



**Board of Secondary Education, Assam [SEBA]
Bamunimaidam, Guwahati-21**

TENDER DOCUMENT

Name of the work:

Construction of underground water reservoir inside the office premises of SEBA Office, Guwahati-781021

Ref No: SEBA/EO/CW/P.T.-I/21/2018/

Date of Issue: 10/07/2023

Last date of Submission: 25/07/2023 up to 2.00 PM

Board of Secondary Education, Assam

NOTICE INVITING SHORT TENDER

The Secretary, Board of Secondary Education, Assam invites short Tender for the following work from Reputed Firm / Contractor having experience of similar nature of work in Assam.

Items	Total Estimated cost
1. Excavation of earth, stone soling & PCC 2. Form work, reinforcement & RCC for tank 3. Plastering, tyles fitting & back filling by granular materials 4. Providing exterior water pipeline with fittings 5. Providing, fitting & fixing 2 HP Monoblock pump	Rs. 2.58 lakh

Sd/-
Secretary
Secondary Education Board of Assam

NOTE:

1. Hard copy of the Tender to be submitted at the office chamber of the undersigned on or before 1400 hrs on last date of submission for evaluation purpose.
 - a. Bid Security in the form of Original TDR/ FDR/ Bank Guarantee from a Nationalized / Scheduled Bank.
 - b. Original DD/ Banker's Cheque of the specified amount against the works should be in favour of "The Secretary, SEBA" payable at Guwahati towards cost of Bid documents for the job.
2. In the event of date of bid opening being a holiday, the activities will take place on the next working day.

Memo No. SEBA/EO/CW/P.T.-I/21/2018/

Dated- Guwahati the 10th July,2023

Copy to: -

1. P.A. to the Chairman, SEBA for information
2. C.A.O., SEBA for information and necessary action.
3. E.O., SEBA for information and necessary action.

Bidding Procedure:

- 1) A non-refundable processing fee of Rs. 500/- (Rupees Five hundred only) in the form of a Demand draft drawn in favour of Secretary, Board of Secondary Education, Assam (SEBA) payable at Guwahati has to be submitted along with the Tender Response. Bids received without or with inadequate Tender Processing fees shall be liable to get rejected.
- 2) Other instructions can be seen in the Tender document. All or any one of the Bidders may be rejected by competent authority.
- 3) Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Seventy Five Thousand) has to be submitted in the form of Bank Draft, address to "The Secretary, Board of Secondary Education, Assam (SEBA)" payable at Guwahati OR Bank Guarantee of any scheduled / National Bank and should be submitted with Tender document.
- 4) Last date of submission is 25.07.2023, Opening date 26.07.2023

1. Bidding Instructions

(i). Bidder are advised to study this TENDER document carefully before submitting their proposals in response to the Tender Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this TENDER document with full understanding of its terms, conditions and implications.

Board of Secondary Education, Assam

1. Pre-Qualification (Eligibility) Criteria:

Keeping in view of the nature of the work, the following are prescribed as pre-qualification criteria for reputed Firm/Contractor interested for the work as mentioned of the Board of Secondary Education, Assam at Bamunimaidam, Guwahati-21

- (a) Valid Trade license issued by Municipal Authority.
- (b) Bidder should have Govt. OR Corporation Registration updated Certificate.
- (c) PAN for IT deduction.
- (d) GST Registration Certificate.
- (e) Documents showing experience in similar nature of work.
- (f) Income Tax return for last two years.

- I. The firm **should meet all the pre-qualifications by itself**. Joint ventures with other companies or sub-contracting of the job will not be considered and will not be accepted.
- II. **Average annual turnover** of the Bidder in the last 2 years must be at least **Rs. 10** lakh per year.
- III. The firm has to submit a declaration that all/ any/ part of the work(s) involved in this tender **WILL NOT BE SUB-LET**.
- IV. All the above claims by the Bidder should be supported by authentic documents and verifiable Certificates.

