



**GOVERNMENT OF ASSAM**

**BIDDING DOCUMENT**

(To be submitted by the BIDDERS)

For RETENDER

For the Work:-

**Establishment of Mini GIS Cell & File Record Room  
in Meen Bhawan, Assam, Guwahati-16**



**OFFICE OF THE DIRECTOR OF FISHERIES  
ASSAM, GUWAHATI-16**

Phone- 0361-2545104; Email: [dirfishassam2019@gmail.com](mailto:dirfishassam2019@gmail.com)

Website: "<https://fisheriesdirector.assam.gov.in>"

GOVERNMENT OF ASSAM  
DIRECTORATE OF FISHERIES  
ASSAM, GUWAHATI-16

**BIDDING DOCUMENT**

For RETENDER  
For the Work:-

**Establishment of Mini GIS Cell & File Record Room  
in Meen Bhawan, Assam, Guwahati-16**

**CONTENT OF BIDDING DOCUMENTS**

SL.	Particulars	Page No.
I	Invitation for Bid (IFB) / Press Notice	3-4
II	Instruction to Bidders (ITB)	5-14
III	Form of Bid	15-16
IV	Bill of Quantity	17-21
V	Undertaking etc.	22-25

**SECTION – I**

**Invitation for Bid**

**(IFB)**

**GOVERNMENT OF ASSAM  
DIRECTORATE OF FISHERIES  
ASSAM, GUWAHATI-16**

**REINVITATION FOR BID**

Sealed tenders affixing nonrefundable court fee stamp of Rs. 8.25 (Rupees Eight and paisa twenty-five) only are invited by the Directorate of Fisheries, Assam, Guwahati from eligible contractors of appropriate category having currently valid registration from APWD (Bldg./ Road) CPWD or other Govt. Deptt. for the following work. The last date of submission of bid at the office of the undersigned is 17<sup>th</sup> Nov, 2023 up to 12.00 Noon. The bids will be opened on the same day at 12.30 pm where the bidders or their authorized representative may be present. The stipulated time of completion is 2(two) months.

SL	Name of Work	Approximate Value of work (Rs.)	EMD (Rs.)		Tender Fee (Rs.)
			For General	For SC / ST / OBC/ MOBC/ GE	
1	Establishment of Mini GIS Cell & File Record Room in Meen Bhawan, Assam, Guwahati-16	4,28,000.00	8,560.00	4,280.00	100.00

Intending bidders may see the details and download the **Bidding document** from the website “<https://sppp.assam.gov.in>” and “<https://fisheriesdirector.assam.gov.in>” of the Deptt. of Fisheries, Assam from 10<sup>th</sup> Nov, 2023 up to 12.00 Noon on 17<sup>th</sup> Nov, 2023.

Sd/-  
Director of Fisheries  
Assam, Guwahati

Dated 10<sup>th</sup> Nov, 2023

Memo No.AF(S)84/SOPD/GIS/2023-24/9828-34

Copy:-(1) The Commissioner & Secretary to the Govt. of Assam, Fishery Deptt. for kind information.

(2) The Jt. Director of Fisheries, Assam for kind information

(3) The Executive Engineer, Fishery Deptt. for kind information.

(4) The DDO, Directorate of Fisheries, Assam for kind information

(5) The NO, SPPP, Directorate of Fisheries, Assam for information& necessary action.

(6) The Web Information Manager, Directorate of Fisheries, Assam for information& necessary action.

(7) Notice Board

Sd/-  
Director of Fisheries  
Assam, Guwahati

**SECTION – II**

**INSTRUCTION TO BIDDERS**  
**(ITB)**

## **1. Scope of Bid**

- 1.1 The Director of Fisheries, Assam, Guwahati-16 invites bids for the work as stated. The bidders may submit bids for the work detailed in the table given in IFB. The Director of Fisheries, Assam, Guwahati-16 invites bids for the work from Registered Contractors of appropriate class for the works detailed in the table given in Invitation for Bids/Press Notice. The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. The Director of Fisheries, Assam reserves the right to select or to reject any quotation wholly or partly without assigning any reason thereof. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected. The Successful bidder will be expected to complete the works by the intended completion date as specified.
- 1.2 Throughout this bidding document, the terms 'bid' and 'tender' and their derivatives (bidder/tenderer, bid/tender, bidding/tendering, etc.) are synonymous.

