

GOVT. OF ASSAM
OFFICE OF THE DIRECTOR, ASSAM FOREST SCHOOL
JALUKBARI, GUWAHATI-14.

Short Notice For Inviting Quotation (NIQ)

Separate sealed quotations are invited from the authorised Dealer/Supplier/Firm for supply of reputed brands of Furniture, Survey Equipment, Camping Equipment and Electronics Goods at Assam Forest School, Jalukbari, Guwahati-14 and Forest Guard Trainees at Assam Forest Guards School, Makum to be delivered at the respective Institute under JICA project.

Terms and condition and other detail may be obtained from the office of the undersigned during office hours. The same can also be downloaded from official website forest.assam.gov.in

The quotations will be received up to **2:00 PM on 20-11-2018** in the office of the undersigned and will be opened on the same day at **3:00 PM** in presence of the Bidder or their authorised agent. If the quotations so received cannot be opened on the aforesaid date and time as mentioned above due to unavoidable circumstances, then the same will be opened on the next working day, at the same time.

The undersigned reserves the right to accept or reject any one or all the quotations without assigning any reason thereof.

Payment etc. will be made by the respective training Institutes (SFTI's) on release and receipt of fund from the authority, and after the supply of entire quantity of materials as mentioned in the NIQ. No advance payment will be made to any successful bidder.

Description of Item	For use at	Delivery period	Place of delivery	Specifications and Quantity
<u>Procurement of :</u> 1)Furniture 2) Survey equipment 3)Camping Equipment 4)Electronic items etc.	Assam Forest School, Jalukbari,Guwahati-14 & Assam Forest Guards School, Makum.	15 days from the date of award of contract.	Assam Forest School Campus, Jalukbari, Guwahati-14 & Assam Forest Guards School, Makum	As detailed in the NIQ.

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-DETAILED TERMS AND CONDITIONS-

INTRODUCTION:

1. The Director Assam Forest School, Jalukbari and Superintendent, Assam Forest Guard School, Makum shall be utilising the fund from JICA aided Project for the procurement of Furniture, survey equipment, camping equipment and electronic goods etc. through contract for which this Notice for Invitation of Quotations(NIQ) is being issued.
2. The Procurer is the Director Assam Forest School and Superintendent, Assam Forest Guard School, Makum hereinafter called “the purchaser”.
3. The technical specifications, Terms and Conditions, and other details mentioned in this document shall hereinafter be termed as “bidding documents”.
4. The authorised Dealer/Supplier/Firm who is a prospective participant to this NIQ shall hereinafter be referred as the “bidder”.
5. Unless otherwise stipulated the word “quotation” and “bid” shall have the same meaning.
6. Unless otherwise stipulated the word “quotationer” and “bidder” shall have the same meaning.

Terms & Conditions

1. GENERAL

- a) Rate against each item should be clearly written both in figure and words .
- b) Items to be supplied within 15 (Fifteen) days of receipt of supply order.
- c) The bidders having PAN Card, GST Registration and valid Bank Account in the name of the firm in any nationalised bank are eligible to participate in the process.
- d) The bidder should mention their address along with contact number
- e) Late bids & incomplete bids will be rejected.

2. BIDDING AND PRICE:

- a) Corrections in the bid/quotation if any , shall be made by striking out, initialling, dating and rewriting.
- b) The Gross Total Price (GTP) quoted shall include basic price of each item of goods & GST . Delivery charges, if any shall not be included in the GTP, and shall be quoted separately.
- c) The rates quoted by the bidders shall be fixed for 180 days from the date of order placement and shall not be subject to adjustment/change/modification on any account.
- d) The prices shall be quoted in Indian Rupees only.
- e) The purchaser may assess/inspect the items offered by the bidder before arriving at final decision and the bidder shall facilitate such inspection.
- f) The bidder **must** enclose catalogue of offered item of goods.

2. Each bidder shall submit only one quotation with copy of Dealership/Trade license/Firm Registration Certificate etc. enclosed with the quotations. Quotations not accompanied with these documents are liable to be rejected summarily.

a) The intending bidder may submit quotation for only one company / brand in each quotation, submitted.

b)The bidder must submit quotation for branded product only.

3. Validity of quotation

Quotation shall remain valid for a period of not less than 180 days from the date of placement of supply order to the successful bidder.

4. Evaluation of quotations

The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

a)are properly signed, and

b)Conforms to the terms and conditions, quality and specification.

c)The quotations will be evaluated for all the items together.

5. Award of contract

The purchaser will award the contract to the bidder, whose quotation has been determined to be Substantially responsive and who has offered the lowest evaluated quotation price with required quality on receipt of fund from the authority concerned.

Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract. The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiry of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

6. Work order & payment will be made only after receipt of necessary fund from the authority concerned and on delivery of entire quantity of items for which order will be placed.

