

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR GENERAL OF CIVIL DEFENCE AND
COMMANDANT GENERAL OF HOME GUARDS
ASSAM ::: BELTOLA ::: GUWAHATI-781028

No.: CG. (Q) 3/2022-23/45

Dated Guwahati, the 13th October/2023


SHORT TENDER NOTICE

Sealed tender in prescribed form affixed with non-refundable court fee stamp of Rs. 8.25 (Rupees eight and twenty-five paise) only are invited from registered firms for supply of **Pagoda Tent, Heavy Duty Tarpaulin (Canvas) etc.** shown in the list of items at **Annexure-I** to the **Directorate of Civil Defence and Home Guards, Assam**. The interested firms may collect the tender documents from the Office of the Director General of Civil Defence and Commandant General of Home Guards, Assam or may download at the URL <https://sppp.assam.gov.in> up to **25/10/2023**.

The sealed Tenders will be received by the undersigned or by the authorized agent up to **26/10/2023 till 2.00 PM** & will be opened on the same day at **3.00 PM** in presence of the tenderers or their authorized agents/representatives.


Terms and Conditions:

1. The Tender shall be submitted in 2 (two) Bid system. (Technical Bid and Price Bid)
2. Tender without court fee stamp will be rejected.
3. The Technical Bid should be in a sealed envelope affixing court fee stamp of Rs. 8.25 (Rupees eight and paise twenty-five) only. Bidder should also submit the Price Bid in the Second Sealed Envelope. The Price Bid of only those eligible bidders will be opened who qualify in the Technical Bid. Bid will be evaluated for all the items together. Item wise evaluation will not be allowed. In case of two equal Price Bids preference will be given to the tenderer having the better-quality item.
4. Both the Technical Bid (in one sealed envelope) and Price Bid (in second sealed envelope) shall be placed in another outer envelope duly sealed and to be dropped in the Tender Box.
5. Cost of Bidding Document: **Rs.500/-** (non-refundable) only in the shape of Demand Draft in favour of **Director General of Civil Defence and Commandant General of Home Guards, Assam, Beltola, Guwahati-28** payable at **Guwahati**. The bid document can be downloaded free of cost. However, the bidder is required to submit a Demand Draft towards the cost of the bid document as mentioned above.
6. The envelope containing tenders must have the following particulars to be superscribed:
 - Reference of Tender, its number and date.
 - Name and full address of the Tenderer/ Bidder.
 - Date of opening of the Tender.
7. Tender / Tenders received after the due date and time fixed above will not be accepted.
8. The Tenderers must comply with the minimum specification of the items as mentioned in Annexure – I
9. The tenderers must submit Samples of the items one day before the opening of the technical bid, failing which the Technical Bid shall be declared as non-responsive.
10. The Tenderers must furnish copy of the following documents along with the technical Bid:
 - a. Permanent Account Number (PAN) issued by Income Tax Department.
 - b. GST Registration Certificate.


13/10/23

- c. Up-to date Valid Trade License from competent Authority.
- d. Audited financial statements for the last three years (i. e. FY: 2020-21, 2021-22 & 2022-23) duly certified by Chartered Accountant.
- e. Income Tax Return for the last three years. (i. e. 2020-21, 2021-22 & 2022-23)
- f. Financial Soundness Certificate from Nationalized Bank.
- g. The Tenderers should have experience of successful execution of supply works for a minimum amount of Rs. 20.00 Lakh for similar nature of items with any other forces like Army/CRPF/Assam Police/ Home Guards etc. in supplying items during last three years (i.e. 2020-21, 2021-22 & 2022-23). Copies of such supply Orders along with Completion Certificates/Invoice Generated to concerned department and Payment receipt should be submitted.

11. Validity period of the bid is 180 Days from the date of Submission.
12. All tenders must be accompanied with EMD/Bid Security @ 2% (two percent) of the estimated value (1% of the estimated value in case of SC/ST/OBC on production of authentic certificate) in the form of FDR/BG of Nationalized Bank/Scheduled Bank valid for a period of minimum 45 (forty-five) days beyond the final bid validity period.
13. Bidder seeking EMD exemption, must submit valid supporting document like Udyam/MSME etc. for the items.
14. The successful tenderer will be required to execute an Agreement with the Director General of Civil Defence & Commandant General of Home Guards, Assam and deposit an amount of 5% (five percent) of the work value as Performance Security duly pledged in favour of the DGCD & CGHG, Assam in the form of FDR/BG of Nationalized Bank/Scheduled Bank valid for a period of minimum 60 (sixty) days beyond the date of completion of all contractual obligations of the supplier including warranty obligation.
15. Tender once submitted shall be final. No alternation/ modification in the rates and terms and conditions in the tender shall be entertained after the opening of the Tender.
16. Submission of Bid by the Tenderer should cover and specify all the items mentioned in the Tender, both in Technical and Price Bid, at the time of submitting the Tender failing which the tender will not be taken into consideration. No item should be left out at the time of submitting the tender.
17. Price of all the items mentioned in the Tender is to be submitted as per the format enclosed in **Annexure II**.
18. The tender must be written in ink or duly typed. Any correction in the tender should invariably be attested with the signature of the tenderer in all documents.
19. Conditional and incomplete tender shall not be entertained.
20. The Earnest Money of the unsuccessful tenderers shall be released immediately on finalization of the contract.