## **2. Source of Funds:**

The Director of Fisheries, Assam, Guwahati is going to procure the work/supply from SOPD-G scheme.

## **3. One Bid per Bidder**

- 3.1 Each bidder shall submit only one bid for one group. A bidder who submits or participates in more than one Bid in a group (other than as a sub-contractor or in cases of alternatives that have been permitted or requested) will cause all the proposals with the Bidder's participation to be disqualified.

## **4. Cost of Bidding**

- 4.1 The bidder shall bear all costs associated with the preparation and submission of this Bid, and The Director of Fisheries, Assam, Guwahati will in no case is responsible and liable for those costs. No Bidder shall be entitled to claim any expenses /charges incurred by him or incidental therein in connection with submission of Bid. The bidders has to submit the Tender Processing Fee and EMD as detailed in cl.19.6

## **5. Clarification of Bidding Documents**

- 5.1 A prospective bidder requiring any clarification of the bidding documents may contact the office of the undersigned during office hours before last date of submission of the bids.

## **6. Amendment of Bidding Documents**

- 6.1 Before the deadline for submission of bids, The Director of Fisheries, Assam, Guwahati may modify the bidding documents by issuing addenda.
- 6.2 Any addendum thus issued shall be a part of the bidding documents and shall be published in the website as information to all the purchasers of the bidding documents. The Director of Fisheries, Assam, and Guwahati will assume no responsibility for not viewing the website by the bidders.
- 6.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, The Director of Fisheries, Assam, Guwahati may, at his discretion, extend as necessary the deadline for submission of bids, in accordance with Sub – Clause 14.2 below.

6.4 All amendments issued will be published on the website – “<https://sppp.assam.gov.in>” and <https://fisheriesdirector.assam.gov.in>. It is the prerogative of the contractors to visit the aforementioned site for corrigendum, addendum and amendment notices. These notices have to be read in conjunction with the tender document and have to be signed and submitted manually along with the bid.

## 7. Language of the Bid

All documents relating to the bid shall be in the English Language.

## 8. Documents Comprising Bid

8.1 The bid to be submitted by the bidder shall include the following:

- i) Duly signed Bid document (should be signed on each & every pages)
- ii) Tender Processing Fee and EMD/Bid Security in the form specified in Clause 11 and 19.6
- iii) Qualification Information, supporting documents, Certificates, undertaking as specified. (should be signed on each & every pages)
- iv) Undertaking that the bid shall remain valid for the period specified in Clause 10.1, Undertaking for non-blacklisted and Undertaking for investment.
- v) Form of Bid/Quotation and BOQ (neatly filled and signed).

## 9. Currencies of Bid and Payment

9.1 The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees. All payments shall be made in Indian Rupees.

## 10. Bid Validity

10.1 Bids shall remain valid for a period not less than **180 days** after the deadline date for bid submission specified in Clause 14. A bid valid for a shorter period shall be rejected by The Director of Fisheries, Assam, Guwahati as non-responsive. In case of discrepancy in bid validity period between that given in the undertaking pursuant to Clause 10 and undertaking submitted by the bidder, the later shall be deemed to stand corrected in accordance with the former and the bidder has to provide for any additional security that is required.

10.2 In exceptional circumstances, prior to expiry of the original time limit, the Director of Fisheries, Assam, Guwahati may request that the bidders may extend the period of validity for a specified additional period. The request and the bidder's responses shall be made in writing. A bidder may refuse the request without forfeiting his bid security. A bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of his bid security for a period of the extension, and in compliance with Clause 11 in all respects.

10.3 Deleted.

10.4 Bid evaluation will be based on the bid prices without taking into consideration the above correction.

## 11. Bid Security/EMD

11.1 The Bidder shall furnish, as part of his Bid, a Bid Security in the amount as shown in the Table of IFB for this particular work. The bid security shall be in favour of the **Director of Fisheries, Assam, Guwahati**, payable at Guwahati in the following form:

- a) Fixed Deposit Receipt/TDR / Bank Draft / Banker's cheque issued by any Nationalized / Schedule Indian Bank.

