

**ASSAM POWER GENERATION CORPORATION LIMITED**  
**OFFICE OF THE CHIEF GENERAL MANAGER (HYDRO & CIVIL),**  
**BIJULEE BHAWAN, GUWAHATI-781001**



**TENDER DOCUMENT FOR**

**NIT NO: - APGCL/CGM (H&C)/07 of 2017-18 Dtd: 31/10/2017 OF CHIEF GENERAL MANAGER (HYDRO & CIVIL)**

**NAME OF THE WORK: -**

Procurement of furniture for VVIP Guest House at NTPS, APGCL, Namrup

Sl No.

Issued to:

Name:-

Address:-

Issued by:-

November-2017

Price: - ₹ 1000/-  
(Non refundable)

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# ASSAM POWER GENERATION CORPORATION LIMITED

Registered Office: Bijulee Bhawan, 2<sup>nd</sup> floor, Paltanbazar, Guwahati-781 001, Assam.

Email: cgmh2010@yahoo.in, Tele-Fax: 0361-2739522.

**Antara Baruah**  
**Chief General Manager (Hydro & Civil)**

Tender Notice No. APGCL/CGM (H&C)/07 of 2017-18

Date: 31/10/2017

The Chief General Manager (Hydro & Civil), APGCL, Bijulee Bhawan, Paltanbazar, Guwahati-1 invites sealed tenders in prescribed forms from bonafide, experienced and financially sound suppliers/firms to supply the following items for furniture in single brand of VVIP Guest House at NTPS, APGCL, Namrup of Godrej/Jaquar/NOVA or equivalent make:

Sl. No	Description	Unit	Qty.	Rate	Amount
<b>A</b>	<b>Front Verandah Space</b>				
A1	Centre Table	No	1		
A2	Non Revolving Chair with arm	No	5		
<b>B</b>	<b>Common Lounge</b>				
B1	Round table 4 Seater	No	4		
B2	Non Revolving Chair with arm	No	16		
<b>C</b>	<b>Dining Hall</b>				
C1	6 Seater Dining Table: "Glaze" in Glass Top	No	3		
C2	4 Seater Dining Table: "Headen" in Glass Top	No	1		
C3	Dining Chair	No	22		
<b>D</b>	<b>VVIP Suite (4 units Ground and 1<sup>st</sup> Floor)</b>				
D1	King size bed with 125 mm mattress	No	4		
D2	Bed side table	No	8		
D3	Non Revolving Chair with arm	No	8		
D4	Dressing Table with stool	No	4		
D5	Sofa 3 seater	No	8		
D6	Centre Table	No	4		
<b>E</b>	<b>Care Taker</b>				
E1	Single bed with 100 mm mattress	No	1		
E2	Table	No	1		
E3	Non Revolving Chair with arm	No	1		
E4	Almirah Wardrobe	No	1		
E5	Dressing Table with stool	No	1		
				Grand Total	

The Earnest Money will have to be submitted @ 2% of the quoted price (For General) and 1% of the quoted price (For ST/SC/OBC) (in case of individuals only). The time of supply of materials will be 20 (twenty) days from the date of issue of the supply order. The materials will have to be delivered to Namrup Thermal Power Station, APGCL, Namrup. The rates should be quoted inclusive of all taxes and charges. The bid documents may be obtained from the office of the Chief General Manager (Hydro & Civil), APGCL on written request to the Chief General Manager (Hydro & Civil) during office hours on all working days w.e.f. 02/11/2017 to 09/11/2017 on payment of Rs.1000.00 (Rupees one thousand only) in the shape of Demand Draft from Nationalized/Schedule Bank duly pledged in favour of Deputy General Manager (F &A), APGCL. The bids may also be downloaded from the website [www.apgcl.org](http://www.apgcl.org).

The cost of bid is to be deposited separately with the downloaded tenders along with Earnest Money. The tenders will be received upto 14.00 P.M. of 18/11/2017 and will be opened at 15.00 P.M. on the same day in presence of the tenderers or their authorized representatives. The Chief General Manager (Hydro & Civil), APGCL is not bound to accept the lowest rate and reserves the right to accept or reject any or all tenders without assigning any reason thereof.

