

**BOARD OF SECONDARY EDUCATION ASSAM
BAMUNIMAIDAN, GUWAHATI-21**



TENDER DOCUMENT

For

**Buy Back/Re-Sale of 380 KVA Greaves Make
DG Set (Old)**

Ref No: SEBA/EO/DG/PT-1/2023/07

Date of Issue : 01/01/2024

Last date of Submission : 22/01/2024 up to 2 P.M.

Board of Secondary Education, Assam

CONTENTS

Sl. No.	Section	Page No
1.	Press Notice Inviting Tender	3
2.	Invitation of Tender Response	4
3.	Tender Schedule	5
4.	Tender Submission Procedure	6
5.	General Conditions	7
6.	Brief Introduction and Scope of Work	10
7.	Form A	11
8.	Form B	12
10.	Form C	13
11.	Commercial format	14



BOARD OF SECONDARY EDUCATION, ASSAM
GUWAHATI-21

Ref. No. SEBA/EO/DG/PT-1/2023/08

Dated, 01/01/2024

PRESS NOTICE INVITING TENDER

The Secretary, Board of Secondary Education, Assam invites Tender for buy back of a Greaves Make 380 KVA DG Set (Old). For details of the work, interested Firm/Party may kindly be visit Assam Govt.'s procurement portal <https://sppp.assam.gov.in> or SEBA's website <https://sebaonline.org> or the office of under signed from 05/01/2024 to 10/01/2024 during office hour. The interested Bidders may submit tender responses.

Sd/-
Secretary,
Board of Secondary Education, Assam
Guwahati-21

Ref. No. SEBA/EO/DG/PT-1/2023/08

Dated, 01/01/2024

Copy to:

1. C.A.O., SEBA for information and necessary action
2. Sr. SAP, SEBA for information and necessary action

Sd/-
Secretary,
Board of Secondary Education, Assam
Guwahati-21



Board of Secondary Education, Assam

Invitation of Tender Response

Board of Secondary Education, Assam henceforth referred as SEBA, invites Tender response from reputed Firm/Party for Buy Back of 380 KVA Greaves Make DG Set (Old).

Party having experience in similar nature of work are invited. The tender response of Bidder shall be submitted along with the necessary supporting documents and Processing fee of Rs. 1000/- (One Thousand) only (Non-refundable) through Demand Draft in favour of Secretary, Board of Secondary Education, Assam payable at Guwahati.

This tender document contains the scope of work, qualifying requirements, terms and condition, forms and procedure for submission of response for interested parties. The party have to submit a detailed proposal for the objectives set forth in this tender document. SEBA reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.

Note: 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 and the same will be Governed by the provision of Assam Industrial Dispute Rule, 1958.

Sd/-
Secretary
Board of Secondary Education, Assam
Guwahati - 21

Board of Secondary Education, Assam

Tender Schedule

Sr. No.	Particulars	Date
1.	Tender Publish	01/01/2024
2.	Tender Document Download	01/01/2024
3.	Start Date of submission of Tender	11/01/2024 (From 11.00 AM)
4.	Last Date of submission of Tender	22/01/2024 (Up to 2.00 PM)
5.	Opening of Tender	23/01/2024 at 12.00 PM

Tender Procedure:

- 1) Eligible/Interested Parties will be offered to take part in Tender and details of the Tender will be available in Assam Govt.'s procurement portal <https://sppp.assam.gov.in> or SEBA's website <http://sebaonline.org>
- 2) Bidders have to submit a hardcopy of the tender document (Technical Bid and Financial) to the Secretary, Board of Secondary Education, Assam, Bamunimaidam, Guwahati – 781 021.
- 3) A non-refundable processing fee of Rs. 1000/- (Rupees One Thousand only) to be paid through Demand Draft in favour of the Secretary, Board of Secondary Education, Assam along with hard copy of the tender document.
- 4) Other instructions can be seen in the Tender document. All or any one of the parties may be rejected by competent authority.
- 5) Bidders are requested to visit the portal <https://sppp.assam.gov.in> regularly for any notification/corrigendum till the end of the process.

Board of Secondary Education, Assam

2. General Conditions:

- I. This Invitation for Bids is restricted to eligible Party having experience in similar nature of work.
- II. Last two years income tax return has to be submitted.
- III. Tender must be accompanied by GST registration certificate, PAN CARD, Trade License and Required registration certificate etc.
- IV. Rate quoted should be inclusive of everything (GST etc.).
- V. The rates once quoted are final and no change /alteration thereof shall be allowed after submission of the tender on any ground what-so-ever.
- VI. The Party need to submit hard copy of Tenders Response (Technical and Financial) in sealed envelope will be put in by the parties in the sealed/locked tender box placed in front of the Chamber of the undersigned super scribing as "Tender for Buy Back of Greaves Make 380 KVA DG Set (Old)".
- VII. Any legal problem will be disposed at the jurisdiction of Guwahati High Court.