(Bid security for bidders under SC/ ST / OBC / MOBC / Graduate Engineer categories will be half of the Bid security specified for Gen caste).

- 11.2 Bid Security issued as security for the bid shall valid for 45 days beyond the initial validity of the bid.
- 11.3 Any bid not accompanied by an acceptable Bid Security and not secured as indicated in Sub-Clause 11.1 and Sub Clause 11.2 above shall be rejected by the Director of Fisheries, Assam, Guwahati as non-responsive.
- 11.4 Unless there is any challenge on the bid/ bid process in any court of law, the Bid Security of unsuccessful bidders will be returned within 28 days of the end of the validity period specified in Sub clause 10.1.
- 11.5 The Bid Security of the Successful Bidder will be discharged when the bidder has signed the Agreement and furnished the Performance Security.
- 11.6 The Bid Security/EMD may be forfeited
  - a) If the Bidder withdraws the Bid after Bid opening during the period of Bid Validity;
  - b) If the Bidder does not accept the correction of the Bid Price, pursuant to Clause 18; or
  - c) In the case of a successful Bidder, if the Bidder fails within the specified time limit to:
    - i) Sign the Agreement; or
    - ii) Furnish the required Performance security.

## **12. Format and Signing of Bid**

- 12.1 Deleted.
- 12.2 The bid shall be typed or written in indelible ink and all the pages shall be signed by the bidder/person duly authorized to sign on behalf of the Bidder, pursuant to Sub-Clause 19.6. All the pages of the bid document, certificate furnished in support of qualification information and others must also be signed by the bidder/authorised person. Any pages of the bid where entries or amendments have been made shall also be initialed by bidder/authorised person signing the bid.
- 12.3 The Bid shall contain no alterations or additions, except those to comply with instructions issued by The Director of Fisheries, Assam, Guwahati, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialized by the person or persons signing the bid

## **13. A) SUBMISSION OF BID:**

- 13.1 Bid document along with all necessary documents should be submitted with signature of the Bidder on each page and should be in a sealed envelope. This shall be treated as acceptance of all T&Cs by the bidder and as a part of the agreement for fulfillment of the contract.
- 13.2 The rate offered should be written both in figure and words and no crossing or overwriting shall be entertained in the Bid. Bidder should submit their rate in the Form of Bid enclosed with bid document. In case of any discrepancy between quoted rates, the rate offered in word will be considered.
- 13.3 deleted
- 13.4 The Bidder is required to quote a firm offer in the price Bid (Form of Bid), inclusive of all prevailing 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 as applicable for the assignment. All taxes shall be payable by the Bidder and Government will not entertain any claim whatsoever in respect of the same



- 13.5 For transportation of materials to site of work is the sole responsibility of the Bidder. Statutory traffic restriction during transport of materials to the site of work is to be taken in to consideration before Biding.
- 13.6 In case of any Bid where unit rate of any item/items appear unrealistic such Bid will be considered as unbalanced and in case the Bidder is unable to provide satisfactory explanation, such a Bid is liable to be disqualified and rejected.
- 13.7 Bid must be delivered directly in the specified box in the Directorate of Fisheries, Assam, Guwahati.

#### **B) Sealing and Marking of Bids**

- 13.8 The Bidder shall seal the hard copy of the Bid in envelope
- 13.9 Bid to be opened on date&time as specified in NIT.  
The contents of Bid will be as specified in Clause 8.1
- 13.10 The envelopes containing the Bid shall
  - a) Be addressed to The Director of Fisheries, Assam, Guwahati.
  - b) Bear the identification, i.e., “NIT reference”, “name of work” and “package no.” etc.
- 13.11 In addition to the identification required in Sub-Clause 13.1, the envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late, and if the Evaluation Committee declares the Bid as non-responsive pursuant to Clause 17.
- 13.12 If the outer envelope is not sealed and marked as above, The Director of Fisheries, Assam, Guwahati will assume no responsibility for the misplacement or premature opening of the bid.
- 13.13 Any document, if found not readable / illegible will not be considered for evaluation & summarily rejected.