-sd-

Chief General Manager (Hydro & Civil),  
APGCL.

Copy to: -

- 1) The Managing Director, APGCL, Bijulee Bhawan, Paltanbazar, Guwahati-781001, for favour of kind information.
- 2) The Chief General Manager (Generation), APGCL, Bijulee Bhawan, Paltanbazar, Guwahati-781001, for information and wide circulation.
- 3) The Chief General Manager (F&A), APGCL, Bijulee Bhawan, Paltanbazar, Guwahati-781001, for information.
- 4) The General Manager, NTPS, APGCL, Namrup, for information and wide circulation.
- 5) The General Manager, Design (Civil), APGCL, Narengi, Guwahati-781026, for information and wide circulation.
- 6) The Deputy General Manager, Investigation Circle, APGCL, Narengi, Guwahati-781026, for information and wide circulation.
- 7) The P.R.O, APDCL, Bijulee Bhawan, Paltanbazar, Guwahati-1, for information with a request to publish the NIT in 1 (one) issue of Local Dailies in Regional and English language on or before 01/11/2017.
- 8) Notice Board.
- 9) Relevant File.

31/10/17  
Chief General Manager (Hydro &  
Civil),  
APGCL.

## CHAPTER-I

- **1 TERMINOLOGY**
- **1.01** APGCL wherever used in this document shall mean Assam Power Generation Corporation Limited incorporated vide The Companies Act 1961 in exercise of Powers conferred under the Act including subsequent amendments, if any. APGCL is a successor company of ASEB.
- **1.02** CGM (H&C) or owner or purchaser or project authority wherever used in this document shall mean the officer holding the post of the Chief General Manager (Hydro & Civil) APGCL, Guwahati (Assam), who or his authorized representative will exercise authority on behalf of the Department in respect of the Tender and the works specified herein.
- **1.03** Engineer-in-Charge/or engineer shall mean the Officer holding the charge of the Departmental post of General Manager/ Deputy General Manager (Civil)/Assistant General Manager (Civil)/Deputy Manager (Civil) pertaining to supervision of works specified in this document.
- **1.04** The term 'Supplier' wherever used in this document shall mean the individual/firm or company who shall have entered into a contract agreement with the owner or the project authority, undertaking on his behalf to carry out the works in full or in part as may be specified in contract documents, and shall include in the case of an individual/ his heirs, administrators and permitted assignees, in case of a firm, the partners of the said firm, their respective heirs, executors, administrators and permitted assignees, and in case of a Company its successors and permitted assignees.
- **1.05** Contract documents shall mean and comprise the following documents and shall be the basis of agreement between the owner and the supplier for carrying out the supplies in accordance with the terms and conditions, specifications, superior quality and directions contained in the said documents
  - a) Supplier's correspondences relating to clarifications and negotiations, if any, prior to award of the contract.
  - b) Equipment specifications and drawings, so far as applicable
  - c) Approved agreement forms duly signed, dated and sealed by the supplier and the owner as specified in the said forms.
- **1.06** 'Equipments' and 'Plants' shall mean and include all sorts of machineries and accessories, apparatus, instruments, components manufactured articles and parts etc. to be supplied or provided by the supplier under the terms of the contract, unless otherwise specified
- **1.07** The 'Works' shall unless be repugnant to such description shall be construed and taken to mean the works contracted, or by virtue of the contract agreement, to be executed whether temporary or permanent and whether original, altered, substituted or additional
- **1.08** The expression 'Specifications' wherever used in this document shall mean all the pertinent terms and stipulations furnished herein in respect of the work or part thereof and/or indicated in the drawings appended hereto and to be issued for construction and shall have reference also to other relevant terms and stipulations not furnished herein, but as far as applicable.

## CHAPTER -II

### **INSTRUCTION FOR BIDDERS AND SPECIAL CONDITIONS**

**NIT NO: -** APGCL/CGM (H&C)/07 of 2017-18 Dated: 31/10/2017 OF CHIEF GENERAL MANAGER (HYDRO & CIVIL).

**BID INVITATION FOR:**

*PROCUREMENT OF FURNITURE FOR VVIP GUEST HOUSE AT NTPS, APGCL, NAMRUP.*

**EARNEST MONEY:**

2% of quoted rate (FOR GENERAL)  
1% of quoted rate (FOR SC/ST/OBC) for individual only.

