



BRAHMAPUTRA BOARD

(MINISTRY OF WATER RESOURCES, RD & GR)

TENDER DOCUMENT

FOR

SUPPLY OF GUEST HOUSE MATERIALS ETC.

FOR

LIAISON OFFICE, BRAHMAPUTRA BOARD

AT

DWARKA, NEW DELHI-75



BRAHMAPUTRA BOARD
(MINISTRY OF WATER RESOURCES, RD & GR)
O/o THE EXECUTIVE ENGINEER
LIAISON OFFICE
SECTOR-10, DWARKA
NEW DELHI-110075

TENDER FOR THE WORK OF SUPPLY , FITTING & FIXING OF CURTAIN, CURTAIN ROD, PLASTIC CHAIR, BLANKET COVER(SINGLE/DOUBLE) & OTHER MATERIALS ETC. AT LIAISON OFFICE, BRAHMAPUTRA BOARD, SECTOR-10, DWARKA, NEW DELHI.

To be submitted by 3.00 pm on 14.02.2017

To be opened in presence of tenders at 3.30 pm on 14.02.2017 in the office of the Executive Engineer, Liaison Office, Brahmaputra Board, Sector-10, Dwarka, New Delhi-75

Tender issued to _____

Signature of the officer issuing the documents _____

Designation _____

Date of issue _____

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SECTION-I
NOTICE INVITING TENDER



BRAHMAPUTRA BOARD
(MINISTRY OF WATER RESOURCES, RD & GR)
O/o THE EXECUTIVE ENGINEER
LIAISON OFFICE
SECTOR-10, DWARKA
NEW DELHI-110 075

No.4(2)2016/LO/

Dated January 31, 2017

NIT NO. 4 /2016-17
NOTICE INTIVITNG TENDER

Sealed item rate tenders from intending bidders are invited on behalf of Brahmputra Board for procurement of Guest House materials for the year 2016-17 at Liaison Office, Brahmputra Board, Sector-10, Dwarka, New Delhi-75.

Sl. No.	Details of works	Estimated Cost (Rs.)	EMD	Date of sale of Tender	Last date of receipt / opening of tender
1	Supply, fitting & fixing of curtain rod, curtain, Plastic Chairs, Blanket cover(Single/Double) etc. for the Guest House of Liaison Office, Brahmputra Board, Sector-10, New Delhi-75	1,98,200.00	3,964.00	01.02.2017 to 13.02.2017	14.02.2017 (upto 3.00 pm) 14.02.2017 (at 3.30 pm)

Tender Documents can be purchased from the office of the Executive Engineer, Liaison Office, Brahmputra Board, Sector-10, Dwarka, New Delhi-75 between 11.00 am to 5.00 pm on any working day w.e.f. 01.02.2017 to 13.02.2017 upto 3.00 pm on payment of Rs. 500.00 (non-refundable) in the shape of Demand Draft in favour of **Financial Adviser, Brahmputra Board, Basistha, Guwahati-29** payable at **Guwahati** subject to full filling the following eligibility criteria:

1. Valid TIN number
2. CST / VAT Registration
3. PAN Card


(Self attested copies of certificates to be submitted at the time of tender document and original certificates to be produced for verification, if required)

The officer is invited in **One Bid System** as given below:

- a) EMD & unconditional letter of acceptance
- b) Other credentials as per conditions of contract i/c the Tender Document
- c) Price Bid

The Terms & Conditions of Brahmaputra Board in original duly signed at each page by authorized signatory, may be submitted to this office on or before the last date of receipt upto 3.00pm on 14.02.2017. The Financial Bid of the agencies qualifying the criteria shall be opened on the same day at 3.30 pm on 14.02.2017, after scrutiny of the Technical Bid.

Brahmaputra Board reserves all rights to accept or reject any or all offers without assigning any reason thereof.


