



**GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF FISHERIES, ASSAM  
MEEN BHAWAN, GUWAHATI-16**

**BID DOCUMENT**

**Supply and Installation of Aquarium at Assam University, Silchar under  
RKVY**

**GOVT OF ASSAM**  
**OFFICE OF THE DIRECTOR OF FISHERIES, ASSAM**  
**MEEN BHAWAN, GUWAHATI-16**

No. AF (S)306/RKVY/ 2018-19/19379

Dated Guwahati the 05<sup>th</sup> /03/2020

**NOTICE INVITING BID**

Sealed Quotations are hereby invited from suppliers/Firms /Registered Manufacturers and/or Registered Suppliers in plain paper affixing court fees stamp of Rs. 8.25 (Rupees Eight & paise twenty five) only along with EMD as valid Demand Draft from any Nationalized Bank in favour of Director of Fisheries, Assam, Guwahati-16 @ 2% of the total estimated value (1% for SC /ST/OBC/MOBC) to supply of Aquarium with installation and full accessories of one(1) no of large size aquarium at the Assam University, Silchar under RKVY

Bid Document is to be downloaded from the Departmental website i.e. <https://fisheriesdirector.assam.gov.in> from 11<sup>th</sup> / 03/, 2020 up to 2.30 p.m. on 21<sup>st</sup>/03/, 2020. The cost of Bid Document is Rs.100/- (Rupees one hundred only) that to be submitted in the form of Demand Draft from any Nationalized Bank/Scheduled Bank payable at Guwahati in favour of “**Director of Fisheries, Assam, Guwahati-16**”.

The Bid will be received up to 2.30 pm of 21<sup>st</sup> /03/2020 and will be opened on the same day at 3.00 pm in presence of the quotationers or their authorized representative(s). Bid must be delivered directly in the specified box in the Directorate of Fisheries, Assam, Guwahati or may be posted to the undersigned so that it reaches by the last date and time specified above. The undersigned will not take any responsibility for late receipt of the bid beyond the last date and time due to postal delay or any other reason.

| Item  | Quantity | Estimate cost for each  |
|---|----------|---|
| Large size Aquarium ( 36 “ X 14” X 18”) with accessories (12 mm tempered glass) (with specified hood and stand) | 1 no.    | Rs. 0.61 lakh (Rs.0.55 Lakh for construction & Rs. 0.06 lakhs for inputs) |

**TERMS & CONDITIONS**

- A. The suppliers/firms should have experience in supplying Aquarium with installation live fish to recognized Institutes.
- B. The Bidder should be a Manufacturer or authorized dealers or approved supplier to the Government/semi-Government (Central or State) Department /organization/institute(s) having knowledge in Generate and as a proof, the Bidder is to submit the relevant documents in his/her favour such as (a) supply order, (b) quantity supplied in a year, (c) Detailed address with phone and e-mail of the Department/institutes/organizations from where supply order was received, etc.
- C. The supplier should install the Aquarium at the Assam University with specified live condition ornamental fish. Delivery-within 15 (Fifteen) days from the date of formal order. site of Institute in presence of the Hon’ble Fishery Minister, Assam and the Head of the university/ DFDO concern or his authorized representative or as directed by the Director of Fisheries, Assam
- D. The validity of offer for acceptance-shall be valid for 6 (six) months.
- E. Technical specification-As per requirement
- F. The rate shall be inclusive of all taxes which shall applicable on their dues as per existing rules presently prevailing in the State. The Taxes as per applicable law.
- G. All rights reserved by the authority either to accept or reject any quotation without any reason or notice thereof and is not bound to accept the offer quoting the lowest rates.
- H. All taxes including GST, duties, cess, levies, royalty, transportation cost, packaging cost, delivery cost, loading-unloading cost, turnover tax or any other tax on material etc. required in connection with the work payable by the Bidder under the contract, or for any other cause shall be included in the rates/prices submitted by the Bidder. No extra amount will be borne by the Department
- I. All the information must be submitted in English. The respective Bidder shall sign on all reference, information and certificates, pages of bid document and other document

- J. The Bidders are required to produce the original documents for verification by the Bid Evaluation Committee on the day of opening of Bid, when asked for.
- K. The Bid proposal completed and signed in all pages shall be submitted in a sealed envelope (**The 'NIB reference' as stated in the beginning of this document must be written clearly on the envelop**). Envelop must containing following documents for eligibility criteria
- a) Dully signed Bid document (should be signed in each & every pages)
  - b) Court Fee stamp of Rs.8.25.
  - c) Copy of up to date Trade License.
  - d) Copy of passport size photograph
  - e) PAN Card
  - f) Copy of GST registration.
  - g) Copy of Income tax return for the financial years 2016-17,2017-18 and 2018-19
  - h) Cost of Bid Document which must be in the form of Demand Draft from any Nationalized bank/Regional/Scheduled Indian bank payable at Guwahati in favour of "Director of Fisheries, Assam, Guwahati-16"
  - i) EMD/Bid Security which must be in the form of Bank Draft/Banker's Cheque/FDR/TDR from any Nationalized/Regional/Scheduled bank payable at Guwahati in favour of "Director of Fisheries, Assam, Guwahati-16".
  - j) The bidder/bidders submitting tenders in the name of a partnership firm will have to execute and furnish a copy of power of attorney.
  - k) Experience certificate in particular trade certified by competent authority
  - l) Valid Company Registration Certificate/ Authorized Dealer Certificate/Industrial License/Registration of the Supplier as the case may be
  - m) Detail Name, Address, Telephone No., Fax ,E-mail ID of the Bidder/firm should be submitted
  - n) Copy of turnover certificate by Chartered accountant/ Firm should be attached with the Bid.
  - o) An undertaking as enclosed herewith must be submitted along with the Bid

N. The Bidders are subjected to disqualification, if they have:

- a) Made misleading or false representations in the forms, statements and attachments submitted in proof of the requirements.
- b) Record of poor performance such as abandoning the assignment, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.
- c) Indulged in unlawful means in obtaining/submitted Bids.
- d) Been black listed/ their registrations cancelled by the competent authority.