**1. DUE DATE AND CLOSING TIME:**

The bids will be received up to 14:00 PM of 18/11/2017. The opening time of the bids will be at 15:00 hrs. on the same day and the venue will be the office of the Chief General Manager (Hydro & Civil), APGCL, Bijulee Bhawan, Paltanbazar, Guwahati-01. Bidders or their authorized representatives will make it convenient to attend the bid opening.

**2. VALIDITY PERIOD OF OFFER:**

Bidders should keep their bid or offer valid for a minimum period of sixty (60) days reckoned from the due date of submission.

**3. TIME OF SUPPLY OF MATERIALS:**

The stipulated time of completion of the work is as given below:

Sl. No	Name of work	Time of completion
1	Procurement of furniture for VVIP Guest House at NTPS, APGCL, Namrup	20 (twenty) days from the date of issue of supply order

**4. BID-GUARANTEE OR EARNEST MONEY DEPOSIT: (E.M.):**

- 4.1 Every bid or tender shall be accompanied by a deposit of E.M for an amount indicated in the Tender Notice pertaining to the work (ordinarily equivalent to 2% of the quoted rate, unless otherwise specified in the Notice), in the form of an acceptable Bank Draft from a Nationalized/Schedule Bank (with 90 days validity reckoned from the 'due date') pledged in favour of the Deputy General Manager (F & A), APGCL, Guwahati. Irregular/Incomplete tender is liable to be rejected outright.
- 4.2 The E.M. as mentioned above will be returned to the respective unsuccessful bidder soon after the award of the contract. The E.M. will be retained towards the contract security deposit in the case of selected bidder or bidders in whose favour the contract is awarded. The APGCL will not entertain any claim for release of the E.M. during pendency of selection process of suppliers for awarding the contract. The APGCL will not pay any interest on the E.M. deposited by the bidder.
- 4.3 The E.M. is liable to be forfeited in the absolute discretion of the CGM (H&C), APGCL, if a selected bidder revokes or causes to withdraw his offer / tender before the expiry of its validity or fails after the contract is awarded to him to execute the 'Contract agreement' with the APGCL described herein after (so far as applicable) or to commence the work within the period as notified in the supply order.

**5. PERFORMANCE –GUARANTEE OR SECURITY DEPOSIT (S.D.):**

- 5.1 The security to be taken for due performance of the contract in terms of the 'contract agreement' will be a deduction of 10% (ten percent) from every ad-interim payment made on account of works performed, until the sum of these deductions and E.M. together becomes equal to 10 (ten) percent of the total value of the contract.
- 5.2 The security deposit shall be returned only after expiry of the **warranty period i.e. after 1 year.**

**6. GST AND INCOME TAX CERTIFICATE (PAN/GST):**

- 6.1 The offered rates and / or prices for the supply work shall include all taxes, duties, forest royalties, monopolies etc. as may be applicable on material and labour during the tenure of the contract. There will be no reimbursement for any increase or levy of new taxes, duties etc. on materials utilized for this work or equipments furnished / supplied for completing the work or for machineries, equipments, tools and tackle, fuel and lubricants etc. used in connection with the performance of the work, unless otherwise specified or qualified by the bidder in his bid. If, however, any tax or duty is levied by the Govt. or statutory body on the finished work (after complete installation and / or delivery), such tax or duty will be to the account of the APGCL.
- 6.2 The supplier must have a valid **GST Registration No.** and should submit **GST Certificate** and attested copy of **PAN Card**.
- 6.3 Caste certificate must be produced wherever necessary.

**7. TERMS OF PAYMENT:**

- 7.1 Final bill after satisfactory receipt of the materials in good quality, installation and due certification from the concerning authority.
- 7.2 The bill should be processed through the Assistant General Manager (Civil), Namrup Thermal Power Station for payment.

**8. BIDDER'S QUALIFICATIONS:**

- 8.1 The Bidders should be of reputed firm which supply superior quality and branded materials.