Executive Engineer
Liaison Office

Copy for favour of information to :

1. The Secretary, Brahmaputra Board, Basistha, Guwahati-29
2. The Superintending Engineer, Guwahati Circle, Brahmaputra Board, Basistha, Guwahati-29
3. The In-Charge, IT Cell, Brahmaputra Board, Basistha, Guwahati-29 to upload the NIT in Board's website

SECTION-II
INSTRUCTIONS TO BIDDERS

INSTRUCTIONS TO BIDDERS

1. The bidders have to deposit the Earnest Money Deposit (EMD) of Rs.3,964.00 in the form of Demand Draft drawn in favour of the “**Executive Engineer, Liaison Office , Brahmaputra Board, New Delhi**” payable at **New Delhi**. Without EMD tender will be rejected.
2. This Tender Document consists of (i) Instructions to the Bidders, (ii) Terms & Conditions of the Tender, (iii) Financial Bid (Price Schedule) and annexures as mentioned therein.
3. The Tender Document can be downloaded from the website of Brahmaputra Board i.e. www.brahmaputraboard.gov.in
4. The tender complete in all respects, should be submitted in a prescribed form along with supporting documents in sealed envelopes addressed to the Executive Engineer, Liaison office, Brahmaputra Board, New Delhi-75, must reach on due date and time of submission.
5. The Brahmaputra Board reserves the right to amend or withdraw any of the terms and conditions contained in the tender Documents or reject any or all the tenders in whole or in part without giving any notice or assigning any reason. Further Addendum/Corrigendum if any will be uploaded on to website of Brahmaputra Board only. The decision of Brahmaputra Board in this regard, shall be final and binding on all.
6. The bidder(s) is / are expected to examine all instruction, forms and terms & conditions contained in the bid document. Failure to furnish all information required as per the bid document or submission of bid not substantially responsive to the bid documents in every respect will be at the bidder’s risk and may result in rejection of the bid.
 - Copy of the valid TIN number
 - Copy of CST / VAT Registration
 - Copy of PAN Card
7. Based on the availability of materials vender may quote the rate of available items lying in his store if all the items are not available with him/her.
8. The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.
9. The bids prepared by the bidder shall comprise of (i) Terms &Conditions and (ii) the Financial Bid.

- i) The terms & conditions should be sealed in a separate cover and super scribed "**Technical Bid for Supply, fitting & fixing of curtain, curtain rod, plastic chairs and blanket cover(single/double)**". All the information/ information sought should be in the same serial order as given in the Technical Bid.
- ii) The Financial Bid shall specify the Rates / Prices in the format shown in the Financial Bid/Price schedule.

All the Documents submitted in the Bid must be legible and self attested. Otherwise the bid is likely to be rejected.

9. The Rates / Prices should be quoted in Indian Rupees in words as well as in figures. **Excise duty, Sales Tax, VAT, Packing, F.O.R. at office, as applicable should be inclusive.**
10. Only one price should be quoted for each item and if more than one price is quoted under different options the rate quoted by him/her in the first option only will be valid and considered for evaluation.
11. Rates should be valid for 90 days from the date of signing of the agreement.
12. Rates/Prices should remain fixed during the entire period of the contract and shall not be subject to variation on any account. No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained.
13. Prices should be quoted at F.O.R. delivery on site.

Submission of Bid :

14. The bid shall be submitted in accordance with the procedure detailed herein.
 - i) Specified documents shall be enclosed in envelope of appropriate size each of which shall be sealed.
 - ii) The bid shall contain the bid Security / EMD as indicated in the instructions to bidders.
 - iii) The bid shall contains all the information and documents in the same accompany the Technical Bid.
 - vi) The bid shall contain the Rates / Prices of the items duly filled in (Schedule of Rated) and signed and stamped. The bidder must fill up quoted price against the items in the spaces provided in the respective columns.
15. All the above envelopes shall bear the name of the Work as described in the Notice Inviting Tender i.e. **Supply, fitting & fixing of curtain, curtain rod, plastic chairs and blanket cover(single/double)** to Executive Engineer, liaison Office, Brahmaputra Board, New Delhi-75 on due date and time of submission.

If the date on which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.

