



पूर्वोत्तर क्षेत्रीय जल और भूमि प्रबंधन संस्थान

NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT

(जल संसाधन, नदी विकास और गंगा कायाकल्प विभाग, जल शक्ति मंत्रालय, भारत सरकार के अधीन एक संस्थान)

(An Institute under the Department of Water Resources, River Development and Ganga Rejuvenation,
Ministry of Jal Shakti, Govt. of India)

No. NRW/ST/R&M/258/2024-25/ 745

Date 23.09.2024

NOTICE INVITING e-TENDER

ONLINE BIDS (Technical and Financial) are invited by the Director, NERIWALM, Dolabari, Tezpur-784027(Assam) from appropriate registered Contractors/Firms/Company/Individuals having experience and valid documents for similar nature of work as given below. The tender documents along with tendering procedure, terms and conditions, etc. may be viewed and downloaded from the institute's website <https://neriwalm.gov.in>. Interested bidders may participate the **ONLINE** bidding process in **GEM PORTAL**.

The tenders (Technical Part) will be opened in the Administrative Building of NERIWALM in presence of the tenderer or their authorized representatives, if any. The (Financial Part) shall be opened on the same day "OR" afterwards to be notified subsequently through GEM PORTAL at the same place. In the event of the date of opening being declared holiday, the tender will be opened on next working day at the same place and time. Chronological details are as given below:

Sl. No.	Name of the Work	Estimated amount (inclusive GST, all other charges etc.)	Earnest Money	Completion Period	Last date of submission of Tender (Technical & Financial)	Date of opening the tender
01	REPAIRING OF GODREJ CONFERENCE TABLE (SENATE CONFERENCE TABLE) OF CONFERENCE ROOM OF ADMINISTRATIVE BUILDING OF NERIWALM, TEZPUR, ASSAM	Rs. 1,80,212.00 (Rupees One Lakh Eighty Thousand Two Hundred Twelve) Only	As per GeM Portal	As per GeM Portal	As per GeM Portal (Minimum 21 days from date of publishing in GeM Portal)	As per GeM Portal

Director, NERIWALM reserves the right to accept or reject any or all the tenders without assigning any reason thereof. The Tender Documents may please be read thoroughly before filling up.

Copy to:

1. PS to the Director for kind information of the Director.
2. Chief Vigilance Officer (CVO), NERIWALM for information.
3. Assistant Director (Civil), NERIWALM for information and necessary action.
4. Accounts Officer, NERIWALM for information and necessary action.
5. Assistant Engineer (Civil), NERIWALM for information and necessary action.
6. NERIWALM WEBSITE : <https://neriwalm.gov.in> and Online GeM Portal for publishing and tendering process.
7. Notice Board, NERIWALM for wide circulation.

Deputy Director (Admin)
NERIWALM



Tender Notice No. NRW/ST/R&M/258/2024-25/745..... Dtd: 23/09/2024

TENDER (E-Tender) FOR EMPANELMENT OF SERVICE FOR “REPAIRING OF GODREJ CONFERENCE TABLE (SENATE CONFERENCE TABLE) OF CONFERENCE ROOM OF ADMINISTRATIVE BUILDING OF NERIWALM, TEZPUR, ASSAM”

NAME OF THE WORK : REPAIRING OF GODREJ CONFERENCE TABLE (SENATE CONFERENCE TABLE) OF CONFERENCE ROOM OF ADMINISTRATIVE BUILDING OF NERIWALM, TEZPUR, ASSAM

Through GeM

Invited by



**NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND
MANAGEMENT
(NERIWALM)**

Department of Water Resources, River Development & Ganga Rejuvenation,
Ministry of Jal Shakti, Govt. of India
(Registered under the Societies Registration Act, 1860)
Dolabari, P.O Kaliabhomora
Tezpur-784027, Assam (India)
Website: <https://neriwalm.gov.in>
Phones: 03712-291069



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SECTION-1

ABOUT NOTICE INVITING TENDER

Tender Notice No: (As mentioned in the first page above)

Sl. No.	NAME OF WORK
01	REPAIRING OF GODREJ CONFERENCE TABLE (SENATE CONFERENCE TABLE) OF CONFERENCE ROOM OF ADMINISTRATIVE BUILDING OF NERIWALM, TEZPUR, ASSAM

Particulars of the EMD shall be submitted ONLINE with Technical Bid.