**9. BIDDER SHOULD EXAMINE & UNDERSTAND:**

- 9.1 All prospective bidders are required to thoroughly study and carefully examine all the terms and conditions and instructions. Failure to do so will be at the bidder's risk. The unit price or rate misquoted due to superficial or partial grasp of the conditions and circumstances shall be at the bidder's risk. In case of mistake in expression of price or rate, the unit price/rate will govern. Care should be taken when unloading of the materials so that there is no occurrence of any damage to the materials/consignment. The security deposit i.e. @10% shall be returned only after expiry of the **warranty period i.e. after 1 year.**

**10. BIDDER'S SPECIAL TERMS & CONDITIONS:**

- 10.1 In case a bidder attaches special terms or conditions in his bid beyond the stipulations of this document, which may mean financial liabilities to the APGCL towards overall value of the contract, THE BIDDER MUST SPECIFY THE TERMS PERSPICUOUSLY MENTIONING THE CEILING FOR THE PURPOSE OF PAYMENT AS WELL AS THE FINAL VALUATION OF THE PROPOSAL. In the case of ambiguous special terms or conditions, the interpretation of the APGCL shall be final and binding.
- 10.2 Terms and conditions shall be as per F-2 Form of agreement and has to follow accordingly. In the Form F-2 all the designations appearing as Executive Engineer/Sub divisional Officer shall be read as Chief General Manager (Hydro), Assam Power Generation Corporation Limited (herein after called as CGM (H&C), APGCL.
- 10.3 Suppliers with adequate experience of completion certificate of similar works are necessary.
- 10.4 Cost overrun shall not be accepted under any circumstances.

- 10.5 Suppliers should be financially sound to invest the amount and should submit necessary evidence on this account.
- 10.6 Any replacement, if found, should be done by the Bidder/Supplier within 7 days from the date of intimation by the concerned authority.

**11. SUBMISSION OF TENDER:**

- 11.1 Bidders are to quote their rates in the prescribed format (Annex-A) attached in this bid document.
- 11.2 The rates quoted by the bidders will be inclusive of all taxes and other charges as applicable.
- 11.3 Bidders should note that during the time of supplying the items, any item not covered by the schedule of work "Annexure -A" if required to be supplied as per decision of the CGM (H&C)/ Engineer-in Charge of work, they have to supply the item as supplementary item, rates of which will be same.
- 11.4 The quoted rates will be firm for entire period of supplying the items. No price escalation on any component will be admissible.
- 11.5 Before filling the rate, the bidders should carefully study the enclosed Annexure.
- 11.6 Any offer or tender for this job shall not be accepted after the expiry of the 'Closing Time' specified in Cl.-1 herein before. Telegraphic bids will not be accepted under any circumstances.
- 11.7 The original tender or offer shall be submitted in the tender Document issued from the CGM (H&C), APGCL along with the required particulars called for and additional proposition, if any. The original tender and the documents attached thereto shall be included in the 'contract documents' of a selected bidder for making the contract agreement.
- 11.8 Every page of the original tender shall be duly signed by the tenderer. Every correction in the tendered rates or prices should bear the tenderer's signature before submission. Unsealed tenders shall be summarily rejected.
- 11.9 Firms submitting tender should enclose a certified copy of the Firm's constitution and a certified copy of Power of Attorney authorizing a person to operate the tender and contract and should furnish full address of the partners and the persons holding power of attorney on behalf of the firm.
- 11.10 A tender shall be submitted as specified herein before enclosing the documents in sealed envelope marked in the upper left hand corner, "Tender for....."  
(Insert brief Name of Work and Due date)....."along with full name and address of the tenderer. The sealed envelope containing the tender and marked as directed above shall be enclosed in another envelope properly sealed bearing only the full address of the CGM (H&C), APGCL without indicating that there is a tender within. The tender may be delivered personally.

