



**Pollution Control Board, Assam**  
**Bamunimaidam, Guwahati-21**

[www.pcbassam.org](http://www.pcbassam.org)

Email: [membersecretary@pcbassam.org](mailto:membersecretary@pcbassam.org)

**NOTICE INVITING TENDER**

NIT No. WB/G-1397/17-18/15

Dated Guwahati, the 26<sup>th</sup> Feb, 2020

Sealed quotations are invited from Authorized Dealers for supply and installation of the “**Modular Conference 12 Seater Table & Chair**” & “**Split AC**” at the Head Office of Pollution Control Board, Assam, Bamunimaidam, Guwahati-21. Quotations will be received upto **2:00 PM on 12<sup>th</sup> March, 2020** and will be opened on the same day at **3:00PM** in presence of Quotationer or their authorized representatives. General Terms & Conditions, Letter of Acceptance, duly completed Check list, Financial Bid Document, Details of the Dealer and Specifications are as per Annexure –I, II, III, IV & V respectively.

Name of works	:	Work(a): Supply and Installation of Modular Conference 12 Seater Table & Chair at Head Office, Pollution Control Board, Assam	Work(b): Supply and Installation of Split AC at Head Office, Pollution Control Board, Assam
Earnest Money	:	Rs. 5,000/- (Rupees Five Thousand)	Rs. 5,000/- (Rupees Five Thousand)
		The EMD amount must be deposited by bidders in the form of Bank Draft in favour of “ <b>Member Secretary, Pollution Control Board, Assam</b> ” payable at <b>Guwahati</b> and should be submitted along with their bids.	
Last Date of issue of paper for quotation.	:	06.03.2020	06.03.2020
Last Date & Time of submission.	:	12.03.2020 at 2.00PM	12.03.2020 at 2.00PM
Date & Time for opening	:	12.03.2020 at 3.00PM	12.03.2020 at 3.00PM
Cost of Quotation Paper	:	Rs. 500/- (Rupees Five Hundred) - Non Refundable	Rs. 500/- (Rupees Five Hundred) - Non Refundable
Note: The tenderer bidding more than one work shall have to submit separate bid documents and EMD / Tender fee.			

**Member Secretary**  
**Pollution Control Board, Assam**  
**Bamunimaidam, Guwahati-21**

Memo No. WB/G-1397/17-18/15-A

Dated Guwahati, the 26<sup>th</sup> Feb, 2020

Copy to:

1. P.A. to the Chairman, PCBA for kind appraisal of the Hon'ble Chairman.
2. Website([www.pcbassam.org](http://www.pcbassam.org)) / Notice Board of the Board's Head Office, PCBA.

*[Signature]*

**Member Secretary**

# **POLLUTION CONTROL BOARD : ASSAM**

## **BAMUNIMAIDAM, GUWAHATI-781 021**

### **General Terms & Conditions**

1. This document contains the following
  - A. Copy of Quotation Notice.
  - B. General Terms and Conditions of Bid.
  - C. Acceptance Letter (Annexure-I).
  - D. Check List (Annexure-II).
  - E. Financial Bid Document (Annexure-III).
  - F. Details of the Firm / Company / Dealer (Annexure-IV).
  - G. Detailed specification of the products (Annexure-V).
2. The Quotation is Single Bid Quotation.
3. All items / equipment shall be supplied installed, tested, demonstrated and commissioned at PCBA within **15 days** from the placement of purchase order.
4. The Quotation Document is not transferable by the purchaser. Each sheet including that provided by the Board with this document must be signed by the bidder.
5. The Board takes no responsibility for delay or non-receipt of Quotation Document sent by post either way and also reserves the right to accept; or reject any or all the quotations in part or full without assigning any reason thereof.
6. This Quotation notice is also available on PCBA's website [www.pcbassam.org](http://www.pcbassam.org). Bidders have to collect the detail quotation paper (Specification & Terms) from Board's office at Bamunimaidam, Guwahati - 781021 or can be downloaded from the website on payment of Rs. 500/- (Rupees Five Hundred) only (Non-refundable) in the form of Bank Draft to be drawn in favour of "Member-Secretary, Pollution Control Board, Assam".
7. **Bidder should not have been blacklisted or debarred from business by any Government institutions/undertakings/recognized educational intuitions, Banks/financial institutions / public Sector companies in the last 10 years. The bidder has to give a declaration that the firm / supplier and the firm has not need blacklisted of debarred in the past by any Govt. or Private Organization. In case any false declaration is submitted, the bidder shall be permanently blacklisted from this organization and legal proceedings may be initiated against such parties.**
8. The Board at its discretion may extend the last date of submission of Quotation and opening of Quotation. **The final authority for acceptance of a quotation will rest with the Member-Secretary, Pollution Control Board, Assam who does not bind himself to accept the lowest quotation and is vested with the authority to accept any or reject any or all of the quotations received without assigning any reason.**
9. The warranty period is between twelve months to thirty-six months depending on the item quoted and starting from the date of successful commissioning of the instrument / items.
10. The bid shall contain no interlineations, erasures or overwriting words except as necessary to correct errors made by the bidder, in that case, such correction shall be initialed by the person or persons signing the bid.
11. It is advised that the outside suppliers should send the Quotation through Registered Post/ Speed Post. However, the local supplier may drop their quotations in Quotation Box kept in the Board's office for the purpose. In no case Quotation should be handed over to any employee of the Board.