#### **14. Deadline for Submission of Bids**

- 14.1 Complete Bids must be received by The Director of Fisheries, Assam, Guwahati at the address specified above not later than the date indicated in N.I.T. In the event of the specified date for the submission of bids declared as holiday on the date of receipt of the bids as specified the bids will be received and opened on the next working day at the same time and venue.
- 14.2 The Director of Fisheries, Assam, and Guwahati may extend the deadline for submission of bids by issuing an amendment in accordance with Clause 6, in which case all rights and obligations of The Director of Fisheries, Assam, Guwahati and the Bidders previously subject to original deadline will then be subject to the new deadline.
- 14.3 deleted

#### **15. Late Bids**

- 15.1 Any Bid received late by The Director of Fisheries, Assam, Guwahati after the deadline prescribed in Clause 14 will be returned unopened to the bidder.

#### **16. deleted**

#### **17. Bid Opening**

- 17.1 The Tender Committee will open all the Bids received (except those received late), in the presence of the Bidders or their representatives who choose to attend at time, date and the place specified in N.I.T in the manner specified in Clause 24 and 17.3. In the event of specified date of Bid opening being declared a holiday on the date of receipt of the bids as specified the bids will be received and opened on the next working day at the same time and venue.
- 17.2 deleted

17.3 The envelope containing the Bid shall be opened. The inner envelope marked, "Tender Processing Fee" as cost of Bidding Document downloaded from internet will be opened first and if the cost of the Bidding document is not there or incomplete, the remaining bid documents will not be opened and bid will be rejected. The amount, form and validity of the Bid security furnished with each bid will be announced. If the bid security furnished does not conform to the amount and validity period as specified in the Invitation for Bid, and has not been furnished in the form specified in Clause 11, the remaining bid will be returned to the bidder.

17.4 i) Subject to confirmation of the bid security by the issuing Bank, the bid accompanied with valid bid security will be taken up for evaluation with respect to the Qualification Information and other information furnished in Part I, if the bid pursuant to Clause 8.1.

ii) Deleted

iii) Deleted

iv) The Tender Committee will finalize the list of responsive bidders, whose quoted rates are eligible for consideration.

17.5 deleted

17.6 At the time of opening of Bid, the names of Bidders responsive in accordance with clause 17.4 (iv) of ITB their quoted rate/amount will be announced.

## **18. Correction of Errors**

18.1 The bids determined to be substantially responsive will be checked by The Tender Committee for any arithmetic errors. Errors will be corrected as follows:

i) Where there is a discrepancy between the rates in figures and in words, the rate in words will govern; and

ii) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

(iii) In case of any variance between the amount quoted in the form of Bid (FOB) and the total amount of Bill of quantity (BOQ), the FOB amount will be discarded and the BOQ amount will be taken as the Bid Price, irrespective of the BOQ amount being higher or lower than the FOB amount.

18.2 The amount stated in the bid will be corrected by The Tender Committee in accordance with the above procedure and the bid amount adjusted with the concurrence of the Bidder in the following manner:

i) If the Bid price increases as a result of this correction, the amount as stated in the bid will be the 'bid price' and the increase will be treated as rebate;

ii) If the Bid price decreases as a result of this correction, the decreased amount as stated in the bid will be the 'bid price'.

Such adjusted bid price shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount the Bid will be rejected, and the Bid security may be forfeited in accordance with Sub-Clause 11.6 (b).

