



(8/2)

**GOVERNMENT OF ASSAM****FLOOD AND RIVER EROSION MANAGEMENT AGENCY OF ASSAM, (FREMAA)**Address: 4<sup>th</sup> 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)/TECH/16/AADB/2023/84/T-191

Date: 22/02/2024

**REQUEST FOR QUOTATION (RFQ)**

Flood and River Erosion Management Agency of Assam (FREMAA), 4<sup>th</sup> Floor, Assam Water Centre, Basistha Chariali NH 27, Guwahati-29, invites quotations from esteemed agencies for refurbishment works as listed in the table below. Interested civil contractors/suppliers/firms/agencies may submit their quotations addressed to the **Chief Executive Officer, FREMAA** at the office on or before 08/03/2024 up to 02:00 PM which will be opened by 3:00 PM on the same day. Any queries relating to the RFQ and its terms and conditions contained therein, should be addressed to the issuing authority in writing vide email or letter on or before 29/02/2024.

Sl. No.	Item Name	Completion Period
1	Refurbishment of Interior Additional Workstation, Cabin Works for AADB in 4th Floor at Assam Water Centre, Basistha	45 Days

Bidders are requested to go through the following before submission of quotation:

- (i) Annexure A : Instruction to Bidders
- (ii) Annexure B1 : Letter of Quotation – Technical Part
- (iii) Annexure B2 : Letter of Quotation – Financial Part
- (iv) Annexure B3 : Price Schedule
- (v) Annexure C : Detailed Drawing
- (vi) Annexure D : Draft Contract Agreement

**Detailed RFQ document is available in the official website of FREMAA; [www.fremaa.assam.gov.in](http://www.fremaa.assam.gov.in)**

Any Addendum/Corrigendum for this RFQ will be uploaded in the above cited website of FREMAA only.

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

Memo No: FREMAA(P)/TECH/16/AADB/2023/84/T-191

Date: 22/02/2024

Copy to:

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



**Chief Executive Officer,  
FREMAA**

**INSTRUCTION TO BIDDERS**

1. Flood and River Erosion Management Agency of Assam (FREMAA), 4<sup>th</sup> Floor, Assam Water Centre, Basistha Chariali NH 27, Guwahati-29, invites quotations from esteemed agencies for refurbishment works as listed below:

<b>Sl. No.</b>	<b>Item Name</b>	<b>Completion Period</b>
1	Refurbishment of Interior Additional Workstation, Cabin Works for AADB in 4th Floor at Assam Water Centre, Basistha	45 Days

The successful bidder will be expected to complete the works by the intended completion date specified above.

2. Eligibility Criteria:

- (a) Should have atleast 3 (three) years of experience in carrying out similar nature of work of in any Govt Department /Govt Agencies/ Govt. Institutions of Assam & India/ Private Agencies /PSU /Companies /Apartments / Commercial buildings with atleast one similar work of value of minimum Rs. 6,52,000.00 or two works of minimum Rs. 4,90,000.00 each.

**Documentary Evidence in the form of Completion Certificate along with Work Order & Bill of Quantities (BoQ) certified by not below the rank of Executive Engineer has to be submitted.**

*(Similar Nature means: Civil Works including Wall Panelling, Glass Doors, Partitions & Fixtures, Workstation Table including Drawers & Cabinets, Electrical & Networking related Works, etc.)*

- (b)The bidder's annual average financial turnover in civil works should be at least 3 (three) Lakhs during the last three years (2020-21, 2021-22, 2022-23) duly audited & certified by CA. Turnover certificate for the last 3 financial years should be submitted.

(c)Should have a valid GST Registration.

(d)Should have a valid Trade License of Assam.

**Supporting documents to be provided for 2 (a) to 2 (d).**

3. Quotation Prices:

- (a) The lowest quoted (including all duties, taxes – Income Tax, GST, Forest Royalty, Labour Cess etc., levies payable by the contractor under the contract,) bidder at **Annexure B3** fulfilling the above criterions at Sl. No. 2 will be eligible for award of contract.
- (b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

(c) The rates should be quoted in Indian Rupees only.