2. General Conditions:

- I. This Invitation for Bids is open to all eligible bidders.
- II. Past experience in similar nature of work will be the qualifying criteria in Technical Evaluation.
- III. **Bidder Experience:** The Bidder should have the ability to satisfy our requirements and should have an experience in similar kind of works in any Government Organization/Private Organization etc. The offer should accompany the Proof for the same in terms of supporting documents like Customer Purchase order copies, Past Experience and Past performance supporting documents clearly mentioning the Name of the customer, order value with Satisfactory Completion certificate issued by the customer for establishing the credibility of the Bidder.
- IV. There should be no overwriting in the bidder's offer. If required, striking out entries and writing afresh the bidder can make corrections. The initials of the bidder's authorized person and the seal of the bidder's company must verify each correction. All rates given in this Tender must be expressed as Unit Price as stated in Appendix. After award of the contract, if the bidder

does not perform the work satisfactorily or delays the execution of the contract, Board of Secondary Education, Assam (SEBA) reserves the rights to cancel contract and get the balance contract executed by another party of its choice. In such case, no payment shall be remitted to the bidder and his EMD shall be forfeited.

V. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid and SEBA will in no case be responsible or liable for these costs.

VI. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

VII. Late Bids :

Any bid received by SEBA after the deadline for submission of bids prescribed by the Board, will be rejected and/or returned unopened to the Bidder.

VIII. Clarification of Bids

During evaluation of bids, the Board may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

IX. Contacting the Purchaser :

No Bidder shall contact SEBA on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of SEBA, it should do so in writing. Any effort by a Bidder to influence any official of SEBA in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

X. SEBA's Right to Accept Any Bid and to Reject Any or All Bids

The Board of Secondary Education, Assam (SEBA) reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

XI. Authorized Signatory:

The 'Applicant' mentioned in the Tender document shall mean the one who has signed the Tender response document form. The applicant should be the duly Authorized Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. All the sheets and the forms submitted by the Bidder shall be signed by the person/persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp.

XII. Signing of Contract

At the same time as SEBA notifies the successful bidder that its bid has been accepted, the Board of Secondary Education, Assam (SEBA) will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. Within 7 days of receipt of the Contract Form, the successful bidder shall sign with date on the Contract and return it to SEBA. If bidder fails to do the same, his EMD will be forfeited and next bidder will be called for agreement.

XIII. Delays in the Vendor's Performance

Delivery of all prescribed items shall be made by the vendor in accordance with the time schedule specified by SEBA. If at any time during performance of the Contract, the vendor should encounter conditions impeding timely delivery of items. The vendor shall promptly notify the Purchaser (SEBA) in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the vendor's notice, SEBA shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

3. Prices and Taxes:

- a. Prices quoted by the Bidder should be for 180 days of contract w.e.f. issue of work order.
- b. Prices quoted by the Bidder should be inclusive of all types of taxes, complete and delivery with proper and complete installation at SEBA.

4. Quality of Articles Supplied

- a. Item supplied must be of that brand, which are approved by PWD(Building) and ISI marked.

While the above procedures lay down the overall guidelines, Board of Secondary Education, Assam (SEBA) reserves the right to select the Bidder based on other parameters at its discretion.

5. Cancellation of Contract:

In case of any breach of any terms and conditions by the successful bidder / contractor, Board of Secondary Education, Assam (SEBA) reserves the right to cancel the agreement by giving 7 days notice to the Bidder.

6. Termination for Default

SEBA may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the vendor, terminate the Contract in whole or part at risk & cost of defaulting vendor:

- a. If the Vendor fails to complete assignment within the period(s) specified in the Contract, or within any extension thereof granted by the SEBA, OR
- b. If the Vendor fails to perform any other obligation(s) under the Contract, OR
- c. If the Vendor, in the judgment of the SEBA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this Clause:

"Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the bidding process or in contract execution.

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the Tender.

Selection of Vendor:

1. The interested vendors may carry out the study of the requirements at their own cost, based on the Terms of Reference (TOR) of SEBA.
2. The financial & technical proposal of the short-listed vendors will be evaluated by the Evaluation Committee formed by the authority of the SEBA.
3. In the event of any dispute or differences in connection with the Tender the same will be subject to an arbitration of Secretary, Board of Secondary Education, Assam (SEBA) and the same will be governed by the provision of Assam Industrial Dispute Rule, 1958.