**19. Terms & Condition:**

- 19.1. The intending bidders are expected to see the site of the proposed work at his/ their own cost and collect necessary information required by him/them before submitting tender.
- 19.2 No tender will be accepted after the stipulated date and time as mentioned.
- 19.3 The proposed work may be increased or decreased as per need of this office and no payment will be considered against incomplete work and found not satisfactory by this office
- 19.4 The undersigned reserves the right to accept or to reject any or all the tenders without assigning any reasons whatsoever and he does not bind himself to accept the lowest rate.
- 19.5 No materials will be supplied for any of the above works by this office. All taxes, Forest Royalty etc. required in connection with the work to be borne by the selected bidder. All taxes including GST, duties, cess, levies, royalty, transportation cost, packaging cost, delivery cost, loading-unloading cost or any other tax on material etc. required in connection with the work/supply 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
- 19.6 The bidders will have to furnish the following with the tender:
  - i) Court Fee stamp of Rs.8.25
  - ii) Copy of up-to-date Registration certificate from Engineering Department of State/Central Govt.
  - iii) Tender Processing Fee which must be in the form of Demand Draft from any Nationalised bank/Regional/Scheduled Indian bank payable at Guwahati in favour of “**Director of Fisheries, Assam, Guwahati-16**”
  - iv) 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**”.
  - v) Copy of Single Work order along with Completion Certificate issued by not below the rank of Executive Engineer for work done within the last 3(three) financial years namely 2020-21, 2021-22, 2022-23 and current year. The bidder should execute during this period at least one similar civil work as prime or subcontractor of value not less than 40% of the value of the work as stated in this NIT. The authenticity of such certificates will be verified in the respective Deptt. by the undersigned. If any manipulation is found, the award of contract will be terminated and necessary action will be initiated against the contractor.
  - vi) The bidder/bidders submitting tenders in the name of a firm will have to execute and furnish a copy of notarized power of attorney.
  - vii) Copy of up-to-date Labour License.
  - viii) Copy of PAN.
  - ix) Copy of GST registration.
  - x) Bid validity undertaking that the bid shall remain valid for a period of 180 days
  - xi) Copy of Turn Over Certificate for last three years issued from CA or Income tax return for the financial years 2020-21,2021-22 and 2022-23
  - xii) Undertaking that the bidder will be able to invest minimum cash up to 25% of contract value of work, during implementation of work
  - xiii) A declaration that the bidder has not been blacklisted/banned by any Government Agencies /Govt. Department /Quasi Govt. Dept /PSU /Board / Council or similar organization (sample format is given with this bid document). If any Government Agencies/ Govt. Department /Quasi Govt. Dept/ PSU/ Board/ Council or similar organization has banned the bidder and later on lifted the ban, the fact must be clearly stated.
  - xiv) Any other document mentioned in this Bid Document.

**19.7. Quoted Value/Rate:**

- The rate/value quoted by the Bidder should be inclusive of all the taxes, forest royalty, cess, duties, charges and GST etc. No extra amount will be considered by the Department.

19.8. deleted.

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

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

19.10 The successful bidder must have to start the work within 7days from the date of issue of formal work order from the undersigned following signing the agreement with the undersigned and deposit of Performance Security Deposits.

19.11 The bidder submitting bid for the consecutive time for the same work is not required to submit the Tender Processing Fee

**20. ELIGIBILITY CRITERIA:**

- a) This Invitation for Bids is open to bidders having currently valid registration from Engineering Department of State/Central Govt. as mentioned in IFB.
- b) The Bidders are required to produce the original documents for verification by the Bid Evaluation Committee on the day of opening of Bid, if asked for.
- c) The bidder should execute during this period at least one civil work as prime or subcontractor of value not less than 40% of the value of the work as stated in this NIT within the last 3(three) financial years namely 2020-21, 2021-22, 2022-23 and current year.
- d) The Bidder should submit all necessary documents as specified in the IFB.

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

21.1 The right of acceptance of Bid rests with the Tender Committee who does not bind itself 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.

21.2 Bids imposing any extra conditions of their own will not be entertained.

21.3 No price escalation will be granted.

**22. PERFORMANCE SECURITY: -**

- a. Within 7 (seven) days of receipt of the notification of award by the supplier, as a security for due performance of the contract, the supplier shall furnish performance security to the purchaser for an amount equivalent to 10% of the total contract value in the form of a Bank Guarantee/TDR/FDR from any Nationalized/Regional/Scheduled bank payable at Guwahati in favour of "Director of Fisheries, Assam, Guwahati-16" with a validity for 12 months from the date of commissioning of the supplied item. If the successful bidder, upon receipt of notification of award, fails to furnish the performance Bank Guarantee within the stipulated time, the notification of award issued shall be automatically got withdrawn and cancelled.

