

GOVERNMENT OF ASSAM
DIRECTORATE OF MUSEUMS, GUWAHATI 1


No. DMA.6P/2019/19-M & S/14

Dated, Guwahati, 21th January, 2023

Short Tender Notice

Sealed tenders affixing non-refundable court fee of Rs 8.25 (Rupees Eight and twenty five Paisa only) are invited from government registered reputed firms for the work “**Supply of Architectural Stationery/ tools at Directorate of Museums, Guwahati 1**” for an estimated amount of Rs. 2, 90,000 (Rupees Two Lakhs Ninety Thousand Only) only by the office of the undersigned latest by 1400 hrs , 04.02.2023.

Interested bidders may download the tender document from <http://museums.assam.gov.in>.

Director, 
Directorate of Museums, Assam
Ambari, Guwahati-781001

SECTION A: GENERAL

A. Description of Work

The Directorate of Museums requires Architect's office supplies / tools for their office at Ambari , Guwahati 1. The directorate therefore invites bids from reputed firms for supply of the items. The detail specification and quantity mentioned in Section C of this document.

B. Value of the work: the estimated value of the work is **Rs. 2, 87,000.00 (Rupees Two Lakhs Eighty Seven Thousand only)** inclusive of all taxes.

C. Period for Completion of Work: The supply must be made within 15 days starting on the next day of issuance of work order. The supplier may apply in writing for permission of extended deadline for specific item which are not readily available in market.

D. Documents to be submitted (in order) :

1. Checklist of the documents submitted
2. Forwarding letter in letter head of the firm with affixed, non-refundable prescribed court fee.
3. Copy of valid Trade license
4. Copy of GST registration.
5. Copy of PAN card.
6. Signed copy of the tender document as acceptance of the terms and conditions.
7. Self-Declaration Non-Blacklisting form

E. Instruction to the bidders

- a. Each Bidder shall submit only one Bid for one work. Bidder who submits more than one Bid will cause the proposals with the Bidder's participation to be disqualified.
- b. The Bidder are encouraged to get in touch with the person nominated by the Directorate to understand specific requirement of the items and obtain all information regarding specification that may be necessary for preparing the Bid. He/She may Contact the person nominated from the Directorate of Museums, Assam, whose contact details are given in this document.
- c. A Prospective Bidder requiring any clarification of the bidding documents may notify at the Employer's address indicated in the Notice Inviting Bids. The Employer will respond to any request for clarification received prior to the deadline for submission of bids.
- d. Before the deadline for submission of bids, the Employer may modify the bidding documents by issuing addendum. Any addendum thus issued shall be a part of the bidding documents and will be uploaded on Directorate's website <http://museums.assam.gov.in>. To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend, as necessary, the deadline for submission of bids.
- e. All documents relating to the Bid shall be in the **English** Language.
- f. All duties, taxes, royalties and other levies payable by the bidder under the Contract,

or for any other cause, shall be included in the rates, prices, and total Bid price submitted by the Bidder.

- g. The prices shall be quoted by the bidder entirely in Indian Rupees. All payments shall be made in Indian Rupees only.
- h. Bidders shall submit lump sum single figure offers that comply with the requirements of the bidding documents in the financial bid format attached in annexure of this document based on detail specification given in Section C of this document. Alternative proposals will be rejected as non-responsive.
- i. Bidders cannot modify or withdraw their bids once submitted.
- j. The bidder shall not subcontract any part or whole of the scope of work without due approval of the Employer in writing, Subcontracting shall not alter the primary supplier's obligations in any case.
- k. The bid is to be submitted in hard copy at the office of the director, Directorate of Museums , Ambari, Guwahati 1 addressed to the Director, Museums, Government of Assam
- l. The proposal is to be submitted on two bids basis i.e., Technical Bid and Financial Bid.
- m. One copy of Technical Proposal is to be submitted in a separate folder and labelled as "Technical Proposal" contain all supporting documents except for financial bid form,. The name and address of the bidder along with Tender Notice No. is to be mentioned in the label of the Technical Proposal. The Financial Bid Shall be submitted in a separate envelop in the given format labelled as "Financial Proposal".
- n. Both the technical and financial envelopes / covers should be inserted into a third outer envelope / cover and sealed properly. The outer envelope should be labelled with the Tender Notice No., Bidder's name and address, along with the name and address of the addressee, i.e., Director, Museums.
- o. Please note that Prices should not be indicated in the Technical Proposal but should only be indicated in the Financial Proposal failing which the bid submitted shall be summarily rejected.

F. Other Terms and Conditions :

- a. The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the employer will, in no case, be responsible or liable for those costs.
- b. The rates and prices quoted by the Bidder shall be fixed for the duration of the Contract and shall not be subject to adjustment at any point of time.
- c. Successful bidder shall hand over all documents related to manufacturer's guarantee/warrantee pertaining to the applicable item/s.
- d. No Bid will be accepted by Employer after the deadline of submission of Bid

- e. Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any attempt by a Bidder to influence the Employer's processing of bids or award decisions will result in the rejection of his Bid.
- f. Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer's action.
- g. The undersigned is not bound to accept the lowest bid and reserves right to accept or reject any proposal without assigning any reason thereof.
- h. Order shall be placed as per quoted price by successful bidder and budget provision.
- i. Subsequent payment on completion of work is subject to the financial sanction and release of funds by higher authority as per Govt rules and procedures.
- j. All disputes are subject to the jurisdiction in Kamrup (Metro) Assam.
- k. The rates quoted by the Contractor shall be deemed to be inclusive of the GST, sales and other levies, duties, royalties, cess, toll, taxes of Central and State Governments, local bodies and authorities that the Contractor will have to pay for the performance of this Contract.

G. Bid Evaluation criteria

The technical bid will be evaluated first. Only firms those technical bid qualifies for the supplies shall be eligible for financial bid opening. The selection will be based on reasonably lowest quoted price however.

Checklist of document submitted

SI No	Item	Remarks (if any)
Technical Bid (Envelop 1)		
1	Appendix 1 : Format for submission of Proposal	As attached
2	Appendix 2: Self-Declaration – Non Blacklisting	Fill attached form
3	Form 1: Valid Trade License	Attach Copy
4	Form 2: GST certificate	Attach copy
5	Form 3: PAN copy	Submit Self-attested copy
Financial Bid (Envelop 2)		
6	Appendix 3: Financial Bid	Fill attached form with financial proposal.

All bid related communication shall be made to:

Director,
Directorate of Museums, Assam
GNB road, Assam state Museum, Ambari,
Guwahati 1
e-mail address: assamstatemuseum@gmail.com
For technical queries
8692811521

Important dates*:

Issue of tender	:	10:00 hrs 21.01.2023
Last date of submission	:	1400 hrs 04.02.2023
Date of opening of tender	:	1500 hrs 04.02.2023

*If any of these dates fall on a declared holiday then the next working day shall be considered for the purpose.

SECTION B: ANNEXURES

Annexure 1: Format for submission of Proposal

Cover Letter

(To be submitted on the Letter head of the Bidder)

To

The Director
Directorate of Museums,
GNB Road, Ambari, Guwahati – 1, Assam

Subject: **RFP for Supply of Architectural Stationery/ tools at Directorate of Museums, Guwahati 1**

Ref: DMA .6P/2019/19-M & S /14

dated:21.01.20123

Dear Sir,

1. Having examined the Tender, we, the undersigned, offer to propose for providing our bid for selection of vendor for Supply of Architectural Stationery/ tools at Directorate of Museums, Guwahati 1, in full conformity with the Letter of requirement.
2. We have read the provisions of above mentioned tender and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our Bid shall not be given effect to.
3. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
4. We understand the directorate is not bound to accept any proposal they receive.
5. Our proposal shall be valid till 30 days from the last date of submission of proposals as specified in the Tender Document.
6. Our correspondence details with regards to this Tender are:

S No.	Information	Details
1	Name of Bidder	
2	Address of Bidder	
3	Name, Designation and Address of the contact person to whom all references Shall be made regarding this Tender	
4	Telephone no. of contact person: (if any)	
5	Mobile no. of contact person:	
6	E-mail address of contact person:	

7. We hereby declare that our Bid response is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,
Bidder's Name

Signature and seal
Date

Appendix- 2

SELF-DECLARATION – NON BLACKLISTING

To,
The Director,
Directorate of Museums, Assam
Ambari, Guwahati -1

Sir,
In response to the Tender document No. DMA.6P/2019/19-M & S/14 Dated 21/01.2023, For
'Supply of Architectural Stationery/ tools at Directorate of Museums, Guwahati 1,

I/ We hereby declare that presently our
company/Firm.....
.....(Name of the firm) is having unblemished record and is not
declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of
time by any State/ Central Government/ PSU/Autonomous Body.

I/ We further declare that presently our
Company/firm.....is
not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any
State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may
be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be
cancelled.

Thanking you,

Yours faithfully,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

Place:

Financial Bid

Appendix 3
Letter comprising the Financial BID

Dated:.....

The Director,
Directorate of Museums, Assam
Ambari, Guwahati -1

Sub: Financial Proposal for Supply of Architectural Stationery/ tools at Directorate of Museums, Guwahati 1,

Reference: DMA.6P/2019/19-M & S/14, Dated 21/01/2023

Dear Sir,

With reference to your tender document dated 21/01/2023, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our BID for the aforesaid items. The BID is unconditional and unqualified.

2. I/ We acknowledge that the Authority will be relying on the information provided in the BID and the documents accompanying the BID for selection of the supplier for the aforesaid Project, and we certify that all information provided in the Bid are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the BID are true copies of their respective originals.

3. The BID Price has been quoted by me/us after taking into consideration all the terms and conditions stated in the Bid Document, our own estimates of costs and after a careful assessment of the item specifications and all the conditions that may affect the supply cost.

4. I/ We acknowledge the right of the Authority to reject our BID without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

5. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into an Agreement without setting any additional condition thereto.

6. I/ We shall keep this offer valid for 30 (thirty) days from the BID Due Date specified in the tender document.

7. I/ We hereby submit our BID and offer a lumpsum BID Price of
Rs.....
(.....
..... in words) for undertaking the supply of the
aforesaid items in accordance with the Bidding Documents.

Yours faithfully,

(Signature, name and designation of the Authorised Signatory)
Name & seal of Bidder






Date:

Place:.....

Email id:

Phone No.....

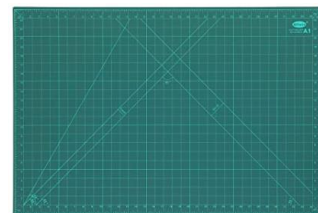
SECTION C: SPECIFICATION

Sl. No	Item	Model	Quantity	Unit	Reference Image
1	VR Headset	Meta Quest 2 Advanced All-In-One Virtual Reality Headset - 256GB	1	Set	
2	Rebound Hammer	CGOLDENWALL Concrete Rebound Hammer Tester Resiliometer Test Meter Tool Within The Scope of 1450.38psi-8702.26psi (10-60Mpa) ZC3-A with English Label and Calibration Certificated (Old or New Panel)	1	Nos	
3	Drawing Tab	XP-pen XP-Pen Artist 12 2nd Gen Display Tablet 11.9-inch Pen Tablet with tilt Support, 8 Shortcut Keys, 8192 Levels of Pressure Sensitivity, X3 Elite Stylus and Fully-Laminated	1	Nos	
4	Mini Die Grinder	Homdum Mini Rotary Die Grinder combo - 350 Modes combo kit - 175 Pc of Accessories + 2 Die Grinders + 6 Pcs Mini HSS Circular Saw Blade + 3 PCs Mini Multi Circular Saw Blade	1	Set	
5	Laser level	Bosch GLL 3-80 Professional Line Laser with Self Levelling 30m Range 120m Range with receiver, IP 54	1	Nos	