4. **All the pages of the Quotation have to be signed by the authorized representative of the bidder.**
5. All the works shall be carried out as per the specifications mentioned in Annexure B3 withholding industry standards or as per the direction of Engineer-in-charge.
6. Any defect or other faults which may appear within the Defect Liability Period i.e. 1 (one) year, after the completion of works, arising in the opinion of FREMAA from materials or workmanship not in accordance with specification, shall upon the directions in writing of FREMAA, and within such reasonable time as shall be specified therein, be amended and made good by the Bidder, at his own cost.
7. The Employer 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 and who meets the specified qualification criteria.
8. Notwithstanding the above, FREMAA 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.
9. Within 7 days of receiving letter of acceptance, the successful bidder shall deliver to the Chief Executive Officer, FREMAA the Performance Security (in the form of Bank Guarantee in favour of the Chief Executive Officer, FREMAA) for an amount equivalent of 5% of the contract price. The Performance Security shall be valid till the expiry of the Defect Liability Period. Failure of the successful Bidder to furnish performance security and to sign the agreement within the period stipulated shall constitute sufficient grounds for annulment of award, in which case the Employer may make the award to the next lowest evaluated bidder or seek quotations afresh

LETTER OF QUOTATION– TECHNICAL PART

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

RFQ No FREMAA(P)/TECH/16/AADB/2023/

Date:

To,

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

Sub: Request for Quotation (RFQ) for “Refurbishment of Interior Additional Workstation, Cabin Works for AADB in 4th Floor at Assam Water Centre, Basistha”

Sir,

I/We, the undersigned, hereby submit the technical part of our Quotation. In submitting our Technical Part, we make the following additional declarations:

- a) Our quotation shall be valid for the period of 60 days from the deadline fixed for the quotation submission;
- b) I/We have thoroughly read and understood all the terms and conditions as contained in the RFQ and agree to abide by them.
- c) I/We meet the eligibility requirements and have no conflict of interest; we are not participating in more than one quotation in this bidding process.
- d) I/We undertake, if our Bid is accepted, to commence the Works as soon as in reasonably possible after the receipt of the Engineer’s notice to commence and to complete the whole of the Works comprised in the Contract within the stipulated time stated in the document.

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]

LETTER OF QUOTATION– FINANCIAL PART

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

RFQ No FREMAA(P)/TECH/16/AADB/2023/

Date:

To,

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

Sub: Request for Quotation (RFQ) for “Refurbishment of Interior Additional Workstation, Cabin Works for AADB in 4th Floor at Assam Water Centre, Basistha”

Sir,

I/We, the undersigned, hereby submit the financial part of our Quotation. In submitting our Financial Part, we make the following additional declarations:

- a) Our quotation shall be valid for the period of 60 days from the deadline fixed for the quotation submission;
- b) The total price of our Quotation, inclusive of taxes in accordance with the RFQ Document is

Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ Only)

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]

## Price Schedule

Name of Firm:

Date:

Sl. No.	Items of works	Unit	Qty (a)	Rate in Rs. excluding GST (b)	Amount In Rs. (a x b)
1	<b>WALL PANELLING &amp; DRY WALL PART :</b>				
1.1	<p>Providing &amp; fixing <b>Wall Paneling</b>. The work will also include all cost for creation of niches for installation of AV equipments and electrical fittings wherever required. The laminate and polish shade and finish will be as per consultant. The cost will include all accessories or any material which may be required to complete the work as per specification, drawings and as directed by the consultant.</p> <p>Framing: Framework consisting 25x50x1.5mm thk Extruded Alum Section</p> <p>Base Material: 12mm BWP &amp; Termite Resistant Plywood</p> <p>Double Side with 50mm Thick 32Kg/Cm2 ECOSE Technoclogy Glass Wool Filling 4TH FLOOR LOBBY AREA -AADB</p>	Sq Mtr	21.28		
1.2	1.5mm Laminate + 6mm Plywood duly polished including cost of all consumables	Sq Mtr	42.56		
2	<b>GLASS, GLASS STICKERS AND FURNITURES</b>				
2.1	<p>Providing &amp; Fixing toughened glass partitions including all accessories, like patch panles, etc complete in all respect as per tender specifications &amp; as directed by the consultant</p> <p>Glass Partitions - 12mm ( 4TH FLOOR )</p>	Sq Mtr	8.938		
2.2	Glass door with SS Handle, Floor Spring & Lock -12mm	Sq Mtr	1.95		
2.3	GLASS STICKERS (Including 20% wastage)	Sq Mtr	10.88		
2.4	Providing & fixing of Revolving Mid Back chair Knee Tilt Synchro Mechanism 4 Position Locking, Soft touch PU Arms, Chrome-Plated arms & Pedestal, Adj Backrest as per detailed specification and model/shade approval of the consultant	Nos	10		

2.5	<p>Providing and fabricating of Work station Table , as per approved design and size made of approved material, finished on all exposed surfaces with approved material &amp; shade. All internal surfaces shall be finished with approved material &amp; shade. The furniture must be complete with all hardware fittings, features &amp; accessories as per design, details and direction of the consultant.</p> <p>Material of Construction: BWP &amp; Termite Resistant Plywood of 19mm or various thickness as required including teak wood beading &amp; teak wood members.</p> <p>Outside Finishing Material: Approved shade of 1.0 mm thick laminet with edge banding, and 12 mm thick corian top</p> <p>Inside Finising Material: Approved shade of 1.0mm thick Laminate</p> <p>Hardware: Lock, Handles, Hinges, Drawer Channels, Hangar , Magnets lock, any other, etc as per selection of consultant.</p> <p>Features: Workstation table with drawers for every seat including cable management</p> <p>Dimention (in MM): Approx (D)600 x (H)750 ( To be measured in Rmt of Length)</p>	Mtr	13.8		
2.6	<p>Providing and fabricating of Storage Cabinet , as per approved design and size made of approved material, finished on all exposed surfaces with approved material &amp; shade. All internal surfaces shall be finished with approved material &amp; shade. The furniture must be complete with all hardware fittings, features &amp; accessories as per design, details and direction of the consultant.</p> <p>Material of Construction: BWP &amp; Termite Resistant Plywood of 19mm or various thickness as required including teak wood beading &amp; teak wood members.</p>	Nos	3		
3	<b>MISCELLANEOUS WORKS</b>				
3.1	<b>MISCELLANEOUS WORKS (INCLUDING ELECTRICAL AND NETWORKING WORKS )</b>	Job	1		



4	<b>NETWORKING</b>				
4.1	Networking / Server Rack	Nos	1		
4.2	CAT -6 U/UTP Cat 6 Patcvh Panel	Nos	1		
4.3	CAT- 6 U / UTP Patch Cord 1.0	Mtr	15		
4.4	I/O MODULE	Nos	15		
4.5	CAT 6 UTP Cable	Mtr	309		
4.6	D LINK 24 PORTS MANAGED NON POE LAYER 2 ACCESS SWITCH - D-LINK	Nos	1		
<b>Add: GST @ 18%</b>					
<b>GRAND TOTAL</b>					
<b>In Words: .....</b>					