**23. AWARD OF CONTRACT:**

- a) After fulfillment of criteria in the evaluation process and approval from competent authority the L.O.A. (Letter of Acceptance) will be issued in favour of successful Bidder.
- b) Then within 15 (fifteen) days, on signing the agreement and submission of Performance Security Deposit @ 10% by the bidder, the Director of Fisheries, Assam will award the contract to the Bidder whose Bid is determined to be substantially responsive to the Bidding documents and who offers the lowest evaluated price as will be accepted by competent authority.
- c) On acceptance of the Bid, the Bidder shall name in writing his accredited representative(s), would be responsible for taking instructions from the Department.
- d) The Tender Committee reserves 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.
- e) On submission of the Performance Security Deposit by the successful bidder, the EMD/Bid Security will be returned to him by the authority

**24. PAYMENT PROVISION:**

- a) There is no provision of mobilization/ any other advance to the approved bidder.
- b) The Bidder/contractor should complete the work in stipulated time. The O/o the Executive Engineer shall produce Bill / Vouchers / MB / APR / photo / progress report / completion report / handover certificate to the Director of Fisheries, Assam, Guwahati.
- c) Non-payment of Running bill is not a criteria for discontinue / slow progress of the awarded work by the contractor.
- d) The payment to contractor is subjected to release of fund from SOPD-G.

**25. ARBITRATION AND LAWS:**

In case of any dispute or difference arising out of or in connection with the tender conditions / order and Contract, the Director of Fisheries, Assam, Guwahati and the Supplier will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Director of Fisheries, Assam, Guwahati. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Guwahati only. The resolution of the Arbitrator shall be final and binding on both the parties.

**26. JURISDICTION:**

The courts at Guwahati alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Guwahati court shall have jurisdiction in the matter.

**27. CORRUPT OR FRAUDULENT PRACTICES**

The Director of Fisheries, Assam, Guwahati will reject a proposal for award if it determine that the Bidder recommended for award has engaged in corrupt or fraudulent in competing for the contract in question and will declare the firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract with other department and any other agencies, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for the contractor, or in execution.

**28. WHERE THE BIDDER WILL QUOTE HIS RATE/VALUE? :**

The Bidder have to quote the rate/value in the “Form of Bid” and “Bill of Quantities” against the work in compliance to the provision of the para 19.7 (“Quoted Value/Rate” under “Terms and Condition”) above

**29. PROCESS TO BE CONFIDENTIAL**

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other person officially concerned with such process until the award to the successful Bidder has been announced. Any effort by a Bidder to influence the Director of Fisheries, Assam in processing of Bids or award decision may result in the rejection of his Bid.

Director of Fisheries, Assam  
Guwahati – 780016

**SECTION – III**

**FORM OF BID**

**FORM OF BID**

Name of work: Establishment of Mini GIS Cell & File Record Room in Meen Bhawan, Assam, Guwahati-16

To The Director of Fisheries,  
Assam, Guwahati

1. We offer to Execute the Work/supply describe above and remedy any defects therein in conformity with the conditions of Contract, specifications, Bill of Quantities and Addenda

for the sum(s) of Rs.....

(Rupees.....)  
only.

2. We undertake, if our Bid is accepted, to commence the work as soon as in reasonably possible time after the receipt of the award of contract and to complete the work comprised in the Contract within the stipulated time intimated by the authority.
3. We agree to abide by this Bid for the period of **180** days from the date fixed for receiving the same, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. Unless and until a formal Agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
5. We understand that you are not bound to accept the lowest or any tender you may receive.
6. We accept the appointment of expert if proposed by the Director of Fisheries, Assam, Guwahati as the Dispute Review Expert.
7. Certified that I will not claim anything in any shape from the Government if the work/supply order is curtailed or stopped at any stage for any reason thereof.
8. I, the undersigned, do hereby agree not to discontinue/slow progress the awarded work even if there is no Running bill payment.
9. I, the undersigned, do here by certify that all the statements made in the required attachments are true and correct.
10. We further confirm that we are aware that, our Bid would be liable for rejection in case any material misrepresentation is made or discovered at any stage of Bidding Process or thereafter during the agreement period and the amount paid (including performance security deposit) shall stand forfeited without any further intimation.
11. I do here by accept all T& C as per the Bid Document

