



41

GOVERNMENT OF ASSAM**FLOOD AND RIVER EROSION MANAGEMENT AGENCY OF ASSAM, (FREMAA)**Address: 4th floor, Assam Water Centre, Basistha Chariali, NH-27, Guwahati-29,

Phone/Fax-(0361)2309896, Email: ceo-fremaa@assam.gov.in, Website: www.fremaa.assam.gov.in

FREMAA(P)/ADMIN/258/2020/41

Date: 29.05.2023

REQUEST FOR QUOTATION (RFQ)

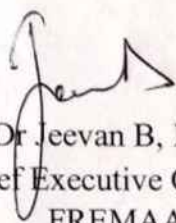
Chief Executive Officer, FREMAA invites quotations from esteemed agencies/firms/dealer/distributor for "Supply, installation and commissioning of Executive Chair as detailed below:

SL No	Item Name	Description	Unit	Qty	Delivery period
1	Executive Chair	Technical Specification: Functionality: Motorised Dimension: 38.25" Hx33" Wx41.50" D Upholstery: Top Grain+Split Leather Color Shed: Mocca/Equivalent Make: La-Z-Boy/ equivalent Warranty: Min 10 years on Mechanism and Frame, min 2 years on Motor, min 2 years on cushion and min 1 year on Leather	No	1	10 days

Interested suppliers/firms/agencies may submit their quotations addressed to the Chief Executive Officer, FREMAA at the office on or before 1.5./06/2023 up to 2:00 PM. Quotationers/bidders are requested to go through the following before submission of quotation:

- (i) Annexure A: Terms and Conditions
- (ii) Annexure B: Letter of Quotation- Financial part

Quotations will be opened at FREMAA office on 1.5./06/2023 at 2:30PM. Any Corrigendum/Addendum of this RFQ notice will be uploaded in the FREMAA website www.fremaa.assam.gov.in



(Dr. Jeevan B, IAS)
Chief Executive Officer
FREMAA

Memo No: FREMAA(P)/ADMIN/258/2020/41-A

Date: 29.05.2023

Copy to:

- 1. TO(C)-FREMAA, for publishing in the FREMAA official website.


Chief Executive Officer
FREMAA

TERMS & CONDITIONS

1. Eligibility Criteria:

- a) The Agency/firm should have legal business entity in Assam, Trade license to be submitted.
- b) The quotationer/bidder should have experience in supply, installation & commissioning of office furniture of similar nature of minimum order value of **Rs.1,30,000.00** to Central/state govt. departments/PSUs or reputed private sector organisations in the last three years from the date of issue of this RFQ.
- c) Should have GST registration.

Supporting documents to be provided for 1 (a) to 1 (c).

For 1 (b) Work order/Contract Agreement/Letter of Acceptance/Payment order may be submitted as documentary evidence

2. All the pages of the Quotation have to be signed by the authorized representative of the quotationer
3. The quotationer/bidder should fill up rates both in figures and words in the Financial Part. In case of any discrepancies between figure and words, the letter shall prevail.
4. The applicable tax should be shown separately.
5. **Evaluation of Quotations:** The Quotations will be opened on the specified date and time in FREMAA.
 - (a) The Purchaser shall examine the quotation to determine whether the quotation (a) has been properly signed (Clause 2); b) meets the eligibility criteria (Clause 1); (c) conforms to all terms, conditions, technical specifications, warranty/guarantee etc.; and (d) the bidder has accepted the delivery period.
 - (b) Only Quotations that are substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify.
 - (c) The evaluation shall be based on the total price of Goods and Related services at project site including GST and any other taxes, which will be payable on the finished goods at the time of invoicing.
- 6 **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.

- (a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
 - (b) The bidder whose quotation is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
 - (c) 100% Payment shall be made within 60 days after supply, installation and commissioning of the item. Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/amount of these taxes specified in the supply order, whichever is lower.
7. The FREMAA does not bind itself to accept the lowest quotationer and reserves the right to reject any or all the Quotations without assigning any reason.

LETTER OF QUOTATION– FINANCIAL PART

(This financial part must be submitted using official letterhead of the firm)

RFQ No FREMAA(P)/ADMIN/25.2020/41

Date: 05.2023

To,

The Chief Executive Officer
FREMAA, 4th Floor Assam Water Centre
Basistha, Near NH 27, Guwahati 781029

Sub : Quotation (RFQ) for Supply Installation & Commissioning of Executive Chair

Sir,

We, the undersigned, hereby submit our Quotation. In submitting our Quotation, we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the RFQ Document;
- (b) **Conformity:** We offer to supply in conformity with the RFQ Document and in accordance with the Delivery period.
- (c) The total price of our Quotation, including any unconditional discounts offered is:
Total price of the Quotation insert the total price of the quotation including GST and any other taxes, which will be payable on the finished goods, in words and figures;
- (d) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: *insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none."*
- (e) **Quotation Validity Period:** Our Quotation shall be valid for the period of 45 days, from the deadline fixed for the Quotation submission;
- (f) **Eligibility:** We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the World Bank, State Govt of India.
- (g) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices.

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory In the capacity of [insert legal capacity of person signing the Letter of Quotation]

Name of the Bidder

Address

Telephone no.

Email id.

Dated on day of _ , [insert date of signing]

Annexure B

Sl. No.	Description of Goods	Specifications	Qty.	Unit	Quoted Unit Rate ¹ at destination in Rs.	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
						² GST and similar other taxes applicable on finished Goods/ Services	In Figures In Words
1	Executive Chair		1	no			
TOTAL including all taxes and duties							

Commercial Terms & Conditions:

1. Delivery: Within 10 days from the date of receipt of the Supply Order to the office of the Chief Executive Officer, FREMAA
2. Payment: 100% after successful supply installation and commissioning of the item duly certified by the authorised officer of FREMAA.

(Seal and signature of the authorised representative of the quotationer)

¹ Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

² Indicate each applicable tax separately.