7. Normal commercial warranty/guarantee shall be applicable to the supplied goods.

8. Bidders are to provide their bid latest by **2:00 pm on 20th November/2018**

(Deepika Chaudhary, IFS)

DIRECTOR
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I. List of exclusive requirement of Furniture and Training Equipment for SFTI, JALUKBARI

A. Electronic items			
S.No.	Item	Description	Remarks
1	42 inch LED Television	Full H.D. LED Smart TV , 42 Inch Screen	
2	5 Star Split Air conditioner	1.5 ton split A.C., 5 Star Rating	
3	Dry iron with ironing Board	1000W dry iron with thermal fuse for overheat cut-off protection	
4	DSLR camera (Body) with Variable aperture hyper telephoto zoom lens	Camera Body: 24 Megapixel, Full HD, Variable aperture hyper telephoto zoom lens, with Camera and lens cover	
5	Photocopier 60ppm along with 3 KV online UPS for A3 Paper		
6	Digital inverter with battery	Inverter UPS 1600VA; Battery 150mAh tall tubular with trolley	
7	Electric kettle	1.5 litre capacity	
B. Survey Equipments			
1	Binocular 15-45 * 50 mm		
2	Rangefinder cum tree height measuring instrument		
3	Automatic weather Station		
4	Rechargeable handheld searchlight system	12000 lumens high intensity warm rechargeable handheld searchlight system	
C. Camping and miscellaneous Equipment			
1	Camping tents for 2-8 person capacities	Waterproof, 2 way Zip door, wind resistant, light weight, compact with aluminium poles	
2	Sleeping Bag for 20 degree temperature	Light Weight with travel cover and suitably warm for 20degree celsius temperature	
3	Sleeping Bag for 10 degree temperature	Light Weight with travel cover and suitably warm for 10degree celsius temperature	
4	DRDO Bio- digester of 500 Lt		
5	Water jug pitcher with Tumbler Glass		

D. Furniture

S.No.	Item	Description	Remarks
1	Five seater Sofa Set	3+1+1, Solid wood with fabric/leatherette , product dimensions:3 seater (H=30inch, W=27inch, L=71 inch); 1 seater(H=30inch, W=27inch, L=31inch)	
2	Centre table	Solid wood, colour, texture and size should in sync with sofa set design	
3	Side Table	Solid wood, colour, texture and size should in sync with sofa set design	
4	Bookshelf/display unit	Wood based with transparent glass doors, L=32inch, W=11inch, H=69 inch)	
5	Full Secretariat table for directors room	L-shaped wooden desk with file cabinet;Front(L=86.6inch, H=29.5inch), side(L39.4, H=39.4inch)	
6	Executive table for ACF room	Wooden desk, L=86.6inch, H=29.5inch	
7	Executive chair	medium back, wooden base with Leatherette , pneumatic gas liftfor height adjustment and 360 degree swivel, push-back	
8	Office chairs for directors room	low back, with contoured mesh, push-back, liftfor height adjustment.	
9	Double Bed with side table	solid wood, Dimension (L=81.55inch, H=73.69inch, W=39.30inch) with side table	
10	Almirah for office	Double door steel almirah, with four shelves, Size(L=50.7cm, W=90cm, H=195cm)	
11	Almirah for I.B.	Double door without mirror, wooden, (L=18inch, W=31inch, H=71inch)	

II. List of exclusive requirement of Furniture and Training Equipment for SFTI, Makum.

Sl No.	Item	Remarks
1	Binocular 15-45 * 50 mm	
2	Rangefinder	
3	Automatic weather Station	
4	DSLR camera (Body) with Variable aperture hyper telephoto zoom lens.	
5	Camping tents for 2-8 person capacities	
6	12000 lumens high intensity warm rechargeable handheld searchlight system .	
7	Sleeping Bag for 20 degree temperature for tour	
8	Sleeping Bag for 10 degree temperature for tour	
9	Photocopier 60 ppm along with 3 KV online UPS for A3 Paper	
10	LED Television (42 inch) for display inside the SFTI Makum .	
11	Conference table with 40 nos. of chair	
12	Armed chair for meeting hall	
13	LCD Projector	
14	Air Conditioner (AC) 2/3 tone	
15	Sound system for conference hall	
16	Sound system for auditorium	

FORMAT FOR QUOTATION

Sl. no.	Description of goods	Specification with company/brand	Approx. Qty	Unit	Quoted unit rate in Rs.	Total amount	
						In figure	In words

Gross Total Cost: Rs

DECLARATION BY THE BIDDER:

I/We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs.....(amount in figures)Rupees.....(amount in words) within the period as specified in the NIQ.

I/We also confirm that the normal commercial warranty/guarantee of.....months shall apply to the offered goods.

I/We hereby certify that we have taken steps to ensure that no person acting for us on our behalf shall indulge in any form of unfair means.

Signature of Supplier