Earnest Money Deposit : EMD in the form of Demand Draft/Banker's Cheque/Pay Order in favour of " **NERIWALM REVENUE A/C**", NERIWALM, Tezpur from a Scheduled Bank shall be submitted **OFFLINE**. Particulars of the EMD shall be submitted **ONLINE** with Technical Bid.

EMD amount exempted for NSIC/MSME units subject to submission of valid NSIC / MSME certificate.

Bidders are advised to visit the NERIWALM website : <https://neriwalm.gov.in> & **GeM portal** regularly for updates/amendments, if any.

Mode of Bidding: The mode of bidding is **ONLINE**. Interested bidders may participate in the bidding process in **GeM PORTAL** for Technical & Financial Bids in Two bid system. Only the following mentioned shall be accepted in physical mode by post addressed to the **Director, NERIWALM, P.O. Kaliabhomora, Tezpur, Assam (PIN-784027)**, and should reach before the due date and time of opening the tender. The sealed envelope shall bear the name of the work and Tender Notice & Description and the words "**DO NOT OPEN BEFORE DUE DATE & TIME**".

- ☐ EMD in the form of Demand Draft/Banker's Cheque / Pay Order (in original).
- ☐ Pass Phrase/any information for opening of bids (if required).

Signature of the bidder with seal).....

Name of the Signatory (In Block Letters) :.....

Name of the party:

Address

Contact No :.....



SECTION-2

INSTRUCTION TO BIDDERS, ELIGIBILITY CRITERIA, TERMS & CONDITIONS.

2.1 INSTRUCTION TO BIDDERS

- The bidding document can be downloaded from the NERIWALM official website <https://neriwalm.gov.in>. The tenders shall be uploaded on <https://gem.gov.in/>.
- Further, any information or any issuance of corrigendum/addendum/amendment related to this tender will be available only on the NERIWALM official website and not be published elsewhere.
- The Technical bid and financial bid shall be uploaded on the GeM e-tendering portal and on or before the last date of submission of tender.
- The Bidders must read all the terms and conditions of bidding document carefully and only submit the bid if eligible and in possession of all the documents required. The Bidder must ensure that the quoted rate shall be inclusive of all indirect costs such as (and not limited to) Logistics, Accommodation, TA/DA of personnel, Communication, Documentation, Transportation, Travel, Insurance, and other necessary and relevant taxes.
- Prices in the Purchase Order/Work Order shall remain valid for the period of 210 (Two Hundred Ten) days from the date of signing of formal agreement.
- The NERIWALM may at any time by written order given to the Supplier/Contractor make changes within the general scope of the contract in any one or more of the Services/Quantities to be provided/executed by the supplier/contractor.
- If any such change causes an increase or decrease in the cost or the time required for the execution of the contract, an equitable adjustment shall be made in the quantities or delivery schedule or both and the contract shall accordingly be amended.
- The Bidder cannot assign or transfer and sub-contract its interest/ obligations under the contract without prior written permission of the Purchaser.

2.1.1 ELIGIBILITY CRITERIA FOR BIDDERS

- The bidder should be a manufacturer “M/S Godrej & Boyce Mfg. Co.”
OR,
Authorized dealer of a manufacturer “M/S Godrej & Boyce Mfg. Co.” to quote on behalf of their manufacturer in case manufacturer does not quote directly. In such a case, the authorized dealer shall have to submit relevant “Authorized Dealership” certificate from the manufacturer.

2.2 AMENDMENT TO BID DOCUMENTS

2.2.1 At any time, prior to the date of submission of bids, NERIWALM may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendments.

2.2.2 The Amendment/Corrigendum will be notified on NERIWALM Website <https://neriwalm.gov.in> and these amendments will be binding on them. Bidders are advised to visit NERIWALM website regularly for updates on this Tender.