**Quoted Rate:**

- a. The estimated cost shall be in Rupees not in above or below on percentage (%) basis.
- b. The Bidder should quote the rate for the item including transportation cost, packaging cost & delivery cost to the Institutes and no extra amount will be borne by the Department.
- c. Rate quoted by Bidder which is above the estimated cost shall not be accepted and will be treated as unresponsive.

**SUBMISSION OF BID:**

- a. Bid document should be submitted with signature of the Bidder in each page.
- b. The rate offered should be written both in figure and words and no crossing or overwriting shall be entertained in the Bid. In case of any discrepancy between quoted rates, the rate offered in words will be considered.
- c. Rate should be quoted in the Contractor Form enclosed in the NIB.
- d. The proposal should contain the details called for, a letter intimating their acceptance of the Bid T&Cs as well as documents in support of the minimum eligibility criteria specified above.
- e. The EMD deposited by the unsuccessful Bidder will be refunded as early as possible after the Bid is finalized and the EMD of successful Bidder shall be retained with the Department and will be returned after successful completion of supply. The EMD will be forfeited, if the Bidder withdraws the Bid or does not supply the specified item as per supply order of the quoted items within stipulated period.

**RIGHT TO ACCEPTANCE / REJECTION OF BID:**

- The right of acceptance of Bid rests with the Director of Fisheries, Assam who does not bind himself to accept the lowest Bid and also reserve the right to reject any or all the Bid(s) received without assigning any reason whatsoever. Any dispute arises in future will be finalized by the Department of Fisheries, Government of Assam.
- Rejected items shall be taken back by the Bidder at their own cost within 7 (seven) days of the notice of rejection and should be replenished within 7 days.
- Bids imposing any extra conditions of their own will not be entertained.
- No price escalation will be granted.

**AWARD OF CONTRACT:**

- The Director of Fisheries, Assam will award the contract to the Bidder whose Bid is determined to be substantially responsive to the Bidding document and who offers the lowest evaluated price.
- On acceptance of the Bid, the Bidder shall name in writing his accredited representative(s), would be responsible for taking instructions from the Department.
- Director of Fisheries, Assam reserves himself the right of accepting the whole or any part of the Bid and the Bidder shall be bound to perform the same at the rate quoted.
- After fulfillment of criteria in the evaluation process and approval from competent authority the L.O.I. (Letter of Indent) supply order will be issued in favour of successful Bidder.

**VALIDITY OF BIDS:**

- Bids shall remain valid for a period not less than 12 months or the period mentioned in the contract date after the dead line date for submission of Bid as specified in the NIB. A Bid valid for a shorter period shall be rejected by the department as non-responsive.
- In exceptional circumstances prior to expiry of the original time limit, the officer inviting the Bid may request the Bidder to extend the period of validity for a specified additional period. The request and the Bidders' responses shall be made in writing only.

**PAYMENT PROVISION:**

- There is no provision of advance payment towards cost of items to the approved Bidder.
- The Bidder should produce delivery challan in duplicate and invoice/ bill in triplicate & stock entry dully certified by Head of the Institute/DFDO concerned for onward submission to for necessary payment.
- The payment will be made after 100% completion of work

**NO CLAIM OF COMPENSATION FOR SUBMISSION OF BID:**

- No Bidder shall be entitled to claim any expenses /charges incurred by him or incidental therein in connection with submission of Bid.

**Tender quoted Rate:** The Bidder may quote the rate against the item to be supplied above and such rate should be mentioned in the following Table:

| Item                  | Estimated cost with full installation (Rs) | Bidder quoted Rate of item in Rs. | GST | Bidder quoted Rate of item inclusive GST in figure and word separately |
|-----------------------|--|-----------------------------------|-----|--|
| Aquarium (Large Size) | 61,000.00                                  | Rs.....                           |     | Rupees.....<br>.....   |

Sd/-

Director of Fisheries,  
Assam, Guwahati - 16

**UNDERTAKING**

**(NIB Reference: AF (S) 306/RKVY/ 2018-19/19379**

**Dated Guwahati the 05<sup>th</sup> /03/2020**

1. Certified that I will not claim anything in any shape from the Government if the supply order is curtailed or stopped at any stage for want of funds.
2. I, the undersigned, do here by certify that all the statements made in the required attachments are true and correct.
3. I am agree to abide this bid for a period of \_\_\_\_\_ days for the data fixed for receiving the same and it shall be binding on us and may be accepted at any time before the expiration of that period.
4. The above mentioned points will form a part of the Contract Agreement.

Authorized Signature

Date: \_\_\_\_\_

Name of Bidder/Firm : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Seal & Signature of the Bidder**