



# **TENDER DOCUMENT**

**FOR**

**REPAIR AND MAINTENANCE OF SECURITY ROOM  
PANDU PORT COMPLEX.**

**TENDER No. 05/2011-12**

**INLAND WATERWAYS AUTHORITY OF INDIA**

**(Ministry of Shipping, Govt. of India)**

Pandu Port Complex, Pandu

Guwahati – 781 012 (ASSAM).

Tele Phone No-0361-2570055 & 2570099



**INLAND WATERWAYS AUTHORITY OF INDIA**

**(Ministry of Shipping, Govt. of India)**

Pandu Port Complex, Pandu

Guwahati – 781 012 (ASSAM).

Tele Phone No-0361-2570055 & 2570099

No:

Date:

To,

Sub: Tender document for repair and maintenance of Security Room at Pandu Port Complex.

Ref : Your letter no.

dated:

Sir,

With reference to your letter cited on the above-mentioned subject, please find enclosed herewith one set of tender document for the subject work. You are requested to go through the terms and conditions carefully and also visit the site to familiarise and submit your tender as per procedure explained therein.

The last date for receipt of tender is 11-08-2011 up to 15.00 Hours at IWAI, Pandu port Complex, Guwahati.

Issuance of tender document will not construe that such bidders are automatically considered qualified.

Yours faithfully,

**Director**



**INLAND WATERWAYS AUTHORITY OF INDIA**

**(Ministry of Shipping, Govt. of India)**

Pandu Port Complex, Pandu

Guwahati – 781 012 (ASSAM).

Tele Phone No-0361-2570055 & 2570099

**NOTICE INVITING TENDER No. 05/2011-12**

**Name of Work:** – Tender document for repair and maintenance of security room at Pandu Port complex.

1. **Earnest money and estimated Cost of the work :** Please contact IWAI office or visit website at ‘www.iwai.nic.in’
- 3 **Date of sale of tenders :** From **03-08-2011 to 10-08-2011**
4. **Last date of submission of tender: 11-08-2011 upto 15.00 hours.**
5. **Date of opening of technical bid of the tender: 11-08-2011 at 15.30 hours**
6. Tender document can be purchased by paying ` 150/- (Rupees One hundred fifty only) in the form of non refundable demand draft/cash in favour of ‘IWAI fund’ payable at Guwahati at any nationalized/ schedule bank, on any working day from Monday to Saturday during office hours between 10.00 AM to 5.00 PM. from the office of the

<b>Director,</b>	<b>IWAI, Pandu Port Complex, Pandu Guwahati – 781012, Assam</b>
------------------	---

7. The tender document can also be downloaded from the IWAI’s website “www.iwai.nic.in” Bidders submitting the downloaded version of tender document are required to submit ` 150/- (Rupees One hundred fifty only) i.e. an amount equal to the cost of tender document along with tender in the form of non refundable demand draft made in favour of ‘IWAI fund’ payable at Guwahati at any nationalized/ schedule bank. A signed declaration stating that no alteration has been made in any form in the downloaded tender document is to be enclosed with the tender by the bidder for downloaded tenders.

For further details please contact IWAI office or visit website at ‘www.iwai.nic.in’

-sd -

**DIRECTOR**

## FORM OF TENDER

To,

THE DIRECTOR  
INLAND WATERWAYS AUTHORITY OF INDIA,  
Pandur Port Complex, Pandu  
Guwahati – 781 012 (ASSAM).

**Name of Work: Tender document for repair and maintenance of security room at Pandu Port complex.**

Sir,

1. Having visited the site and examined the information and instructions for submission of tender, general conditions of contract, Special Condition of contracts, Technical, General and Detailed specification, Schedules and Bill of Quantities, agreement and bank guarantee forms, etc for the above named works, I/ We hereby tender for execution of the works referred to in the tender documents in conformity with the said Conditions of Contract, Specifications, Schedule of quantities for the sum as stated in Bill of quantities of this tender Document or such other sum as may be ascertained in accordance with the said conditions of contract.

2. I/ We undertake to complete and Deliver the whole of the works comprised in the Contract within the time as stated in the tender and also in accordance in all respects with the specifications, designs, drawings and instructions as mentioned in the tender documents.

3. I am tendering for the works mentioned in the table below and submitting the EMD in the form of demand draft in favour of IWAI Fund payable at \_\_\_\_\_ on Nationalized / schedule bank as per the details given therein:

Sl. No	Location of the work	Demand draft No. & Date	EMD (Rs.)	Details of Bank (Name of Bank, Branch and address)
1.	Pandur Port Complex, Pandu Guwahati – 781012 (ASSAM).			

4. I/ We agree to abide by this tender. I/ We agree to keep the tender open for a period of 90 days from the date of opening of price bids or extension thereto as required by the IWAI and not to make any modifications in its terms and conditions.

5. I/ We agree, if I/ we fail to keep the validity of the tender open as aforesaid or I/ we make any modifications in the terms and conditions of my/ our tender if I/ We fail to commence the execution of the works as above, I/ We shall become liable for forfeiture of my/ our Earnest money, as aforesaid and IWAI shall without any prejudice to an other right or remedy, be at the liberty to forfeit the said Earnest Money absolutely otherwise the said

earnest money shall be retained by IWAI towards part of security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered. Should this tender be accepted, I/ We agree to abide by and fulfill all the terms and conditions and provisions of this tender. No interest is payable on earnest money deposit and/ or security deposit.

6. I/ We have independently considered the amount of Liquidated Damages shown in the tender hereto and agree that it represents a fair estimate of the loss likely to be suffered by IWAI in the event of works not being completed in time.

7. If this tender is accepted, I/We undertake to enter into execute at my/ our cost when called upon by the employer to do so, a contract agreement in the prescribed form. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereto shall constitute a binding contract.