Dated ..... this the.....day of 2023

**Name of bidder/supplier .....**

**Signature & Seal of the  
Authorized Signatory of the bidder/supplier  
Address.....**



**SECTION – IV**

**BILL OF QUANTITY**

# BILL OF QUANTITIES

Name of work: Establishment of Mini GIS Cell & File Record Room in Meen Bhawan, Assam,  
Guwahati-16

We offer to execute the work and remedy any defects therein in conformity with the terms & conditions at following rates inclusive of all the taxes, royalty, cess, duties, charges and GST etc.

SI	Item Description	Quantity	Rate to be quoted by bidder		Amount (Rs)
			In figure	In words	
1	2	3	4	5	6
<b>1</b>	<b>Civil Works:-</b>				
1.1	Dismantling doors, windows and clerestory windows (steel or wood) shutter including chowkhats, architrave, holdfasts etc. complete and stacking within 50 metres lead : Of area 3 sq. metres and below Window & Ventilator	4 no.			
1.2	Half brick masonry with common burnt clay F.P.S. (non modular) brick of class designation 7.5 in superstructure above plinth level up to floor V level.	8.15 sqm.			
1.3	15 mm cement plaster on the rough side of single or half brick wall of mix : 1:4	16.28 sq.m.			
1.4	Providing and fixing ISI marked oxidised M.S. tower bolt black finish, (Barrel type) with necessary screws etc. complete :	2 nos.			
1.5	Removing white or colour wash by scrapping and sand papering and preparing the surface smooth including necessary repairs to scratches etc. complete	75.91 sq.m.			

1.6	Providing and applying white cement based putty of average thickness 1 mm, of approved brand and manufacturer, over the plastered wall surface to prepare the surface even and smooth complete.	75.91 sq.m			
1.7	Applying priming coats with primer of approved brand and manufacture, having low VOC (Volatile Organic Compound ) content. With water thinnable cement primer on wall surface having VOC content less than 50 grams/litre	116.79 sq.m			
8	Wall painting with plastic emulsion paint of approved brand and manufacture to give an even shade: One or more coats on old work	75.91 sq.m			
1.9	Providing and fixing Chlorinated Polyvinyl Chloride (CPVC) pipes, having thermal stability for hot & cold water supply including all CPVC plain & brass threaded fittings This includes jointing of pipes & fittings with one step CPVC solvent cement, trenching, refilling & testing of joints complete as per direction of Engineer in Charge	9 r.m			
1.10	Providing and fixing C.P. brass stop cock (concealed) of standard design and of approved make conforming to IS:8931. 15 mm nominal bore	1 no.			
1.11	Providing and fixing P.V.C. waste pipe for sink or wash basin including P.V.C. waste fittings complete. Semi rigid pipe 32 mm dia	1 no.			
1.12	Providing and fixing wash basin with C.I. brackets, 15 mm C.P. brass pillar taps, 32 mm C.P. brass waste of standard pattern, including painting of fittings and brackets, cutting and making good the walls wherever require: White Vitreous China Flat back wash basin size 450x 300 mm with single 15mm C.P. brass pillar tap`	1 no.			