Handwritten signature and date: 13/10/20

21. In the event of the selected tenderer failing to complete the supply work satisfactorily within the stipulated period mentioned above the contract will be liable to be cancelled and Security Money will be forfeited.
22. The tenderers shall quote the rate inclusive of all taxes and charges.
23. Supply of the items may increase / decrease subject to availability of fund / demand.
24. Final inspection for acceptance of supplied items will be carried out at the site of Procuring Entity. The Procuring Entity reserves the right to reject all the items if there is mismatch with the tender specifications.
25. Taxes as per rule will be deducted from the bill at the time of payment.
26. The bidder should not have been blacklisted or debarred by any Govt., Central/State PSU, Govt. undertaking. An Affidavit to that effect over Rs.100.00 stamp paper to be submitted.
27. Sealed tender must be submitted to the office of the Director General of Civil Defence and Commandant General of Home Guards on or before 26/10/2023 till 2.00 PM and will be opened on the same day at 3.00 PM in the office Chamber of the Senior Staff Officer (A), O/o the DGCD & CGHG, Assam in presence of the tenderers or their authorized agents/representatives. In the event of the date of the bid opening is a holiday, the bid opening will take place on the next working day.
28. The authority is not bound to accept the lowest tenderer and reserves the right to reject any or all the tenders received without assigning any reason.

Sd/-
Director General, CD
&
Commandant General. HGs. Assam

Memo No. CG. (Q) 3/2022-23/45 -A,

Dated Guwahati the 13th October/2023

Copy forwarded to: -

1. The Secretary to the Govt. of Assam, Home & Political Department, Dispur, Guwahati for favour of kind information.
2. The Director of Information and Public Relation, Dispur, Guwahati for favour of kind information. He is requested kindly to make wide publicity of the same.
3. State Public Procurement Portal.
4. P/C Bhuban Saikia i/c website of this Directorate for information. He is directed to upload the NIT to the website of this Directorate for wide publication.
5. The Office Notice Board.
6. Local Firms.



SENIOR STAFF OFFICER (A)

Annexure - I

SUPPLY OF PAGODA TENT, HEAVY DUTY TARPAULIN (CANVAS), CORRUGATED GALVANISED IRON-
CGI ROOFING SHEET 10' & CAST IRON PIPE FOR THE PERSONNEL OF ASSAM HOME GUARDS AND
BATTALION.

SCHEDULE OF REQUIREMENT (1 SET)**Name and Specification of Pagoda Tent, Heavy Duty Tarpaulin (Canvas), Corrugated Galvanised Iron- CGI Roofing Sheet & Cast-Iron Pipe.**

Sl. No.	Name of Item	Quantity	Specification
1.	Pagoda Tent with Side Screen	9 Nos.	6 Mtr. X 6 Mtr. Along with Iron frame
2.	Heavy Duty Tarpaulin (Canvas)	4 Nos.	40 Feet X 40 Feet
3.	Corrugated Galvanised Iron - CGI Roofing Sheet	205 Nos.	Thickness = 0.35 mm Width= 3 Feet Length= 10 Feet
4.	MS Pipe (Black)	50 Nos.	Dia= 3 Inch Length= 12 Feet

 13/10/20

TENDER NO.:

DATE

PRICE BID FORMAT

SUPPLY OF PAGODA TENT, HEAVY DUTY TARPAULIN (CANVAS), CORRUGATED GALVANISED IRON-CGI ROOFING SHEET 10' & CAST IRON PIPE FOR THE PERSONNEL OF ASSAM HOME GUARDS AND BATTALION.

Sl. No.	Description	Quantity	Rate Per Unit Inclusive of all taxes etc. (In Rs.)	Total Amount Inclusive of all Taxes (In Rs.)
1.	Pagoda Tent with Side Screen	9 Nos.		
2.	Heavy Duty Tarpaulin (Canvas)	4 Nos.		
3.	Corrugated Galvanised Iron - CGI Roofing Sheet	205 Nos.		
4.	MS Pipe (Black)	50 Nos.		

(Signature of the Tenderer)

Name:

Designation:

Seal:

Date:

Place: