

Government of India
Ministry of Water Resources,
River Development & Ganga Rejuvenation
Brahmaputra Board::Guwahati Division
Guwahati

Notice Inviting Quotation

Quotation No- BB/CE-I/SE(P)/21/17/2

dated, August 17, 2017

Sealed item rate quotation in prescribed format in 2(two) envelopes system on behalf of Chairman, Brahmaputra Board is hereby invited by the Executive Engineer-II, Planning Wing, O/o Chief Engineer-I, Brahmaputra Board, Guwahati from eligible Farms /Suppliers / Contractors of Government Departments / Stationery dealers having municipal trade license for "Supply of Office Stationary items, Drawing materials for DPR volume under the jurisdiction of Planning Wing, Brahmaputra Board, Guwahati"

Intending bidder may collect non transferable Quotation document from the office of the undersigned on any working days between 13:00 hours to 15:00 hours with effect from 18.08.2017 to 23.08.2017 on payment of Rs. 500.00 (Rupees five hundred) only in the shape of Demand draft/IPO drawn in favour of Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29. The bidder has to deposit Bid earnest money for an amount of Rs. 4500.00 (Rupees four thousand five hundred only) in the form of (i) FDR or (ii) Demand draft or (iii) Deposit at Call Receipt drawn from any schedule Bank guaranteed by Reserve Bank of India payable at Guwahati in favour of the Executive Engineer-II, Planning Wing, O/o-the Chief Engineer-I , Brahmaputra Board, Basistha ,Guwahati-29.

The sealed quotation will be received in the office of the undersigned up to 15:00 hours of 28.08.2017 along with all required document and will be opened on the same day at same place at 15:30 hours in presence of the bidders or their authorized agent / representatives.

Detailed quotation document can also be seen at Brahmaputra Board's website www.brahmaputraboard.gov.in / www.tender.gov.in and office Notice Board. Intending bidders may download the tender directly from the website. However, the bidders will have to deposit the cost of quotation paper in the form and manner as stated above at the time of submission of quotation with the Eligibility Bid of quotation document.

Executive Engineer-II
Planning Wing
Brahmaputra Board

Quotation No- BB/CE-I/SE(P)/60/16 /13
Copy for information to:-

dated, August 17, 2017

1. The P.A. to the Vice Chairman, Brahmaputra Board, Guwahati-29
2. The Deputy Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29
3. The Chief Engineer-II, Brahmaputra Board, Basistha, Guwahati-29
4. The Hindi Officer, Brahmaputra Board, Basistha, Guwahati-29
5. All Notice Boards of Brahmaputra Board HQ, Basistha, Guwahati
6. Relevant file.

Detailed Terms and Conditions of the Quotation

1. Sealed item rate quotation in prescribed format in 2(two) envelopes system on behalf of Chairman, Brahmaputra Board is hereby invited by the Executive Engineer-II, Planning Wing, O/o Chief Engineer-I, Brahmaputra Board, Guwahati from eligible Farms/Suppliers / Contractors of Government Departments/ Office Stationery dealers having municipal trade license for "Supply of Office Stationary items & Drawing materials under the jurisdiction of Planning Wing, Brahmaputra Board, Guwahati"
2. The nontransferable quotation document can be obtained from the office of the Executive Engineer-II, Planning Wing, O/o Chief Engineer-I, Brahmaputra Board, Guwahati through written application against payment of Rs. 500.00 (Rupees five hundred) only in the shape of Demand draft/IPO drawn in favour of the Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29 as per Schedule time and date mentioned in Quotation Notice.
3. The bidder should deposit the required bid security for Rs. 4500.00 (Rupees four thousand five hundred only) as stated above in the form of (i) FDR or (ii) Demand draft or (iii) Deposit at Call Receipt drawn from any schedule Bank guaranteed by Reserve Bank of India payable at Guwahati in favour of the Executive Engineer-II, Planning Wing, O/o the Chief Engineer-I, Brahmaputra Board, Basistha, Guwahati. The bid security of the bidder will be retained till validity of the contract. Without the bid security, the quotation will be invalid.
4. The Eligibility document consisting duly attested copies Contractor Registration document / Municipal trade license for Stationery dealers, PAN card issued by Income Tax Department, GST Registration Document with required bid security as per term and condition stipulated in quotation document should be placed in a sealed envelope subscribing "Eligibility Bid" and Name of Work, Quotation No, Name of Bidder with address etc.
5. The Envelop-1 containing Eligibility Criteria and Envelop-2 containing financial bid shall be submitted together in another sealed envelope with the Name of work, NIT No and name of contractor etc. The tender will be received by the Executive Engineer-II, Planning Wing, O/o Chief Engineer-I, Brahmaputra Board, Guwahati, Assam Pin-781029 up to **15:00 hours on 28/08/2017** at his office at Guwahati, Assam and will be opened by him or his authorized representative on **28/08/2017 at 15:30 hours**.
6. The quotation will be opened on the Scheduled date, time and place as mentioned in Notice Inviting Quotation. If the Schedule date of receipt and opening becomes a Govt. holyday then the quotation will be opened on the next working day. The interested bidder or their authorized agent / representative may present at the time of opening of the quotation.
7. The rate should be quoted against each item and should include all types of taxes, profit, delivery charges at various locations within the Jurisdiction of Planning Wing Brahmaputra Board
8. The bidder should quote rates against all items. Quotation will not be considered to be valid if rates are not quoted against all items. Adequate attention should be given while quoting rates against any item. In case of submission of quotation by any bidder by quoting absurd rate, abnormally high rate and abnormally low rate against any items or rates quoted very casually without any market survey, his complete quotation document is liable to be rejected.