**Terms and Condition:**

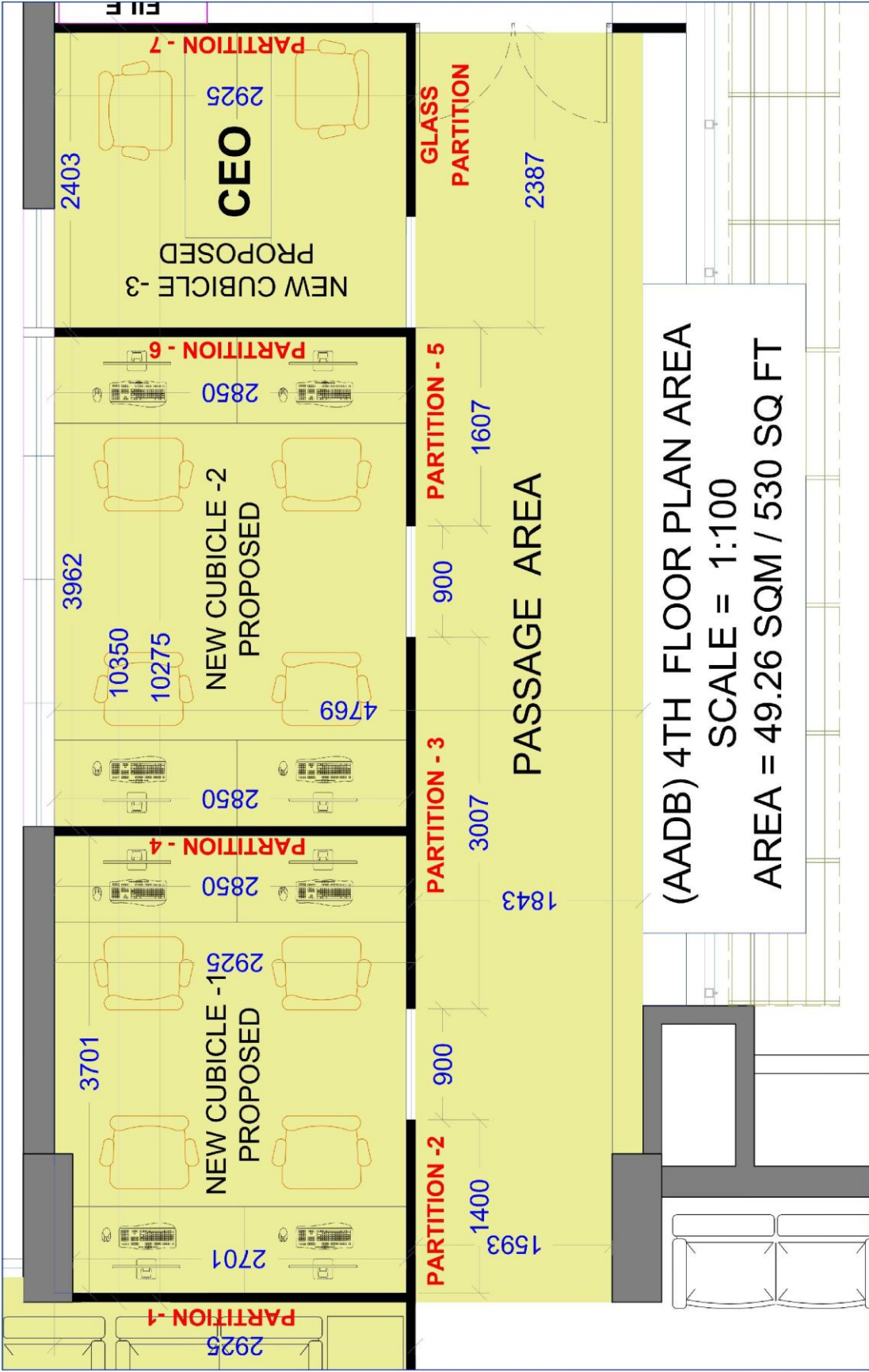
1. We confirm that the quoted price is inclusive of all statutory GST, duties, packing, forwarding, freight, handling, loading, unloading & insurance charges for delivery at Assam Water Centre premises and is firm.
2. We confirm that there would not be any price escalation during the tenure of the contract period.
3. We confirm that we will abide by all the terms & conditions of tender, scope of work and we do not have any counter conditions.
4. We confirm that works will be carried out as per specification and tender conditions.

**On behalf of the Firm/Agency:**

Name of the Authorised Person:

Designation:

Signature:





**Draft CONTRACT AGREEMENT**

**No**

1. This deed of agreement is made in the form of agreement on .... Day of the month of ..... 2024, between the **Chief Executive Officer, Flood and River Erosion Management Agency of Assam** (hereinafter referred to as the first party) and..... (hereinafter referred to as the second party), to execute the work of construction of “Refurbishment of Interior Additional Workstation, Cabin Works for AADB in 4th Floor at Assam Water Centre, Basistha” (hereinafter referred to as Works) on the following terms and conditions.

**2. Contract Price**

The total Contract Price for the works (hereinafter referred to as the “total price”) is Rs. \_\_\_\_\_ as reflected in \_\_\_\_\_ Annexure B3.

**3. Payment Terms:**

a) Payments to the second party for the works will be released by the first

party @ 100% after satisfactory completion of works.

- b) Payments will be made by the first party:
  - (i) on the second party submitting a completion report of the allotted work; and
  - (ii) on certification of the invoice by the engineer nominated by the first party with respect to quality/quantity of works executed.
- 4. The second party, on completion of the works, issue a notice to the first party or the Engineer nominated by the first party (who is responsible for supervising the contractor, administering the contract, certifying the payments due to the contractor, issuing and awarding extensions of time etc.), to visit the site for certification of completion. Within 7 days of the receipt of such notice, the first party or the engineer nominated by it, will ensure issue of completion certificate after due verification.