1.13	Providing and fixing PTMT towel ring trapezoidal shape 215 mm long, 200 mm wide with minimum distances of 37 mm from wall face with concealed fittings arrangement of approved quality and colour, weighing not less than 88 gms	1 no.			
1.14	Providing and laying Vitrified tiles in floor in different sizes (thickness to be specified by the manufacturer) with water absorption less than 0.08% and conforming to IS:15622, of approved brand & manufacturer, in all colours and shade, <del>laid on 20 mm thick cement mortar 1:4 (1 cement: 4 coarse sand) jointing with grey cement slurry @3.3 kg/sqm</del> including grouting the joints with white cement and matching pigments etc. The tiles must be cut with the zero chipping diamond cutter only .Laying of tiles will be done with the notch trowel, plier, wedge, clips of required thickness, leveling system and rubber mallet for placing the tiles gently and easily : Size of Tile 800 x 1600 mm	0.80 sq.m			
1.15	Deleted	-----	-----	-----	-----
1.16	Providing and fixing mirror of superior glass (of approved quality) and of required shape and size with plastic moulded frame of approved make and shade with 6 mm thick hard board backing : Rectangular shape 453x357 mm	1 no.			
1.17	Supplying fitting fixing of conference table: table top size 4.2mx 1.7m made of double layers of 19mm thick both side balancing lamination factory pressed BWP grade marine ply as per IS 710 of approved brand, supported by double layered same ply board post at centrally and five cross post of ht. 0.8m etc. including necessary 2nd class teak wood lipping/ moulded beading or taj beading with matching paint fixing with wooden adhesive / nail / screws on all the edges of sawn prelaminated plyboard etc. complete as per direction	1 no.			

	of Engineer-in-charge.				
1.18	Supplying fitting fixing of west side wall shelves on west side wall made of 19mm thick both side balancing factory pressed BWP grade marine ply as per IS 710 of approved brand boxes, shelves, racks, almirah, cupboard and drawer etc.; wall side covered by fixing plywood 4 mm thick, one side decorative veneer conforming to IS: 1328 (type-1), for plain lining / cladding with necessary nails, screws, adhesives, with priming coat on unexposed surface including necessary 2nd class teak wood lipping/ moulded beading or taj beading with matching paint fixing with wooden adhesive of approved quality and screws/nails on all the edges of sawn prelaminated plyboard etc. complete as per direction of Engineer-in-charge.	1 no.			
2	<b>Supply fitting and fixing of chairs</b>				
2.1	Supplying of godrej prime full back chair(Product ID-56101522SDO4335)	13 nos.			
2.2	Supplying of godrej learn study chair(Product ID-56101522SDO3982)	2 nos.			
<b>Total amount (in Figures)</b>					
<b>Total amount (in Word)</b>					

Dated ..... this the.....day of 2023

**Name of bidder/supplier .....**

**Signature & Seal of the  
Authorized Signatory of the bidder/supplier  
Address:**

## **SECTION – V**

**UNDERTAKINGS FORMAT ETC.**

# BID VALIDITY UNDERTAKING

I / we / M/s .....

(sole applicant/ Lead Member/ Member/ Affiliate) on behalf of (bidder/firm/company)

..... do hereby declare and solemnly affirm that the individual/firm/company agree to abide this bid for a period 180 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.

Dated ..... this the.....day of 2023

**Name of bidder/supplier .....**

**Signature & Seal of the  
Authorized Signatory of the bidder/supplier  
Address.....**

## UNDERTAKING REGARDING NOT BLACKLISTED

I/we/ M/s .....  
(sole applicant/ Lead Member/ Member/ Affiliate ) on behalf of (bidder/firm/company)  
..... do hereby declare and solemnly affirm that the  
individual/firm/company have not been blacklisted by Central Government/ State Government/  
PS/Autonomous body/ Supreme Court/ High Court of any State/ District Court of any State from  
participating in any Projects.

We further confirm that we are aware that, our Application for the captioned project would  
be liable for rejection in case any material misrepresentation is made or discovered at any stage of  
Bidding Process or thereafter during the agreement period and the amount paid (including  
performance security deposit) shall stand forfeited without any further intimation.

Dated ..... this the.....day of 2023

**Name of bidder/supplier .....**

**Signature & Seal of the  
Authorized Signatory of the bidder/supplier  
Address.....**



## **UNDERTAKING OF INVESTMENT**

I/we/ M/s .....  
(Sole applicant/ Lead Member/ Member/ Affiliate) on behalf of (bidder/firm/company)  
..... do hereby declare and solemnly affirm that the  
individual/firm/company agree to invest minimum cash up to 25% of contract value of work, during  
implementation of work

Dated ..... this the.....day of 2023

**Name of bidder/supplier .....**

**Signature & Seal of the  
Authorized Signatory of the bidder/supplier  
Address.....**