SUPPLY OF AMTERIAL / INSPECTION/ OF MATERIALS :

16. Supplies, Fitting & fixing shall be accepted subject to the complete satisfaction of Executive Engineer. Any defect found in materials / stores supplied / works done will render the supplies/work open to rejection and decision of the Executive Engineer, shall be final and legally binding. The rejected items shall have to take the same back at their own cost and risk, and shall replace ,refit such rejections with the items of standard specifications. Quality as acceptable to the Brahmaputra Board. Alternatively, the stores may be purchased from others / works may be executed through others, at the risks and costs of the tenderer, at discretion of the authority.
17. The materials/ curtain supplied during the term of the contract shall be in conformity with the quality and the quality/brand specified in the tender document. Any article found defective in quality and deficient in quantity shall be returned to the supplier for immediate replacement.
18. Supply of the articles indented for shall be made seven days from the date of issue of supply order.

SAMPLES

19. Wherever applicable / whenever asked, the firms shall have to submit samples of items(s) for verification/ inspection, approval etc. if required and the firm shall have to comply with such conditions. It is, therefore, in the own interest of the firm(s) concerned to get their proofs/samples etc. verified / inspected before effecting supply at their own cost. Each sample should have a card affixed to the sample which should bear the following information :
 - i. Your name and address
 - ii. Tender Number
 - iii. Date of opening of tender
 - iv. Item no. against which tendered
 - v. Any other relevant description deemed fit
20. The samples of curtain (Light blue back ground) should be submitted along with the Tender Document.
21. **Period of supply, fitting & fixing etc. :**
20th February 2017 to 27th February 2017(7 days)

SECTION-III
TERMS & CONDITIONS OF TENDER

TERMS & CONDITIONS OF TENDER

From : (On the letter head of the company by the authorized officer having power of attorney)

To

The Executive Engineer
Liaison Office
Brahmaputra Board
Dwarka, New Delhi-75

Sub : Name of the work & NIT No. :

Sir,

- 1) This has reference to above referred tender, I/We are pleased to submit our tender for the above work and I/We hereby unconditionally accept the tender conditions and tender documents in its entirety for the above work.
- 2) I/We are eligible to submit the tender for the subject tender and I/We have are in possession of all the documents required.
- 3) I/We have viewed and read the terms and conditions. I/We have downloaded/ purchased the tender document.
- 4) I/we agree to pay the cost of Tender Document, EMD and other documents in physical form in the form and manner as described in NIT.
- 5) Should this tender be accepted, I/We agree to abide by and fulfill all terms and conditions referred to above and as contained in Tender Documents elsewhere and in default thereof, to forfeit and pay Brahmaputra Board, or its successors or its authorized nominees such sums of money as are stipulated in the notice inviting tenders and tender documents.
- 6) If I/We fail to commence the work within 7(seven) days of the date of issue of Letter of Award and / or I/We agree that Brahmaputra Board shall, without prejudice to any other right or remedy, be at liberty to cancel the Letter of Award and to forfeit the said earnest money as specified above.

Yours faithfully,

(Signature of the Tenderer with Rubber Stamp)

SECTION-IV
FINANCIAL BID

FINANCIAL BID

Sl. No.	Description	Unit	Qty	Rate(Rs.)		Amount(Rs.)
				In Figure	In Words	
1	Supply of best quality curtain (Light blue back ground) for the doors and windows	Per metre	229.4			
2	Supply of best quality SS curtain Rod of dia 1"	Per metre	114			
3	Fitting, Fixing of curtain including ribbon etc.	Per no	68			
4	Supply of Plastic Chair (Make: Supreme; model: Ornate-Rosewood) for the Guest House of Liaison Office, Brahmaputra Board, New Delhi-75	Per no	12			
5	Supply of Single / Medium size printed cotton blanket cover	no	6			
6	Supply of Double size printed cotton blanket cover	no	2			
Grand Total						

(Rupees) only

(SIGNATURE OF THE TENDERER WITH RUBBER STAMP)