VIII. Cost of Bidding

The Parties shall have to 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.

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

X. Late Bids :

Any Tender response received by SEBA after the deadline for submission of tenders prescribed by the Board, will be rejected and/or returned unopened to the party.

XI. Contacting the Purchaser :

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

XII. 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 Party shall be signed by the person/persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp.

XIII. Signing of Contract

At the same time as SEBA notifies the successful party that its response 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 and date 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.

XIV. Delays in the Vendor's Performance

Selected party has to start the work within 7 (Seven) days from the date issue of work order.

3. Prices and Taxes:

- a. Rate quoted by the Bidder will be valid for 3 Months from the date issue of work order.
- b. Any Taxes may be borne by the party if applicable.

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.

4. Cancellation of Contract:

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

5. Termination for Default

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

- a. If the Vendor fails to provide a satisfactory service 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.

7. Selection of Party.

1. The interested parties may carry out a study on the DG Set to be sold.
2. The Party offer highest price will be selected as eligible bidder 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 to complete the following :

B. SCOPE OF WORK :

SI No.	Detail of Work
1.	Buy Back of 380 KVA Greaves Make DG Set (Old) in Running Condition

Description of DG Set :

Sr. No.	Item Description	Specification
01.	Make :	Greaves
02.	Model :	TBD3V12
03.	Year of Purchase	2012
04.	Dimension (mm) :	5300x1800x2150 rating with AFM Panel
05.	No. of Cylinders	12
06.	Stokes (mm)	130
07.	Weight (Kg)	4850
08.	Engine rpm	1500
09.	Engine Output (BHP)	453
10.	Engine Output (KVA)	333
11.	Fuel Consumption (gm/bhp.hr)	
	25%	179
	50%	170
	75%	162
	100%	154
12.	Lube Oil	Greaves Max Therm Equivalent to API CF4 20W40
13.	Lube Oil Capacity (Ltr.)	60
14.	Maximum Cylinder Pr. (Mpa)	15

Form-A

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.	Trade License from the Municipal Authority.	Self-attested Copy of renewed Trade License to be submitted along with Tender document.	
2.	The Party has to submit Income Tax Return for last two years	Self-attested Copies of IT Return.	
3.	Processing fee of Rs. 1000/- (One thousand) [non-refundable]	Mode of Payment : DD	
4.	GST Registration No.	Self-attested Copies of GST Registration certificate to be submitted.	
5.	PAN No.	Self-attested Copies PAN Card to be submitted.	
6.	Form A	Form A should be submitted on the company's letter head duly sealed and signed by the authorized person.	
7.	Form B	Tender Letter Performa	
8.	Letter of Authorization	Authorizing signatory	

FORM B
Tender Letter Performa

To,

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

Sub : Tender Response For Buy Back/Re-Sale of 380 KVA Greaves Make DG Set.

Sir,

The undersigned have read and examined in detail the Tender documents pertaining to your assignment do hereby expresses the interest to do the work as specified in the scope of work in Tender document and agreed to all terms and conditions as specified in the scope of work in Tender document.

Sl. No	Description	Response
1.	Name of the Party	
2.	Address	
3.	Name, designation of the person to whom all references shall be made.	
4.	Mobile/WhatsApp 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 contained is true and correct to the best of my/our knowledge and belief.

Thanking You,

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Date:

Witness by – Signature:

Name:

Address

Date:

Place

FORM-C

DECLARATION BY PARTY TO BE SUBMITTED ON NON- JUDICIAL STAMP PAPER Rs. 100.00/-

I/WE,..... owner of
..... representing
.....,

hereby solemnly declare & confirm that:

- (1) No employee or direct relation of any employee of SEBA, is anyway Connected as Partner/Share holder/ Director/ Advisor /Consultant/Employee etc. with the firm.
- (2) The information furnished is correct to the best of my knowledge and belief. If any information furnished by me is found to be false/ misleading, at any stage, my application/tender shall be liable for cancellation and forfeiture of EMD/Performance Guarantee/Security Deposit.
- (3) My/our firm has not been black listed by any institution of the Central/ State Government/any PSU/other institute etc. in the past.
- (4) I/We understand and authorize the Board to reserve the right to add/delete/alter any of the items to amend/add or any of the terms and conditions without assigning any reason (s) for the same.
- (5) The decision of the Board shall be acceptable & binding upon me/us.

.....

(Signature of Proprietor/Partner
/Chief Executive)

Name :

Date :

Place :

Commercial BID format

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

Sr. No.	Description	Price Offered
1.	Buy Back/Re-Sale of 380 KVA Greaves Make DG Set	

**** Minimum Price to be offered by the Party is 6,00,000/- (Six Lakh).**

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

Name :

Date :

Place :

__***