12. Canvassing in any form will disqualify the Bid.
13. The Quotation Notice No. WB/G-1397/17-18/15 dated 26<sup>th</sup> Feb, 2020 should be invariably be quoted in the bid and for further correspondence in this regard.
14. All rights reserve Chairman, Pollution Control Board, Assam.
15. The office of the undersigned reserved the right to modify the term and conditions partially or wholly or cancel the tender without assigning any reason thereof.
16. The courts at Guwahati shall have exclusive jurisdiction to entertain and try all matters arising out of this contract.
17. Party should have Registration Certificate, PAN card, Trade license, GSTN registration.
18. All the Quotation should be addressed to:

**THE MEMBER SECRETARY,  
POLLUTION CONTROL BOARD, ASSAM  
BAMUNIMADAM, GUWAHATI-781021**

19. The EARNEST MONEY (Fixed Amount) shall be in the form of Demand Draft only in favour of "MEMBER SECRETARY, POLLUTION CONTROL BOARD, ASSAM" payable at GUWAHATI. Quotation shall not be entertained where a quotation has not furnished adequate Earnest Money as specified in the NIT. The Earnest Money will be refunded after successful installation and commissioning of the items / equipment. In case of non-supply within stipulated time or the item supplied is found defective and not attended by the supplier, the Earnest Money deposited by the supplier will be forfeited.
20. The installation and commissioning of the items / equipments is the entire responsibility of the supplier. It must be done within one week of the receipt of the items/ equipments by the Board.
21. The validity of Quotation would be for a minimum period of 90 days from the date of opening of quotations. A Bid valid for a shorter period may be rejected by the Board as non-responsive.
22. The rates should be quoted both in words and figures. If there is discrepancy between words and figures, the amount mentioned in words will prevail.
23. The Bidder must sign the every page of the quotation.
24. To assist in the examination, evaluation and comparison of bids the buyer may, at its discretion, ask the Bidder for a clarification of its bid. However, no change in the price or substance of the bid shall be sought, offered, re-permitted
25. Full payment will be released on delivery, installation and successful commissioning of the items / equipment (to be certified by concerned Officer/In-charge of the Division), and on submission of bills in duplicate. No advance payment will be made in any case and no proposal for documents through Bank will be considered.
26. **Party should have authorized service center in Assam (attached Address Proof).**
27. Party should provide proof of sales and service of the items / equipment in any organization worth minimum of 10 lakhs in any of the last three financial year.



 **Member-Secretary, i/c**

(IN FIRM'S LETTER HEAD)  
LETTER OF ACCEPTANCE TO BE SUBMITTED IN THE BID.

To

The Member Secretary  
Pollution Control Board, Assam  
Bamunimaidam, Guwahati – 781021

**Sub: Acceptance of Terms and conditions of tender.**

**Ref: Tender No.**

Sir,

Having examined in details of the above tender documents relating to the works and having acquired all the requisite information affecting the tender invited by you, I/We.....hereby agree to all terms and condition of the contract [as laid down in the tender document(s)]. I/We also agree that the printed term(s) and condition(s) if any at the back of our quotation form and I or any other paper enclosed are not applicable.

I/We undertake to complete the whole works within the period specified in the tender. In this connection we are providing with the following information.

1. **Firm / Dealer Registration** certificate.
2. **Proof of address** of the firm / Dealer.
3. In case bidder is an Authorized Dealer/ Distributor,
  - a. Authorization certificate from parent company.
4. Fees.
  - a. Details of EMD paid  
Amount..... Draft No.....Bank.....
  - b. Cost of Tender Paper  
Amount..... Draft No.....Bank.....
5. GSTN Registration No.....PAN No..... (Copies Enclosed)
6. Declaration that the firm has not been banned or de-listed by any Govt. or quasi Govt.  
Agency or Public Sector Undertaking enclosed.
7. Previous Supply Order with other department, if any.
8. Any other relevant document.

