



Pollution Control Board, Assam
Bamunimaidam, Guwahati-21

NOTICE INVITING TENDER

NIT No. WB/G-1688/20-21/01

Dated Guwahati, the 06th Sept., 2020

Sealed quotations are invited from Agency / Authorized Dealers for the work of "Supply and Installation of False Ceiling, Wooden Wall Paneling and Electrical works at 2 nos. of Conference Halls" in the Pollution Control Board, Assam, Bamunimaidam, Guwahati-21, Head Office. Quotations will be received upto **2:30 PM on 20th Oct., 2020** and will be opened on the same day at **3:30PM** in presence of Quotationer or their authorized representatives. General Terms & Conditions, Letter of Acceptance, duly completed Check list, BOQ and Commercial Bid format are as per Appendix –A, B, C, D and E respectively.

Name of works	:	Supply and Installation of False Ceiling, Wooden Wall Paneling and Electrical works at 2 nos. of Conference Halls.
Earnest Money	:	Rs. 10,000/- (Rupees Ten Thousand)
Cost of Quotation Paper	:	Rs. 500/- (Rupees Five Hundred) - Non Refundable
Last Date of issue of paper for quotation.	:	15.10.2020
Last Date & Time of submission.	:	20.10.2020 at 2.00PM
Date & Time for opening	:	20.10.2020 at 3.00PM


Member Secretary
Pollution Control Board, Assam
Bamunimaidam, Guwahati-21

Memo No. WB/G-1688/20-21/01-A

Dated Guwahati, the 06th Oct., 2020

Copy to:

1. P.A. to the Chairman, PCBA for kind appraisal of the Hon'ble Chairman.
2. Website(www.pcbassam.org) / Notice Board of the Board's Head Office, PCBA.


Member Secretary

POLLUTION CONTROL BOARD :: ASSAM
BAMUNIMAIDAM, GUWAHATI-781 021

General Terms & Conditions

SL No.	Item Name
1.	Supply and Installation of False Ceiling, Wooden Wall Paneling and Electrical works at 2 nos. of Conference Halls

General Terms & Conditions


1. This document contains the following
 - A. Copy of Tender Notice.
 - B. General Terms and Conditions of Bid.
 - C. Acceptance Letter (Annexure-I).
 - D. Check List (Annexure-II).
 - E. BOQ.
 - F. Commercial Bid format.
2. The tender is single bid system.
3. The Tender Document is not transferable by the purchaser. Each sheet including that provided by the Board with this document must be signed by the bidder.
4. The Board takes no responsibility for delay or non-receipt of Tender Document sent by post either way and also reserves the right to accept; or reject any or all the tenders in part or full without assigning any reason thereof.
5. This tender notice are also available on PCBA's website www.pcbassam.org. Bidders have to collect the detail tender paper (Specification & Terms) from Board's office at Bamunimaidam, Guwahati - 781021 or can be downloaded from the website on payment of Rs. 500/- (Rupees Five Hundred) only (Non-refundable) in the form of Bank Draft to be drawn in favour of "Member-Secretary, Pollution Control Board, Assam".
6. **Bidder should not have been blacklisted or debarred from business by any Government institutions/undertakings/recognized educational intuitions, Banks/financial institutions / public Sector companies in the last 10 years. The bidder has to give a declaration that the firm / supplier and the firm has not need blacklisted of debarred in the past by any Govt. or Private Organization. In case any false declaration is submitted, the bidder shall be permanently blacklisted from this organization and legal proceedings may be initiated against such parties.**
7. The Board at its discretion may extend the last date of submission of tender and opening of tenders. **The final authority for acceptance of a Tender will rest with the Member-Secretary, Pollution Control Board, Assam who does not bind himself to accept the lowest tender and is vested with the authority to reject any or all of the tenders received without assigning any reason.**
8. The bid shall contain no interlineations, erasures or overwriting words except as necessary to correct errors made by the bidder, in that case, such correction shall be initialed by the person or persons signing the bid.
9. It is advised that the outside suppliers should send the Tender through Registered Post/ Speed Post. However, the local supplier may drop their Tenders in Tender Box kept in the

Board's office for the purpose. In no case Tender should be handed over to any employee of the Board.

10. Canvassing in any form will disqualify the Bid.
11. The Tender Notice No.WB/G-1688/20-21/01 dated 06th October, 2020 should be invariably be quoted in the bid and for further correspondence in this regard.
12. The courts at Guwahati shall have exclusive jurisdiction to entertain and try all matters arising out of this contract.
13. Party should have Registration Certificate, PAN card, Trade license, GSTN registration.
14. All the Tenders should be addressed to:

**THE MEMBER SECRETARY,
POLLUTION CONTROL BOARD, ASSAM
BAMUNIMADAM, GUWAHATI-781021**

15. The EARNEST MONEY (Fixed Amount) shall be in the form of Demand Draft only in favour of "MEMBER SECRETARY, POLLUTION CONTROL BOARD, ASSAM" payable at GUWAHATI. Tender shall not be entertained where a Tenderer has not furnished adequate Earnest Money as specified in the Annexure-II. The Earnest Money will be refunded after successful completion of the work. In case of non-supply within stipulated time or the item supplied is found defective and not attended by the supplier, the Earnest Money deposited by the supplier will be forfeited.
16. The transportation and installation of the equipments is the entire responsibility of the supplier. It must be done within **15 days** from the placement of purchase order.
17. The validity of Tender would be for a minimum period of 90 days from the date of opening of Tenders. A Bid valid for a shorter period may be rejected by the Board as non-responsive.
18. The rates should be quoted both in words and figures. If there is discrepancy between words and figures, the amount mentioned in words will prevail.
19. The Bidder must sign the every page of the Tender.
20. To assist in the examination, evaluation and comparison of bids the buyer may, at its discretion, ask the Bidder for a clarification of its bid. However, no change in the price or substance of the bid shall be sought, offered, re-permitted.
21. **Party should have authorized service center at Guwahati.**
22. Party should have IT Returns worth minimum of 10 lakh in the last financial year.
23. Full payment will be released after successful installation of the equipments (to be certified by concerned Officer/In-charge of the Division), and on submission of bills in duplicate. No advance payment will be made in any case and no proposal for documents through Bank will be considered.


Member-Secretary, i/c

(IN FIRM'S LETTER HEAD)
LETTER OF ACCEPTANCE TO BE SUBMITTED IN THE BID.

To

The Member Secretary
Pollution Control Board, Assam
Bamunimaidam, Guwahati – 781021

Sub: Acceptance of Terms and conditions of tender.

Ref: Tender No.

Sir,

Having examined in details of the above tender documents relating to the works and having acquired all the requisite information affecting the tender invited by you, I/We.....hereby agree to all terms and condition of the contract [as laid down in the tender document(s)]. I/We also agree that the printed term(s) and condition(s) if any at the back of our quotation form and I or any other paper enclosed are not applicable.

I/We undertake to complete the whole works within the period specified in the tender. In this connection we are providing with the following information.

1. **Firm Registration** certificate.
2. **Proof of address** of the firm.
3. In case bidder is an Authorized Dealer/ Distributor,
 - a. Authorization certificate from parent company.
4. Fees.
 - a. Details of EMD paid
Amount..... Draft No.....Bank.....
 - b. Cost of Tender Paper
Amount..... Draft No.....Bank.....
5. GSTN Registration No.....PAN No..... (Copies Enclosed)
6. Declaration that the firm has not been banned or de-listed by any Govt. or quasi Govt. Agency or Public Sector Undertaking enclosed.
7. Previous Supply Order with other department, if any.
8. Any other relevant document.

(Signature with Seal)

(Name & Designation in block letters)

Check List

SL No.	Requirement	Bidder Compliance
1.	EMD & Tender Fee	
2.	Product Literature / Information Brochure	
3.	Latest Manufacturer's Authorization Letter	
4.	Letter of Acceptance (Annexure-I)	
5.	Firm Registration Certificate / Trade License	
6.	Proof of Address of the Firm	
7.	GSTN Registration Certificate with latest return	
8.	Pan Card Details	
9.	Validity of quoted rate agreed as per NIQ	
10.	Payment term agreed as per NIQ	
11.	Delivery terms agreed as per NIQ	
12.	Warranty period agreed as per NIQ	
13.	Declaration that the firm has not been banned or de-listed by any Govt. or quasi Govt. Agency or Public Sector Undertaking.	
14.	Previous supply order with other department, if any	
15.	Any other relevant documents.	

Name of the Work: Providing & fixing of false ceiling, electrical works, wall painting and wooden wall panelling at Main Conference Hall (Room size: 1100 square feet) and Video Conference Hall, PCBA (Room size: 250 square feet)

SL No.	Description of Items	Quantity	Rate per Square feet	Rate in words
1.	Installation of false ceiling with section, perimeter, inter, ceiling angle, sencobin board(6/4)(12mm), star screw(1 inch), round plug(1 inch), socket clip (1.5 inch), nut+bolt (1.5 inch), 35/8 screw (1.5 inch), PVC (1.5 inch), knit clip, Jali Tape, Top, Fastner (preferably Gyprframe / Gibson / Sencobin brand) with painting Liquid putty, primer, series paper, plastic paint, Roller, Brush, Patty (Preferably Berger / Asian paints).	Rate Per Square feet		
2.	Installation of electrical works with PVC Pipe (3/4 & 1 inch) with band & box, 6 mm multi strand copper wire(1coil), 4 mm multi strand copper wire(1coil), 2.5 mm multi strand copper wire(1coil), 1.5 mm multi strand copper wire(1coil), 18 W Led Panel light(20p), Led Strip Light(10mtr), fan point Switch(50p), Socket(10p), MCB with box(15p-16amp, 10p-10amp, 1p-100amp), DB box (1p), 16way box with plate(modular)(5p), AC starter with box 25amp (4p) (Preferably Havells / finolex / phillips). <i>(final length of Copper wire will be calculated after installation; 1coil = 90mtr)</i>	1 Lot		
3.	Wall painting at main conference hall with painting Liquid putty, primer, series paper, plastic paint, Roller, Brush, Patty, Ivory Color (Best range) (Preferably Berger / Asian paints).	Rate Per Square feet		
4.	Wooden Wall Panelling at video conference hall with 2/1 bit, 6mm 8/4 ply, 4mm teak ply with burnish & finishing for wooden panelling & design.	Rate Per Square feet		
	Total:			

Seal & Sign of the bidder