

GOVT OF INDIA  
(Ministry Of Water Resources)  
BRAHMAPUTRA BOARD  
NAGAON DIVISION  
NAGAON

**NOTICE INVITING TENDER**

**TENDER NO. BB / ND / NIT / 05**

**Dated .....**

Sealed Item Rates Tender in prescribed format on behalf of Brahmaputra Board is hereby invited by the Executive Engineer, Nagaon Division, Brahmaputra Board, Nagaon from reputed automobile workshop/Firms etc for the following work.

Location of Work.	Name of work	Approx. Estimated Value in Rupees	Earnest money to be deposited in Rupees	Time of completion
Nagaon Division, Brahmaputra Board, Nagaon	Estimate for repairing of vehicle No.AS-01/P-7841(Maruti Gypsy)	~ 19650.00	~ 400.00	25 days

Non transferable Tender document against each group can be obtained from the office of the undersigned on any working days between **10:00 hours to 15:00 hours** with effect from **07.01.12 to 17.01.12** on payment of **Rs. 150.00 (Rupees one hundred fifty)** only in the shape of crossed IPO drawn in favour of the Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29. Details of tender can also be seen at Brahmaputra Board's web site [www.brahmaputraboard.gov.in](http://www.brahmaputraboard.gov.in) and Notice Board of this office.

The intending bidder may also download the tender directly from website. However, the bidder shall have to deposit the cost of tender paper in the shape of crossed IPO as stated above along with the tender document without which tender will not be valid.

The Brahmaputra Board follows the CPWD procedures and norms, therefore the bidders are advised to get acquainted with CPWD manual / procedures and CPWD Form-8.

The Earnest money should be deposited in the shape of Demand draft / Deposit at Call receipt / Fixed deposit receipt of any schedule bank guaranteed by Reserve Bank of India.

The sealed tender will be received in the office of the undersigned up to **14:00 hours of 19.01.12** and will be opened on the **same day at same place at 14:30 hours** in presence of the bidder or their authorized agent / representatives.

The undersigned reserves the right to reject any or all tenders without assigning any reasons thereof and is not bound to accept the lowest quotation.

Executive Engineer,  
Nagaon Division

Memo. No. **BB / ND / T&Q -1 / Pt-1 / 2011-12/**

Date. ....

Copy to:

1. The Chief Engineer (I&W), Brahmaputra Board, Basistha, Guwahati-29 for information.
2. The Superintending Engineer, Guwahati Circle, Brahmaputra Board, Guwahati for information.
3. All Executive Engineer, under Guwahati Circle, Brahmaputra Board, Basistha, Guwahati-29 for information and wide circulation
4. All Assistant Executive Engineers of Sub Division offices under Nagaon Division, Nagaon for information and wide circulation.
5. The In charge (I/T cell), Brahmaputra Board, Basistha, Guwahati-29 for information and publication through Brahmaputra Board website.
6. Notice Board.

Executive Engineer,  
Nagaon Division

## DETAILED TERMS & CONDITIONS OF THE TENDER

1. **Purchase of Tender Document:** The nontransferable Tender document against each group can be obtained from the office of the Executive Engineer Nagaon Division, Brahmaputra Board, Nagaon on payment of **Rs. 150.00 (Rupees one hundred fifty)** only in the shape of **Crossed IPO drawn in favour of the Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29** on all working days between office hour from 11.00 hours to 15.00 hours.
2. **Earnest Money:** The Tender shall be submitted in sealed cover along with Earnest money as stated above for each group in any of the form of **(i) Demand draft or (ii) Deposit at Call Receipt or (iii) FDR drawn from any schedule Bank guaranteed by Reserve Bank of India payable at Nagaon in favour of the Executive Engineer, Nagaon Division, Brahmaputra Board, Nagaon.** The earnest money of the successful bidder will be retained and will form a part of the security deposit till completion of the work. The earnest money of the unsuccessful bidder will be returned after finalization of the bid on their written request.
3. **Security deposit:** The Security deposit will be deducted from the bill of the bidder as per prescribed norms and the earnest money deposited at the time of submission of tenders, will form as part of the security deposit.
4. **Quoted Rate:** The rate shall be quoted Item wise as per schedule format **inclusive of all taxes like Income tax, Value Added Tax (VAT), Forest royalty or any other taxes as applicable.** The rate should be quoted both in figure and words, overwriting should be avoided, corrections made if any shall be duly initialed by the bidder.
5. **Tender Agreement:** The successful bidder has to draw the **Tender Agreement on CPWD Form No-8.** The Brahmaputra Board follows the CPWD norms and procedures and bidders are advised to get themselves acquainted with the CPWD Manual / Procedures.
6. **Inspection of vehicle:** The vehicle is lying at the garage of Nagaon Division, Brahmaputra Board, Nagaon. Therefore, before submission of tender, the bidder shall inspect the vehicle to fully acquaint himself / themselves about the condition in regards to the condition of vehicle, and extent of repairing work to be done for satisfactory completion of the work. No claim whatsoever on such account shall be entertained by the Department in any circumstances later on.
7. **Validity of Tender:** The validity of the tender is **90 (ninety days)** from the date of opening of tender.
8. **Completion time:** The completion time for the work is as per NIT from the 10<sup>th</sup> day of the issue of the formal work order / written order to commence the work.
9. **Tax deduction:** The necessary tax like **Income tax, Vat, Forest royalty or any other tax** as applicable will be deducted from the bill value in due course of time as per rule.
10. **Submission of tender:** The complete tender document along with duly attested copies of **Municipal tread license, VAT registration document, PAN card and Earnest Money** as per terms