2.3 EXTENSION OF TIME



In order to give prospective bidders required time in which to take the amendments into action in preparing their bid, the NERIWALM may at its discretion extend the deadline for submission of bid suitably.

2.4 BID PRICE

Price indicated in the schedule shall be **FOR NERIWALM, Tezpur**. Prices should be inclusive of all the charges, taxes and duties, GST, other statutory charges etc as applicable.

2.5 VALIDITY PERIOD OF BID

Bid shall remain valid for **120 (one hundred twenty) days** after the date of bid opening. The bid valid for a shorter period shall be rejected by NERIWALM as **non-responsive bid**. In exceptional circumstances, NERIWALM may request the consent of the bidder for an extension to the period of bid validity. The bid security shall also be suitably extended. A bidder accepting the request and granting extension will not be permitted to modify his bid.

2.6 EVALUATION OF TENDERS

2.6.1 NERIWALM shall evaluate the bids in respect to the substantive responsiveness of the bid or otherwise. The NERIWALM shall carry out detailed evaluation of the substantially responsive bids. The NERIWALM shall check the bids to determine whether they are complete, whether any computational errors have been made or required sureties have been furnished.

2.6.2 Arithmetical error shall be rectified on the following basis :-

- a) If there is a discrepancy between the unit price and total price that is obtained multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected accordingly by the Purchaser.
- b) In case of discrepancy between words and figures, the amount in words shall prevail.

2.6.3 A bid determined as substantially non-responsive shall be rejected by the NERIWALM.

2.6.4 The NERIWALM may waive any minor infirmity or non-conformity or irregularity in the bid which does not constitute a material deviation.

2.6.5 The NERIWALM shall evaluate in detail and compare the bids which are substantially responsive.

2.6.6 The evaluation of the ranking shall be carried out on the landed price of goods/services offered inclusive of all taxes.

2.6.7 The distribution of tendered quantity amongst the technically and commercially complied bidders shall be based on merits of each case.

2.6.8 NERIWALM shall have the sole discretion in deciding the number of parties on whom the orders shall be finally placed.

2.7 NERIWALM's RIGHT TO VARY QUANTITIES

2.7.1 The Director, NERIWALM reserves the right at the time of award of the contract to increase/decrease the quantity of the goods and services specified in the schedule of requirements without any change in unit price of the ordered quantity. Any extra item to be executed upon execution in the interest of the work, will be billed as per current CPWD S.O.R.

2.7.2 In case of division of order among number of parties. The distribution of quantity will be accordingly done by the Purchaser on an individual tender.



2.8 NERIWALM'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The NERIWALM does not bind itself to accept lowest or any other tender/bid and has the right to cancel the bidding process and reject all bids at any time prior to award of the contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder on the grounds for NERIWALM's action.

2.9 CANCELLATION OF LETTER OF INTENT/WORK ORDER

Failure of the successful bidder to comply with the requirement of submission of Performance Guarantee/execution of the job/work in time shall constitute sufficient ground for the cancellation of the acceptance of bid and forfeiture of the bid bond, in which case NERIWALM may make the offer to any other bidder at the discretion of the Purchaser or call for new bids.

2.10 INSTRUCTIONS REGARDING ONLINE BID SUBMISSION

2.10.1 Bidding Methodology:

Two-Bid System (Technical Part and Financial Part to be submitted by Bidders at the same time) shall be followed.

2.10.3 On-Line Submission :

The On Line Submission will have the following activities:

(A) Technical Bid Part : The following shall be signed digitally and will comprise the Technical Bid in **PDF** :

- i. Acceptance Letters of all the Terms and Conditions of the Tender Documents/Notice.
- ii. Submission of particulars of **EMD** (If applicable).
- iii. Submission of Certificate of MSME/NSIC Registration, if any.
- iv. Submission of registration certificate with **GST, PAN**.
- v. Submission of Site Visit Certificate duly signed and sealed with date (**Annexure-III**).
- vi. Submission of Trade License upto date., if any
- vii. Submission of Valid Authorized dealership certificate from manufacturer "M/S Godrej & Boyce Mfg. Co."
- viii. The **BID SUBMISSION FORM (Annexure-I) & UNDERTAKING (Annexure-II)** shall be duly filled and submitted with the Technical Bid (**Part-I**).
- ix. Submission of Bidder Turn-Over Certificate.
- x. Submission of Bidder's Audited Balance Sheet/Financial Statement for the year ending on 31/03/2023 and for the year ending on 31/03/2024.
- xi. Submission of Bidder IT Return Statement for the Assessment Year (2023-24) and Assessment Year (2024-25)
- xii. OEM Certificate from the Company "M/S Godrej & Boyce Mfg. Co."
- xiii. Submission of Any other clarification/Amendment.

