity and quality of the stores supplied as per the approved sample.
- 11) The Earnest Money of the unsuccessful tenderers will be released to them after finalization of the tenders. No interest shall be paid by the purchaser on Earnest Money deposited by the firm/ tenderer.

- 12) The selected supplier may convert their Earnest Money to Security Deposit on application.
- 13) Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati-28, does not bind himself to accept the lowest rate and reserves the right to reject any or all the tenders without assigning any reason thereof. The decision of the DGCD& CGHG, Assam will be final and binding in this regard.
- 14) Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati-28, may accept or reject the sample submitted irrespective of specification mentioned.
- 15) Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati-28, reserves the right not to place any order even after execution / acceptance on the formal contract agreement and for which no claim or compensation whatsoever will be entertained.
- 16) In case any manufacturing defect in the articles supplied is detected or any damages to the stores during transit / handling before final acceptance by the department, Director General of Civil Defence & Commandant General of Home Guards, Assam, Beltola, Guwahati-28, will be at the liberty to return the stores at the expense of the suppliers who in turn will replace the stores without any financial liability to the department. Else the security deposit will be forfeited to the Govt. and penal action in the form of debarring / blacklisting may also be imposed on the defaulting firm if considered necessary.
- 17) Rejected/ unapproved sample will be returned to the tenderers who shall lift them at their own expense within 21 (twenty one) days from the date of issue of notice to that effect. In case, the rejected samples are not lifted as above within the stipulated time the Department shall not be responsible for any loss or damage.
- 18) No Advance Payment will be made to the approved supplier.
- 19) The bills should be submitted to the Director General of Civil Defence & Commandant General of Home Guards, Beltola, Guwahati-28, Assam in triplicate along-with delivery challan.
- 20) No representation what so ever in regard to the tender will be entertained after submission of tender (s).

- 21) The tenderer (s) are hereby cautioned that every clause of the tender notice above should be strictly followed, failing which tender will be liable for rejection forthwith.
- 22) Risk of transportation will be borne by the tenderer themselves.
- 23) The security money of the approved tenderer will normally be returned after 6 (six) months from the date of acceptances on satisfactory supply.

Sd/- P. KUMAR, IPS  
DIRECTOR GENERAL

Memo No. CG.286/Eng.Cell/2017/7 - A,  
Copy forwarded to:-

Dated Beltola the 22<sup>nd</sup> March, 2017

1. The Director of Information and Public Relation for information and necessary action.
2. The Joint Secretary to the Govt. of Assam, Home Department, Dispur, Guwahati for favour of information.
3. Office website for wide circulation.
4. The Office Notice Board.
5. Local Firms .....

(N. BORAH)  
SENIOR STAFF OFFICER (A)

**Annexure - I**

<b>Sl No</b>	<b>List of Materials</b>	<b>Quantity</b>	<b>Specification</b>
1	Brick (1st Class)	5644 Nos	
2	Cement	50 beg	
3	Sand	5.00m <sup>3</sup>	
4	Stone	10.00m <sup>3</sup>	
5	Hollock Wood batten	2.82 m <sup>3</sup>	
6	CGI Sheet 0.63 mm thick (Tata Sheet)	174.38 m <sup>2</sup>	
7	GI Ridging 0.63 mm thick (Tata Sheet)	16.45 Rm	
8	A.C. Building Borad 4mm thick (Everest make)	60 nos.	
9	Water proffing Cement paint (Berger Paint)	138 kg	
10	Spikes/Nails	5 kg	
11	Paint Bresh	5 nos.	



STATEMENT SHOWING THE CALCULATION OF EARNEST MONEY

Name of the Firm \_\_\_\_\_

Sl. No.	Sl. No. of the item in the tender	Name of the item	Quantity as per tender	Rate quoted against the item Per No/Per Qtl & Per C.M/CFT	Total Cost of the items	Earnest Money due 2% (1% in case of SC/ST/OBC) of Column No. 6	Remarks
[01]	[02]	[03]	[04]	[05]	[06]	[07]	[08]
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							

Total Earnest Money due Rs.

Signature of the tenderer

**CERTIFICATE OF ACCEPTANCE OF TERMS AND CONDITIONS**

*(To be furnished along with the tender documents)*

I / We have read and fully understood the terms and conditions as laid down in the NIT Memo No.CG.286/Eng.Cell/2017/7 -A Dtd. 22-03-2017 in respect of “**Supplying of materials for renovation repairing and painting of Assam Type Office building at ASRF Bn-I, Barjar, Nalbari**” on self-help basis under Assam Home Guards Organization during the year 2016-17.

I / We agree to abide by the same.

I / We have signed all the pages of the tender documents as laid down.

Signature and seal  
of the Tenderer or  
his Authorised Signatory.

Date :-

Address:-

Phone No:

Fax No. :

E- mail :