and conditions stipulated in tender document should be submitted in a sealed cover envelop indicating the Group No, Name of work, Tender No & Name of Bidder and to be dropped in the tender box kept in the office of the Executive Engineer on or before the scheduled date and time. The sealed envelope containing complete Tender Document is to be addressed to the Executive Engineer, **Nagaon Division, Brahmaputra Board, Nagaon**. All pages of the tender document should be duly signed by the bidder.

The bidders who downloaded the tender document directly from the website, are to deposit the amount of Rs. 150.00 as the cost of tender document as per prescribed norms along with their tender paper.

The bidders may have to produce the original document of Municipal tread license, VAT Registration Document, PAN card etc at the time of opening of tender document or at later stage for verification on demand of the undersigned.

11. **Opening of Tender:** The tender will be open on the Scheduled date, time and place as mentioned in Notice Inviting Tender. If the Schedule date becomes a Govt. holyday then the tender 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 Tender.
12. **Acceptance of Tender:** The acceptance of the tender will rest with the **Executive Engineer, Nagaon Division, Brahmaputra Board, Nagaon** and does not bind himself to accept the lowest rates.
13. **Rejection of tender:** The officer inviting tender shall have the right of rejecting all or any of the tenders without assigning any reason thereof. Tender in which any of the prescribed condition are not fulfilled or incomplete in any respect are liable to be rejected. Tenders submitted not as per terms and conditions or contain too much error / corrections and / or absurd rates are also liable for rejection without assigning any reason. Canvassing in connection with tender is strictly prohibited and the tenders submitted by the bidder who resort to canvassing will be liable for rejection.
14. **Sub let of work:** The contractor must not sublet the work or any part of the work without the permission of the **Executive Engineer, Nagaon Division, Brahmaputra Board, Nagaon**
15. **Price variation:** The accepted rate / L. S. price shall remain firm for the entire period of contract and no price variation will be allowed even if there are changes in labour wages, and cost of living index etc. during the period of contract.
16. **Declaration of near relatives by Contractor:** The contractor shall declare the name of Officer & other employees working under **Nagaon Division, Brahmaputra Board, Nagaon** if any who are the near relatives of the contractor as per specified format enclosed.

Executive Engineer  
Nagaon Division

Format for declaration of near relative by contractor

Sl. No	Name of Officer or employees	Designation	Office of Brahmaputra Board in which employed	Relation of the Bidder/contractor with the Employee
1				
2				
3				
4				
5				
6				
7				
8				

Signature of contractor

**Schedule of works for repairing Departmental Jeep Vehicle No. As-01-P-7841 (Maruti Gypsy)**

Sl no	Particulars	Unit	Qty	Rate in ₹ per unit	
				In Figure	In Words
	<b>A. Supply of Spare Parts</b>				
1	Yoke, Sliding	Set	1	₹ .....	Rupees ..... .....
2	Universal Joint Assy	Set	2	₹ .....	Rupees ..... .....
3	Shock absorber Assy (front)	No	2	₹ .....	Rupees ..... .....
4	Shock absorber Assy (Rear)	No	2	₹ .....	Rupees ..... .....
5	Damper steering	Set	1.00	₹ .....	Rupees ..... .....
6	Body Mounting	Set	1	₹ .....	Rupees ..... .....

Signature of Contractor

Sl no	Particulars	Unit	Qty	Rate in ₹ per unit	
				In Figure	In Words
	<b>B. Labour charges</b>				
1	Rear shock absorber replacing (Both side)	Job	1	₹ .....	Rupees .....
2	Front shock absorber replacing (Both side)	Job	1	₹ .....	Rupees .....
3	Damper steering assy replacing	Job	1	₹ .....	Rupees .....
4	Universal Joint assy (Rear) replacing	Job	1	₹ .....	Rupees .....
5	Universal Joint flange replacing (Rear)	Job	1	₹ .....	Rupees .....
6	Inner body repairing by gas welding	Job	1	₹ .....	Rupees .....
7	Both side body repairing by gas welding and new M.S. plate fitting	Job	1	₹ .....	Rupees .....
8	Front both side Mudguard cutting & repairing by gas welding	Job	1	₹ .....	Rupees .....
9	Complete front and rear seat repairing and fitting with new rexin / foam etc. Complete	Job	1	₹ .....	Rupees .....

Signature of Contractor