(B) Financial Bid Part : Financial Part will have the following activities

(i) Submission of **Financial Bid (Annexure – IV)** in the excel sheet/pdf which is attached separately, to be quoted and signed and sealed by the Bidder in Bidder letter form.

2.10.4 **Offline Submission:** (Offline Submission will have the following activities):

(A) : Off line Submissions :

Only the following shall be accepted in physical form/by post addressed to the **Director**.



NERIWALM, PO : Kaliabhomora, Tezpur, Assam (PIN-784027), and should reach before the due date and time of opening the tender. The sealed envelope shall bear the name of the work and Tender Notice & Description and the words" DO NOT OPEN BEFORE (due date & time)".

- ☐ EMD in the form of Demand Draft/Banker's Cheque / Pay Order (In original)
- ☐ NSIC / MSME registration certificate in support of exemption of EMD
- ☐ Pass Phrase/any information for opening of bids **(if required).**

Note : The Bidders must read all the terms and conditions of bidding document carefully and only submit the bid if eligible and in possession of all the documents required. No information relating to financial terms of services should be included in the Technical Bid.

(B) The FINANCIAL BID (Part-II) is for quoting rates by the interested bidders to be submitted in Financial Bid (Part-II)

The Financial Bid shall be submitted online only on GeM Portal **as per Annexure-IV** along with Bid before last date & time of submission of Tender Document.

Note : The Bidder must ensure that the quoted rate shall be inclusive of all indirect costs such as Logistics, Accommodation, TA/DA of personnel, Communication, Documentation, Transportation, Travel, Insurance, and other necessary and relevant taxes.

Signature of the bidder with seal).....

Name of the Signatory (In Block Letters) :.....

Name of the party:

Address

Contact No :.....



SECTION – 3

Tender Notice No: (As mentioned in the first page above)

SPECIAL CONDITIONS OF CONTRACT

3.1 SITUATION OF THE WORK/WORKS IS AT NERWALM CAMPUS AT DOLABARI, TEZPUR, ASSAM - Pin-784027.

3.2 PAYMENT TERMS

Payment will be made as follows.

- 100% payment shall be released after successfully completion of work/service.

NOTE:

- The total value of the Work (in Rs.P) to be quoted in the specified segment in GeM Portal shall have to be matched with the total value (In Rs.P) of Financial Bid Statement quoted by the bidder at annexure -IV.
- The total cost may vary depending on addition/ deletion of spare items.
- Quantity of item of work may vary during execution of work.
- Payment will be made as per work executed in site.
- Any type of lifting, carrying charges/workshop charges, etc will not be paid in extra.
- The Bidder must ensure that the quoted rate shall be inclusive of all indirect costs such as Spares, Manpower, Logistics, Accommodation, TA/DA of personnel, Communication, Documentation, Transportation, Travel, Insurance, and other necessary and relevant taxes, etc. No charges/Taxes shall be paid extra.

3.3 PAYING AUTHORITY

The Director, NERIWALM, Tezpur.

3.4 INSPECTION AUTHORITY

Officer deputed by Director, NERIWALM.