9. The competent authority on behalf of the Chairman, Brahmaputra Board does not bind himself to accept the quoted rates even though it is lowest or any other quotation and reserves to himself the authority to reject any or all the tenders received without the assigning of any reason. Quotation, in which any of the prescribed condition are not fulfilled or incomplete in any respect are liable to be rejected. Quotations submitted not as per terms and conditions or containing too much error / corrections and / or absurd rates are also liable for rejection without assigning any reason. Canvassing in connection with quotation is strictly prohibited and the quotation submitted by the bidders who resort to canvassing will be liable for rejection.
10. The rates quoted by the contractor against each item should be valid for at least 3 (three) month after its acceptance. The same approved rate may also continue further on mutual agreement.
11. The rate quoted shall be inclusive of GST as applicable. The taxes as applicable will be deducted at source from the bill amount at the time of payment.
12. Payment will be made to the contractor through Bank accounts transfer only for which the supplier has to furnish the details of his Bank accounts like Name of Bank, Branch code, Account Number etc in due course of time. However, the payment of bill will be made subject to the availability of fund.
13. The /Farm/Supplier/contractor shall not be permitted to participate in the Quotation process of which his near relative is posted as Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any Gazetted Officer in the Brahmaputra Board or in the Ministry of Water Resources. Any breach of this condition by the contractor would render him liable to be rejected.
14. No Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of two years after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the quotation or engagement in the contractor's service.
15. The Quotation for the works shall remain open for acceptance for a period of 10 (ten) days from the date of opening of Quotations. If any bidder withdraws his Quotation before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the quotation which are not acceptable to the Department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said bid security as aforesaid. Further the bidder shall not be allowed to participate in further process of the quotation.
16. The accepting authority will finalized rates of all individual items on examination of all the quotations submitted by qualified bidders as per terms and conditions of quotation.

17. *The bidder will be selected for awarding the work order only those, whose offered rates stands as lowest for at least against 25% of the individual items of the quotation.*

18. The selected bidder has to sign an undertaking and should give his consent within 2 days from the date of issue of letter of acceptance, for schedule works as per rates approved by the competent authority even though his all the offered rates are not accepted by the competent authority.

Executive Engineer-II
Planning Wing
Brahmaputra Board

Annexure-ICE

Initial Criteria for Eligibility

Following are the eligible criteria for bidders to become eligible for participating in the quotation and opening of their financial bids-

1. A certificate having experience for supply of materials in any Government Department during last 3(three) years satisfactorily. This should be certified by an officer not below the rank of Executive Engineer/ Project Manager or equivalent.
2. Copies of documents of Contractor Registration / *Municipal trade license for Stationery dealers*, GST Registration document *and* PAN card issued by Income Tax Department
3. Bid security for Rs. 4500.00 (Rupees four thousand five hundred) only in the form and manner as stated in the Detailed Notice Inviting quotation against Para-5 of Detailed Terms and Conditions of the Quotation.
4. All the Xerox copy of the document submitted along with the Quotation to qualify for the eligibility bid should be duly signed by the bidders. However, if required the bidders has to produced the original copy of the document for verification.
5. All the pages of the quotation document should be duly signed by the bidder.
6. The initial criteria for eligibility prescribed in Para 1 to 5 above will first be scrutinized to find out the eligible bidders, and "Financial Bid" of the eligible bidders only will be opened as per notified date & time and will be considered for preparation of C.S. (Comparative Statement) and finalization of rates of all items. The bidder will be selected for awarding the supply order only those, whose offered rates stands as lowest for at least against 25% of the individual items of the quotation.

Executive Engineer-II
Planning Wing
Brahmaputra Board

Schedule-I (Financial Bid)

Schedule of Items for supply of Office Stationery materials, drawing materials for DPR volume under Planning Wing, O/o the Chief Engineer-I, Brahmaputra Board, Basistha, Guwahati-29

Sl. No.	Items	Unit	Quoted Rate in Rupees		
			Rate (Rs) in figure	Rate (Rs) in words	
A Office Stationery Materials					
A	1	A0 paper	Roll	Rs.	Rupees.....
	2	A4 paper	Pkt	Rs.	Rupees.....
	3	A3 paper	Pkt	Rs.	Rupees.....
C	4	Cartridge of printer			
		740	No	Rs.	Rupees.....
		741	No	Rs.	Rupees.....
		742	No	Rs.	Rupees.....
		743	No	Rs.	Rupees.....
	5	Cartridge of plotter			
		C4911A	No	Rs.	Rupees.....
		C4912A	No	Rs.	Rupees.....
		C4913A	No	Rs.	Rupees.....
		C4844A	No	Rs.	Rupees.....

Signature of Bidders / Quotationers