**12. AWARD OF CONTRACT:**

- 12.1 The contract will be awarded to that responsible bidder whose bid, confirming to the schedule conditions of contract and specifications will be most advantageous to the Department, price and other factors considered. An award mailed (or otherwise furnished) to the successful bidder within the time for acceptance specified in the bid will result in a binding contract without further action by either party. The CGM (H&C), APGCL does not bind itself to accept the lowest bid or any bid. As the interest of the Department may require, the right is reserved to reject any or all bids and to waive any minor informality or irregularity in bids received without assigning any reason thereof. Bid which are incomplete or which contain undesirable conditions are liable to rejection.
- 12.2 **APGCL will try to make timely payment of bills, but on unavoidable circumstances cannot guarantee timely payment of bills, for which no interest on the payable amount will be entertained.**

**13. CONTRACT AGREEMENT:**

- 13.1 The 'Contract Agreement' (or Tender Agreement) for the works will be drawn up with the selected bidder/bidders within 7 (Seven) days of issue of the supply order and the contract documents will comprise as described herein before.
- 13.2 The conditions of the F-2 form shall form part and parcel of the agreement. However wherever there is any contradiction or variation between the conditions of the F-2 form, the terms and conditions specified elsewhere in this document, the later will be treated as superseding the former. Terms and conditions shall be as per F-2 Form of agreement and has to follow accordingly. In the Form-F-2 all the designations



appearing as Executive Engineer/Sub divisional Officer shall be read as Chief General Manager (Hydro), Assam Power Generation Corporation Limited (herein after called as C.G.M (H), APGCL).

- 13.3 In a case where the selected bidder fails to supply the materials as shall be notified in the supply order or fails to execute the tender agreement with the CGM (H&C), APGCL as stipulated herein before; the CGM (H&C), APGCL reserves the right to claim loss, damage etc. and take appropriate action under the terms of this document or law including forfeiture of E.M.

**14. MATERIALS & LABOUR:**

- 14.1 All materials (this includes without limitation raw materials, parts, components etc.) and labourers required for carrying out the work shall be arranged and furnished by the suppliers all throughout the tenure of the contract.

**15. CHANGES IN QUANTITY AND ITEM:**

- 15.1 The authority may at any time, by a written order make changes within the general scope of the contract, in any one or more of the following
- i) Quantity of any item
  - ii) Alteration or omission of any item
  - iii) Addition of any item

If any such change causes an increase or decrease in the cost of or the time required for performance of the contract, an equitable adjustment shall be made in the contract price or time schedule or both and the contract shall be modified in writing accordingly. Any claim by the supplier for adjustment under this clause must be asserted within 30 days from the date of receipt by the supplier of the notification of change: PROVIDED HOWEVER, that the authority if decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under the contract. Failure to agree to any adjustment shall be a dispute concerning a question of fact within the meaning of the disputes mentioned herein after. However nothing in this clause shall excuse the supplier from proceeding with the contract as changed.

**16. INSPECTION:**

- 16.1 All supplies (this term includes without limitation raw materials, parts, components, intermediate assemblies and end products) under the contract shall be subject to inspection and test by the GM, NTPS, APGCL or his authorized person to the extent practicable at all times and places including the period of construction or manufacture and in any event prior to final acceptance.
- 16.2 In case any work or part thereof or/and any supply is found defective in material or workmanship or otherwise not in conformity with the specifications or drawings or requirements of the contract, the GM, NTPS, APGCL shall have the right either to reject them or to require their correction, as directed by the department.
- 16.3 The inspection and test by the GM, NTPS, APGCL or his authorized person of any work or any supplies does not relieve the supplier from any responsibility regarding defects or other failures to meet the contract requirements which may be discovered prior to final acceptance. Except as otherwise provided in this contract final acceptance shall be conclusive except as regards latent defects, fraud or such gross mistakes as amount to fraud.
- 16.4 The supplier shall provide and maintain an inspection system acceptable to the GM, NTPS, APGCL covering the works and/or supplies. Records of all inspection works by the supplier shall be kept complete and available to the GM, NTPS, APGCL during the performance of this contract.

**17. DEFAULT:**

- 17.1 The supplier shall not be liable for any excess cost of any failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the supplier (such as FORCE MAJEURE) PROVIDED THAT the supplier shall notify the authority in writing of the cause of any such delay, within fifteen (15) days from the beginning thereof or within such further period as the authority shall grant for the giving of such notice.

**18. LIQUIDITY DAMAGE:**

18.1 The liquidated damages shall be payable for delay in completion of the work @ 0.3% (point three percent) of the contract prices per week. The liquidated damages so payable shall not exceed 10% (ten percent) of the contract prices.