3.5 PRE-BID INSPECTION / SURVEY

3.5.1 The bidder may inspect the conditions of the Site physically before submission of their bid.

3.6 SCOPE OF WORK:

Broadly the scope of work comprises repair and maintenance works of furniture of NERIWALM, Tezpur are as follows:

- Location of Work/Service :** NERIWALM, P.O. Kaliabhomora, Tezpur, Assam (Pin-784027)
- Nature of Work/Service:** REPAIRING OF GODREJ CONFERENCE TABLE (SENATE CONFERENCE TABLE) OF CONFERENCE ROOM OF ADMINISTRATIVE BUILDING OF NERIWALM, TEZPUR, ASSAM
- The tentative expected volume of work/ specification is given in the **Financial Bid (Annexure - IV)**
- 100% original OEM (Godrej) parts in brand new shall be used for the work/service



- e. **Completion Time:** Completion period shall be 60 days from the date of issue of award/GeM Contract.

3.7 DEPLOYMENT OF STAFF

3.7.1 The contractor shall engage staff/manpower of their own Company.

3.8 TOOLS & PLANTS

All the general tools required for the work/works should be provided by the contractor at the contractor's risk and cost.

3.9 PERSONAL ACCIDENT INSURANCE:

The entire contractor's employee/Staffs will have to be in covered under insurance against any personal accident and NERIWALM will not be liable for payment of any compensation on that account. During the execution of work, the contractor shall follow all standard norms of safety measures / precautions to avoid the accident / damages to man, machineries and building. On non-adherence of this clause, suitable fines shall be imposed as decided by engineer in charge, NERIWALM.



ANNEXURE-I

BID SUBMISSION FORM

Tender Notice No: (As mentioned in the first page above)

To

The Director,
North Eastern Regional Institute of Water and Land Management (NERIWALM)
Dolabari, P.O.: Kaliabhomora
Tezpur – 784027 (Assam)

Dear Sir,

In response to your Tender Notice (mentioned below) for the work/works/services of NERIWALM (mentioned below), We hereby submit our PARTICULARS/OFFER for necessary consideration:

A	Tender Notice No. & Date	
B	Name of the Work/Service:	REPAIRING OF GODREJ CONFERENCE TABLE (SENATE CONFERENCE TABLE) OF CONFERENCE ROOM OF ADMINISTRATIVE BUILDING OF NERIWALM, TEZPUR, ASSAM
1	Bidder's Name :	
2	Web site Address:	
3	E-Mail Address:	
4	Actual Address of the Bidder as per record:	
5	Postal Address:	
6	Contact No:	
7	Authorized Person's -Name	
	Designation :	
	Contact No:	
8	PAN No :	
9	GST Reg No:	
10	Particulars of Trade License Registration, if any	



	Class /Category of Registration	Issuing Authority	Nature of works authorized for execution	Valid upto:
11	Particular of EMD (Copy to be submitted with Technical Bid also)			
	Amount (Rs.)			
	DD/BC/PO No & Date:			
	Bank :			
12	Details of Bank Accounts for release of EMD/Performance Security/Bill etc.			
	Bank A/C No.			
	Name of the Bank			
	Name of the Branch			
	IFS Code.			
	Name of the Bank Account Holder (As per record in the Bank Account)			
13	Particulars of MSME/NSIC Registration			
	Class /Category of Registration	Issuing Authority	Nature of works authorized for execution	Valid upto:

DECLARATION

1. We have read and understood the terms & conditions of the above mentioned tender and comply with all Terms & Conditions of the Tender. (In case of any deviation the Bidder must attach a separate sheet clearly mentioning the Clause No. of the Tender and Deviation thereto).
2. We certify that the information mentioned above are true and correct to best of our knowledge.
3. In case of receipt of order we confirm that payment shall be received through e-Banking / Electronics Transfer.
4. This offer contains _____ No. of pages including all Annexures and Enclosures.

Signature of the bidder with seal).....

Name of the Signatory (In Block Letters) :.....

Name of the party:

Address

Contact No :.....



UNDERTAKING

Tender Notice No: (As mentioned in the first page above)

To,

The Director,
NERIWALM,
Dolabari, Tezpur -784027
Assam.

NAME OF THE WORK/SERVICE : REPAIRING OF GODREJ CONFERENCE TABLE (SENATE CONFERENCE TABLE) OF CONFERENCE ROOM OF ADMINISTRATIVE BUILDING OF NERIWALM, TEZPUR, ASSAM

Sir,

I/We do hereby declare that I/We have not been barred/black listed by any PSU/Government Department in doing business with them. I/We have submitted the information/document to the best of my/your knowledge.