Board of Secondary Education, Assam (SEBA)

A. Introduction:

About Board of Secondary Education, Assam (SEBA)

The Assam Secondary Education Act, 1961 (Assam Act, XXV of 1961) was passed to provide for the establishment of a Board of Secondary Education to regulate, supervise and develop Secondary Education in the State of Assam. The Act came into force with effect from 29th January, 1962 with the publication of Government of Assam, Education Department Notification no. 159/61/37 dated 29/1/1962. Thus the Board of Secondary Education, Assam (popularly known as SEBA) came into existence on 14 March, 1962.

SEBA intends complete the following :

B. SCOPE OF WORK :

The Board of Secondary Education: Assam (SEBA) is situated at Bamunimaidan, Guwahati-781021, For some time now, it has been observed that the water lift of SEBA's DTW is very low, even after the submergible pump is lowered to 60 meters. As a result, water has been purchased for the use of the Office premises for some time now. However, there is no underground water reservoir inside the office premises and the situation has suddenly become complicated. Therefore, the SEBA intends to construct a twenty or twenty-five thousand liter underground RCC water reservoir tank depending on the circumstances.

Following are the details of the work to be done:

1. Excavation of earth, stone soling & PCC
2. Form work, reinforcement & RCC for tank
3. Plastering, tyles fitting & back filling by granular materials
4. Providing exterior water pipeline with fittings
5. Providing, fitting & fixing 2 HP Monoblock pump

Please fill-up the FORMS in next three pages with utmost care

Form-A

Pre-qualification Criteria

Eligibility Criteria and supporting documents required for Submission of TENDER Response :

Sl. No.	Eligibility Criteria	Supporting Document Required	Yes/ No and Deviation, if any
1.	The Vendor shall be a single entity, registered as a Company, Firm or Society under District / State Level Govt. Authority of Assam.	Self-attested copies of Company Incorporation Certificate or Registration Certification from ROC.	
2.	The Vendor must be registered in Assam with appropriate tax authorities.	Self-attested Copies a) GST Registration b) PAN Card.	
5.	Copies of Documents / purchase orders and letter of completion from customers for Similar projects completed.	Self-attested Copies of the major projects completed proving the experience as mentioned in Pre-Qualification criteria.	
7.	Processing fee of Rs. 500/- (non-refundable.)	Through Bank Draft, address to the Secretary, Board of Secondary Education, Assam payable at Guwahati	
8.	EMD of Rs. 5,000/- (Refundable)	Through Bank Draft address to the Secretary, Board of Secondary Education, Assam payable at Guwahati	
9.	Form A	Form A should be submitted on the company's letter head duly sealed and signed by the authorized person.	
10.	Form B	Tender Letter Performa	
11.	Form C	Details of experience	
12.			

FORM B
Tender Letter Performa

To,

The Secretary,
Board of Secondary Education, Assam,
Guwahati - 781021

Sub : Construction of underground water reservoir inside the office premises of SEBA Office,
Guwahati-781021

Sir,

The undersigned have read and examined in details all the Tender documents pertaining to your assignment-do hereby express the interest to do the work as specified in the scope of work in Tender document and agree to all terms and conditions as specified in the scope of work in Tender document.

Sl. No	Description	Response
1.	Name of the Bidder/Firm	
2.	Address	
3.	Name, designation of the person to whom all references shall be made.	
4.	Mobile No. of the contact person	
5.	E-mail of the contact person	

We have enclosed the required documents as per Form A.

I/We hereby declare that my/our Proposal is made in good faith and the information given is true and correct to the best of my/our knowledge and belief.

Thanking You,

Yours faithfully,

(Signature of the Applicant)

Witness by – Signature:

Name:

Name:

Designation:

Address (with contact no.)

Seal:

Date:

Date:

Place

FORM-C

Detail of Experience in similar nature of work :

SR.No.	Name and Address of The client	Date of start of the work	Date of completion	Cost of the Project
1.				
2.				
3.				

Note: Please also note that copies of work orders and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above. If required, you are free to attach extra sheets.

Commercial BID format

(Only for reference, to be submitted in Company's Letter Head)

	Items	Price to be quoted
1.	Excavation of earth, stone soling & PCC	
2.	Form work, reinforcement & RCC for tank	
3.	Plastering, Tiles fitting & back filling by granular materials	
4.	Providing exterior water pipeline with fittings	
5.	Providing, fitting & fixing 2 HP Mono block pump	
	Total	

(Seal and Signature of Proprietor/Partner
/Chief Executive)

Name :

Date :

Place :