



GOVT. OF INDIA
(MINISTRY OF WATER RESOURCES, RD & GR)
LIAISON OFFICE, BRAHMAPUTRA BOARD
DWARKA, SECTOR-10, NEW DELHI-75

Phone-011-25088697

Fax: 011-25071476

No. 4(22)/09/LO/ 341

Dated February 15, 2017

To,

M/s

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Sub : Tenders/Quotations for repairing of 2 nos of 3 seater sofa.

Sealed tenders/quotations are invited for the work "Repairing of wooden sofa(2 nos of 3 seater) of Liaison office, Brahmaputra Board, Sector-10, Dwarka, New Delhi-75" (Estimated value of the work is Rs.20,530.00). The Tenders / quotations are invited in **One bid system** i.e. **Technical Bid, Financial Bid, EMD,TIN and Experience etc.** are sealed and complete in all respect should be submitted in the Tender Box placed in Liaison Office, Brahmaputra Board, Sector-10, Dwarka, New Delhi-75 by 3.00 pm on 03.03.2017. In case you are interested to undertake the work, you may be submit your rate in attached Proforma duly completed and signed in sealed cover. The Technical and Financial Bid will be opened on the same day at 3.30 pm on 03.03.2017. The Tenderer/ Quotationer or their representatives may be present at the time of opening of Tender.

Evaluation of Technical Bid

The eligibility of vendors and their Technical Bid will be evaluated on the basis of documents submitted by the vendors in Technical Bid. Vendors whose bids satisfy the Technical requirements mentioned in the Tender Document will be short listed.

Terms and Conditions of the Tender/Quotation Eligibility Criteria for Technical Bid

The tenderer/quotationer should submit the following documents to qualify in Technical Bid :

1. The Tender/Quotation should be accompanied by Earnest Money Deposit(EMD) of Rs.400.00 (Rupees four hundred) only in the form of Demand Draft in favour of the **Executive Engineer, Liaison Office, Brahmaputra Board, New Delhi**, without which the tender will not be considered.
2. The Bidder must be registered with Deptt. of Value Added Tax, Govt. of NCT of Delhi for local Sales Tax / VAT and copies of documentary proof of the same must be enclosed.
3. The bidder should have **TIN** number and copy of documentary proof of same must be enclosed.

4. Bidder must have **PAN** number and copy of documentary proof of same must be enclosed.
5. The bidder must have Service Tax Registration Certificate and copy of documentary proof of same must be enclosed.
6. The bidder must have filed **Income Tax Return** of last **1 year financial year** and copy of documentary proof of same must be enclosed.
7. The bidder should have submit work experience of working with Government organization during last 1 year.
8. All pages of the tender document and all enclosures should be signed by the bidder.
9. The Brahmaputra Board reserves the right to reject any quotation in whole or in part without assigning any reason thereof.
10. The EMD of unsuccessful bidders shall be returned after award of work. The EMD of successful bidder(s) will be converted to Security Deposit. The security deposit will be refunded after the expiry of contract. The Security Deposit will be forfeited if the services of the agency are found to be unsatisfactory in any reason.
11. The successful vendor(s) rates quoted will be valid upto 31.03.2017. The Brahmaputra Board shall however have the right to terminate the contract at any time without assigning any reason.
12. The Tender/Quotation Notice is also available in Brahmaputra Board's website www.brahmaputraboard.gov.in/ eprocure.gov.in

Eligibility Criteria for Financial Bid

The rates must be quoted as per the given format in the Financial Bid. The rates quoted must be filled in completely. The Financial Bid must not contradicted the Technical Offer in any way. The rates quoted by the Tenderer /Quotationer in the Financial Bid should be including applicable Taxes and VAT etc.

Yours faithfully,


Executive Engineer
15/2

Copy for favour of information to :

1. The Superintending Engineer, Guwahati Circle, Brahmaputra Board, Basistha, Guwahati-29
2. The Dy. Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29
3. The In-Charge, IT Cell, Brahmaputra Board, Basistha, Guwahati-29 to upload the Tender / Quotation Notice in the Board's website for wide publication of the same.
4. Notice Board.

PROFORMA FOR FINANCIAL BID/RATE

SCHEDULE OF WORK

Sl. No.	Item	Qty	Unit	Rate including Applicable Tax	
				In Figure(Rs.)	In words
1	Renovation of 3 seater sofa with replacement of good quality cloth with replacement of foam for seat & back with required material and labour charge	6 (2 nos of 3 seater sofa)	Per seater		

Date :

(Signature of the Authorised Person)

Name :

Designation :

Seal :

DECLARATION

Declaration letter on letter head stating the following :

1. We are not involved in any major litigation that may have an impact of affecting or compromising the services required under this tender.
2. We are not black listed by any Central / State Government / public Sector Undertaking in India.

Yours faithfully,

Date :

(Signature of the Authorised Person)

Place:

Name :

Business Address:

Designation :