(Signature of the bidder with seal).....

Name of the Signatory (In Block Letters) :.....

Name of the party:

Address

Seal:



Certificate of acceptance of Quality

To,
The Director,
NERIWALM,
Dolabari, Tezpur -784027
Assam.

Sub: Submission of Certification of Acceptance of Quality and Certificate of Quality Assurance

For the work/service of - REPAIRING OF GODREJ CONFERENCE TABLE (SENATE CONFERENCE TABLE) OF CONFERENCE ROOM OF ADMINISTRATIVE BUILDING OF NERIWALM, TEZPUR, ASSAM as mentioned in the scope of work.

Dear Sir,

I hereby certify that Mr./Mrs.
.....owner/ authorized representative
has visited NERIWALM, P.O. Kaliabhomora, Tezpur, Assam (PIN - 784027)
..... and has been shown the Furniture items for repairing/ refurbishing/
Godrej Range Furniture at NERIWALM, P.O. Kaliabhomora, Tezpur, Assam (PIN -
784027)

He / She has satisfied himself / herself here with the nature of tasks / service /repair &
maintenance work involved and quality of goods/ workmanship/ services to be provided
under said tender job order.

(Signature of the bidder with seal).....

Name of the Signatory (In Block Letters) :.....

Name of the party:

Address

Seal:



FORMAT OF FINANCIAL BID**(ON BIDDER LETTER HEAD)**

(Rates shall be quoted in Financial Bid only and attached/submit separately in pdf/excel sheet)

NAME OF THE WORK/SERVICE : REPAIRING OF GODREJ CONFERENCE TABLE (SENATE CONFERENCE TABLE) OF CONFERENCE ROOM OF ADMINISTRATIVE BUILDING OF NERIWALM, TEZPUR, ASSAM

GeM Bid No. & Date :

SL. NO.	SPARE CODE	SPARE DESCRIPTIONS	UNIT	QTY.	RATE PER UNIT OF THE ITEM (INCLUDING GST, MATERIALS, SPARES, MANPOWER, ALL OTHER CHARGES, ETC) (in Rs.)	AMOUNT (INCLUDING GST, MATERIALS, SPARES, MANPOWER, ALL OTHER CHARGES, ETC) (in Rs.)
(A)	SUPPLY, FITTING, FIXING & TESTING OF THE FOLLOWING PARTS/SPARES, ETC FOR REPAIRING OF FURNITURE OF GODREJ RANGE IN COMPLETE AS DIRECTED AND SPECIFIED IN NERIWALM, TEZPUR, ASSAM					
1	56101706PA00248/56101706PA00249	Dsk VSEN QTR CIRC TOP American Cherry/Beech	Each	4		
2	56101706PA00231/56101706PA00232	Dsk VSEN 2S RECTANGULA BSS American Cherry/Beech	Each	8		
3	56101706PA00208/56101706PA00209	Dsk VSEN 1S REC TP BOTH SS American Cherry/Beech	Each	2		
Total Quoted Amount (Rs.) (in numbers).....						



Total Quoted Amount (Rs.) (in words)

.....

NOTE :

- a) The quoted rates of the bidder shall be inclusive of GST and all other charges, etc. The total quoted value in GeM should match with price breakup format/Financial Bid.
- a) The Bidder must ensure that the quoted rate shall be inclusive of all indirect costs such as (and not limited to) Logistics, Accommodation, TA/DA of personnel, Communication, Documentation, Transportation, Travel, Insurance, and other necessary and relevant taxes.
- b) The value of the Work/Service (in Rs.) = Rate quoted for each items x Quantity in format of Financial Bid .
- c) The total cost may vary depending on addition/ deletion of items (Spare Items for Furniture)
- d) Quantity of item of work/service may vary during execution of work.
- e) Payment will be made as per work/service executed at site.
- f) 100% original OEM (Godrej) parts/spares shall be use in repair and fixing of Furniture.

(Signature of the bidder with seal).....

Name of the Signatory (In Block Letters) :.....

Name of the party:

Address

Seal:

(END OF TECHNICAL BID)