6	Drill machine	Bosch GSB 501 500-Watt Professional Impact Drill Machine (Blue),Corded Electric	1	Set
7	Air Brush	F2C TC-100 Black Mini Air Compressor Airbrush Kit Airbrush Compressor Kit Dual Action Spray Air Brush Set (TC-100K W/Airbrush Kit)	1	Set
8	SSD	SanDisk 1TB Extreme Portable SSD 1050MB/s R, 1000MB/s W,Upto 2 Meter Drop Protection with IP55 Water/dust Resistance, HW Encryption, PC,MAC & TypeC Smartphone Compatible, 5Y Warranty, External SSD	1	Nos
9	28. Sharpie fine point marker (24 color 1 set)	Sharpie Permanent Markers, Ultra Fine Point, Assorted 2015 Colors, 24-Count	1	Pack
10	Mount Board (5 sheets)	2&3mm thick white mount board	5	Nos
11	Plaster of Paris	Standard	5	Kg
12	Spray paint of selected colors	AEROLUX Multi Purpose Brown Colour Touch up Spray Paint Can (Dark Brown, 400 ml)	4	Cans
13	Favi quick	Fevikwik 203 Cynoacrylate Adhesive Glue 20ml	20	Nos



14	Fevicol	Pidilite Fevicol SH - Ultimate woodworking adhesive 500gm, white (DHR_080)	3	Kg
15	Brush set	KABEER ART 15 Pcs Paint Brush Set Includes Pop-up Carrying Case with Palette Knife and 1 Sponge for Acrylic, Watercolor and Gouache Painting(Wood;Nylon)	1	Set
16	(polyfix) 100ml	POLYfix Spray Activator (Aerosol Can) 100 ml	3	Nos
17	Clear plastic sheet A4	A4 clear plastic sheet	5	Pack
18	Photo Paper A4		10	Pack
19	Bond paper (10 pack)	JK Excel Bond - A4, 100 Sheets, 90 GSM	10	Pack
20	Double sided self-healing cutting mat (24" x 18" , 1 Nos)	ALLWIN JD9 Professional Cutting Mat A1 Self-Healing 5 Layers Double Sided Durable Non-Slip PVC (34 Inch x 23 Inch/89 x 59 cm, Green)	1	Nos
21	Precision craft knife	Kabeer Art 13 Blades 3 Knife Handles With Box Non-Slip Metal Scalpel Knife Tools Kit Paper Cutter Engraving Craft Knives Sculpture Carving Knife	1	Set



22	Precision craft knife blades	Vadda Bai High Carbon Steel Blades No 11 For Medical and Art Craft Use (25 pieces)	10	Pack
23	PVC Sun board 2 mm & 3mm thick		10	Nos
24	1/100 scale roof tile sheets		10	Nos
25	MDF 6 mm thick 2' x 3' box as per design	Standard	2	Nos
	Clear Acrylic sheet 3mm thick laser cut casing as per design 2' x 3'	Standard	2	Nos
	Vinyl sheet printed as per design (4' x 8') 2 nos	Standard	2	Nos
	Scaled model making components vizTrees, cars and human models, landscape elements etc (1: 75, 1:100, 1: 150 scale)	200 units trees, 50units human, 50 units cars, 100 units landscape components (street lights), Grass powder 300 grms	400	Nos
	1 mm thick Translucent acrylic sheet blue and light grey(2 each)	Standard	2	Nos
	Craft glass (1 sheet)	Standard	1	Nos
	Clear Resin and hardener	Standard	2	Kg
	Fine point pen (1 set)	Micron Black 0.1 and 0.05mm point pen	1	Set