**19. WARRANTY:**

19.1 All products/materials shall carry a warranty of 12 months from the date of supply of the product.

19.2 In case of any manufacturing defects (including damage caused by termite) found in the product within 1 year from the date of supply, the same should be repaired/replaced and make good, at the own cost of the supplier.

**20. RISK PURCHASE:**

20.1 In the event of the Bidder/Supplier's failure to supply the ordered equipment/materials of acceptable quality in scheduled delivery services, or the services as per the contract, the purchaser has the right to procure the equipment/materials or services from other source at the Bidder/Supplier's risk and cost and the difference in cost shall be borne by the Bidder/Supplier. Further, the purchaser shall retain the right or forfeiture of Performance Security and/or any other action(s) as deemed fit.

**21. CONTRACTUAL FAILURE:**

21.1 In the event of contractual failure of any respect on the part of the Supplier, APGCL shall be entitled to forfeit the security deposit or any deposit or any payment due to Supplier from his firm or his other contracts towards the recovery of APGCL's claim for damages arising out of the failure. In addition, APGCL may blacklist or ban the Supplier or pending inquiry, suspend him or take any other steps considered suitable.

## CHAPTER-III

### SAFETY ENGINEERING & SAFETY CODE

1. **INSPECTION:**

To ensure effective enforcement of the rules and regulations relating to safety precautions, the arrangements made by the supplier shall be open to inspection by the Engineer-in-Charge or his representative.

2. **COMPENSATION:**

No extra charges or additional compensation will be admissible to the supplier by the department for any work done to comply with the provisions of safety Engineering and Safety Code. The bid price of the supplier for various items shall include these incidental cost.

**CHAPTER-IV**

**DECLARATION**

I / We hereby declare that I/we shall treat the tender documents and other records connected with the works as secret/confidential and shall not communicate information derived there from to any person other than person to whom/I/am/are/authorized to communicate the same or use the information to any manner prejudicial to the safety of the state.

Signature of the tenderer

Full Name

(In Block letters)

Address .....

.....

.....

Phone/ Mobile No.....

Date: .....

**CHAPTER-V**

**ANNEXURE-A**

To

The Chief General Manager (Hydro & Civil)  
APGCL, Bijulee Bhawan  
Paltanbazar, Guwahati-1

Sub: Quotation of tender for the work “*Procurement of furniture for VVIP Guest House at NTPS, APGCL, Namrup*”.

Ref: Your tender notice no. APGCL/CGM (H&C)/09 of 2017-18 Date: 21/10/2017 OF CHIEF GENERAL MANAGER (HYDRO & CIVIL).

Dear Sir,

In response to your above notice I/We ..... am /are submitting herewith, my / our rates for the work as mentioned below. Necessary documents, as asked for, are enclosed herewith, for your kind perusal.

**A. (Schedule of Item of Supply)**

Sl. No	Description	Unit	Qty.	Rate	Amount
<b>A</b>	<b>Front Verandah Space</b>				
A1	Centre Table	No	1		
A2	Non Revolving Chair with arm	No	5		
<b>B</b>	<b>Common Lounge</b>				
B1	Round table 4 Seater	No	4		
B2	Non Revolving Chair with arm	No	16		
<b>C</b>	<b>Dining Hall</b>				
C1	6 Seater Dining Table: “Glaze” in Glass Top	No	3		
C2	4 Seater Dining Table: “Headen” in Glass Top	No	1		
C3	Dining Chair	No	22		
<b>D</b>	<b>VVIP Suite (4 units Ground and 1<sup>st</sup> Floor)</b>				
D1	King size bed with 125 mm mattress	No	4		
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D5	Sofa 3 seater	No	8		
D6	Centre Table	No	4		
<b>E</b>	<b>Care Taker</b>				
E1	Single bed with 100 mm mattress	No	1		
E2	Table	No	1		
E3	Non Revolving Chair with arm	No	1		
E4	Almirah Wardrobe	No	1		
E5	Dressing Table with stool	No	1		
				Grand Total	

Encl:

1. Demand Draft No.
2. Date of issue
3. Name of Bank

Yours faithfully,

Signature of supplier

Full Name:

Address:-

Mobile No.