(Signature with Seal)

(Name & Designation in block letters)

## Annexure-II

Documents Check List

SL No.	Requirement	Bidder Compliance
1.	EMD & Tender Fee	
2.	Latest Manufacturer's Authorization Letter (Tender Specific)	
3.	Product Literature / Information Brochure	
4.	Letter of Acceptance (Annexure-I)	
5.	Firm / Dealer Registration Certificate	
6.	Proof of Address of the Firm / Dealer	
7.	GSTN Registration Certificate	
8.	Pan Card Details	
9.	Validity of quoted rate agreed as per NIQ	
10.	Payment term agreed as per NIQ	
11.	Delivery terms agreed as per NIQ	
12.	Warranty period agreed as per NIQ	
13.	Declaration that the firm has not been banned or de-listed by any Govt. or quasi Govt. Agency or Public Sector Undertaking.	
14.	Previous supply order with other department, if any	
15.	Any other relevant documents.	



**Annexure-III****Work(a): Commercial Bid for Modular Conference 12 Seater Table & Chair**

SL. No.	Description of the item	Qty.	Unit rate in Rs.	Total Amount in Rs.
	<b>Supply and installation of Modular Conference 12 Seater Table &amp; Chair.</b>			
1.	Modular Conference 12 Seater Table with plastic moulded components to facilitate access of electrical / data / voice sockets etc. access from top.	1 Set		
2.	Mid Back Visitor Chair	12 Nos.		
3.	Backdrop with cabinet.	1 No.		
4.	Installation charges.	Lot		
	<b>Total cost including taxes</b>			

**Work(b): Commercial Bid for Split AC**

SL. No.	Description of the item	Qty.	Unit rate in Rs.	Total Amount in Rs.
	<b>Supply and installation of Split AC.</b>			
1.	Split AC, 1.5 ton capacity with Stabilizer	2 Set		
2.	Installation charges with Starter	Lot		
	<b>Total cost including taxes</b>			

**Signature of Bidder**

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**DETAILS OF AUTHORIZED DEALER / FIRM**

1. Name of the Service Provider Agency :
2. Name of Owner/Director :
3. Complete Address :
4. Contact Telephone No :
5. Fax No :
6. E-mail :
7. PAN/TAN No :
8. GST Registration No :
9. Name – telephone & Mobile No of the dealing / authorized representative:
10. Any other Information :

**Signature of authorized Signatory**

**Specification for Table & Chair (only Branded Product):**

SL. No.	Item	Quantity	Feature
1.	<b>12 Seater Modular Table</b>	1 no.	Conference Talk Modular Table 12 seater. The top of talk Membrane of the Table shall be 25mm thick base material MDF board plus 0.4mm PVC membrane foil using wrap around technology. The Squeeze Leg Assembly shall be nickel chrome plated made from Dia 50.8 x 1.6 mm thick MS ERW tube. Leg Assembled together with a plastic glide at bottom and a powder coated leg connector made from aluminum alloy at top. Cross member and connectors shall be powder coated, cross member made from 1.5 mm thick aluminum extrusion, fixed with work surface by plastic moulded table support connector. Powder coated connector made from aluminum alloy fixed at both end of cross members. Work surface and Modesty are assembled together with powder coated Modesty bracket made from 2 mm thick MS Sheet. Metal Perforated Modesty shall be 18 mm thick Powder coated metal with stiffener made from 0.8 mm thick MS sheet. The Access Flap and Switch Mounting Tray shall be made from Matt silver anodized aluminum extrusion and plastic moulded components to facilitate access of electrical / data / voice sockets etc. access from top. Switches to be mounted on tray. 2 seater size: 1200X600 mm, 1 seater size: 600X600 mm.
2.	<b>Mid Back Visitor Chair</b>	12 nos.	Dimensions: Length - 585 mm, Width - 585 mm, Height - 889 mm., Aluminium die-cast arms with cushion pad, 50 dc mould cushion in the seat, waterfall design seat for better thigh support.
3.	<b>Backdrop</b>	1 no.	The backdrop should be of height 750 mm, length 1650 mm, Depth 500 mm with cabinet. The material should be same as SI No. 1.
4.	<b>Preferred Brand</b>		Godrej Interio, Zuari, Usha Lexus etc.

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**Specification for Split AC (only Branded Product):**

SL. No.	Item	Quantity	Feature
1.	<b>Split AC</b>	2 nos.	Split AC, 1.5 ton capacity Energy Rating: 3 Star Split AC with inverter compressor: Variable speed compressor which adjusts power depending on heat load. Suitable for medium sized rooms (111 to 150 sq ft), Copper Condenser Coil, Refrigerant gas: R32. No ozone depletion potential and low global warming potential. Warranty: 1 year on product, 1 year on condenser, 10 years on compressor
2.	<b>Preferred Brand</b>		Godrej, Blue Star, Samsung etc.

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