#### **5. Completion time**

The works should be completed in 45 days from the date of signing of this Agreement. In exceptional circumstances, the time period stated in this clause may be extended in writing by mutual consent of both the parties.

#### **6. Duties and responsibilities of the first party**

- a) The first party shall be responsible for providing regular and frequent supervision and guidance to the second party for carrying out the works as per specifications. This will include written guidelines and regular site visit of the authorized personnel of the first party, for checking quality of material and construction to ensure that it is as per the norms.
- b) The first party shall supply 2 sets of drawings, specifications and guidelines to the second party for the proposed works.
- c) Possession of the site will be handed over to the second party within 3 days of signing of the agreement.
- d) The Engineer shall record his observations/instructions at the time of his site visit in a site register maintained by the second party. The second party will carry out the instructions and promptly rectify any deviations pointed out by the engineer. If the deviations are not rectified, within the time specified in the Engineer's notice, the first party as well as the engineer nominated by it may instruct stoppage or suspension of the construction. It shall thereupon be open to the first party or the engineer to have the deviations rectified at the cost of the second party.

#### **7. Duties and responsibilities of the second party**

The second party shall:

- (i) Take up the works and arrange for its completion within the time period stipulated in Clause 5;
- (ii) Employ suitable skilled persons to carry out the works;

- (iii) Regularly supervise and monitor the progress of work;
- (iv) Abide by the technical suggestions/direction of supervisory personnel including engineers etc. regarding building construction;
- (v) Be responsible for bringing any discrepancy to the notice of the representative of the first party and seek necessary clarification;
- (vi) Ensure that the work is carried out in accordance with specifications, drawings and within the total of the contract amount without any cost escalation;
- (vii) Keep the first party informed about the progress of work;
- (viii) Be responsible for all security and watch and ward arrangements at site till handing over of the building to the first party;

## **8. Retention Money**

5% Retention Money to be deducted from the Full and Final bill and shall be reimbursed to the contractor after completion of defect liability period of 1 (one) year.

## **9. Performance Security**

Within 7 days of receiving letter of acceptance, the successful bidder shall deliver to the Chief Executive Officer, FREMAA the Performance Security (in the form of Bank Guarantee in favour of the Chief Executive Officer, FREMAA) for an amount equivalent of 5% of the contract price. The Performance Security shall be valid till the expiry of the Defect Liability Period, as specified in ITB Clause 9.

## **10. Termination**

- a) The Employer may terminate the Contract if the other party causes a fundamental breach of the Contract.
- b) Fundamental breaches of Contract include, but shall not be limited to the following:
  - i. The contractor stops work for 7 days and the stoppage has not been authorized by the Engineer;
  - ii. The Contractor has become bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
  - iii. The Engineer gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Engineer;
  - iv. The Contractor does not maintain a security which is required;
- c) Notwithstanding the above, the Employer may terminate the Contract for convenience.
- d) If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

## **11. Payment upon Termination**

- a) If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Engineer shall issue a certificate for the value of the work

done less advance payments received up to the date of the issue of the certificate, less other recoveries due in terms of the contract, less taxes due to be deducted at source as per applicable law.

- b) If the Contract is terminated at the Employer's convenience, the Engineer shall issue a certificate for the value of the work done, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works and less advance payments received up to the date of the certificate, less other recoveries due in terms of the contract and less taxes due to be deducted at source as per applicable law.

**12. LEGAL JURISDICTION:**

All disputes or differences arising out of the contract shall be subject to the jurisdiction of the courts at Guwahati only, to the exclusion of all other courts.

IN WITNESS WHEREOF, The parties hereto have caused this contract to be signed in their respective names as the day and year first above written

<p>For and behalf of Flood and River Erosion Management Agency of Assam (FREMAA)</p>   <p>Name and Signature of authorised representative of the client:</p>   <p>(Dr Jeevan B, IAS) Chief Executive Officer-FREMAA</p>	<p>For and behalf of the second party.....</p>   <p>Name and Signature of authorised representative of the second party</p>   <p>Name Designation</p>
<p>Witness:</p>  <p>Name:</p>  <p>Signature:</p>	<p>Witness:</p>  <p>Name:</p>  <p>Signature:</p>