8. If my/ our tender is accepted, I/We am/are to be jointly and severally responsible for the due performance of the Contract. I/We also declare that the firm has not been banned or blacklisted by any Govt. or its department or any Quasi Govt. agency or Public Sector Undertaking.

9. I/ We understand that you are not bound to accept the lowest or any Tender you may receive and may reject all or any tender without assigning any reason.

10. I/We certify that the tender submitted by me, us is strictly in accordance with the terms, conditions, specifications etc. as contained in the tender document, and it is further certified that it does not contain any deviation to the aforesaid documents.

11. I/We certify that I/we am/are familiar with all general and special laws, Acts, Ordinance, Rules & Regulation of the Municipalities, District, State and Central Government that may affect the work, its performance or personnel employed therein or environment.

12. It is certified that all information given in the tender is true and nothing has been concealed/ distorted. If at any time, it is found to have concealed/ distorted any material as mentioned above I/we am/are agreeable for summarily termination of contract by IWAI.

Date .....

Signature .....

Name .....

Designation .....

duly authorized to sign & submit tender for an on behalf of  
(Name and address of firm)

M/s .....

Telephone nos.....FAX

No.....

Witness :

Signature.....

Name : .....

Occupation .....

Address .....

Telephone nos.

## **TERMS & CONDITIONS:-**

1. Interested bidders may obtain non-transferable bid document by submitting non-refundable Cash or demand draft for ` 150/- (Rupees One hundred fifty only) drawn in favour of “IWAI FUND” payable at Guwahati. Tender document will be available for sale from 03-08-2011 to 10-08-2011 between 10.00 AM to 5.00 PM (IST) on any working day from Monday to Saturday from the office of the Director, IWAI at Pandu Port complex, Pandu, Guwahati.
2. The tenderer shall have to meet the following criteria to become eligible for issue of tender:-
  - i. The tenderer shall be registered with Central Public Works Department, MES and State PWD/ Irrigation Department or non-registered contractors working with IWAI.
  - ii. Tenderer shall have Permanent Account Number issued by Income Tax Deptt.
  - iii. The tenderer shall have to enclose job completion certificate issued by the client in respect of having undertaken similar works related to a port/river terminal or have undertaken modifications/repair works of jetties/buildings
  - iv) The tenderer shall agree to the terms & conditions of the tender and return the tender duly signed in each page for agreeing the same.
3. The tenderer shall submit required Earnest Money Deposit. Any/all submissions made without the earnest money and/or after the date mentioned hereinafter in shall be deemed to be rejected.
4. The complete bid as per the tender document should reach the office of Director, Inland Waterways Authority of India, Pandu Port complex, Pandu, Guwahati latest by 15.00 hrs. on 11-08-2011. The technical bid and price bid will be opened on the same day at 15.30 hrs. in the presence of intending bidders.
5. IWAI reserves the right to accept or reject any or all tenders without assigning any reason and no correspondence shall be entertained in this regard.
6. **The above works should be completed within three weeks from the date of issue of work order.**

**Director**

**INLAND WATERWAYS AUTHORITY OF INDIA**  
**(Ministry of Shipping, Govt. of India)**

**INSTRUCTIONS FOR SUBMISSION OF BID**

- 1.0 All covering letters and information to be included in the bid shall be submitted along with the bid itself.
- 2.0 The details of total estimated cost of works is as under :

<b>Sl. No.</b>	<b>Name of Works</b>	<b>Estimated cost (₹)</b>	<b>Earnest Money (₹)</b>
1	<b>Repair and maintenance of security room at Pandu port complex.</b>	<b>86,887.00</b>	<b>1740.00</b>

- 3.0 Tender should be submitted in sealed envelope duly superscribing clearly the name of the work "Tender document for repair and maintenance of Security room at Pandu Port complex."

The following details shall have to be submitted along with the tender documents:-

- a) Bid document marked Original duly completed and signed on every page except prices.
- b) Earnest Money Deposit (Demand Draft as prescribed)
- c) Experience certificate indicating experience of undertaken similar work.
- d) Permanent Account Number (PAN) issued by Income Tax Department.
- e) Schedule of Prices duly filled in the specified form and duly signed by the bidder.

**TECHNICAL DETAILS :-**

1. The brick used should be of good quality and well burnt .
2. The bamboo slit wall to be interwoven should be of Jati bamboos to be stiffened by means of double bamboo slits one slit attached on each side and tied together by means of cane slit/galvanized wire tying or as directed by E-i-C
3. The brick to be used should be well watered before laying and adequate curing should be done.
4. The plastering should be done in C.M 1:6 (1 cement 6 sand) for wall and adequate curing should be done.
5. The mixing of cement mortar should be done on plane and clean ground.
6. The soil used should be of good quality and without any foreign materials e.g. plastics, grass, grass roots etc and compacted properly using water and rammer.
7. The brick bats laid in flooring should be compacted properly and watered properly before placing plain cement concrete (1:3:6) of required thickness.
8. The wood used in doors and windows should be of well seasoned and good quality wood or as directed by E-i-C.
9. Painting on wooden work should be done with good quality enamel paint in two coats applied on wood primer after the surface is cleaned of any foreign matter.

10. The branded cement paint should be used on wall on one coat of cement primer.
11. All building materials should be approved by the Engineer Incharge, IWAI.
12. The electrical fitting and fixtures like MCB, Switch, plug point, wire, PVC casking, square and roses, bulb, CFL, Tube light, fan (adequate sweep)etc. should be of branded quality or as per direction of Engineer-in-Charge.

#### **TECHNICAL AND SPECIAL CONDITIONS**

1. The payment shall be done through E-payment within thirty days from the date of completion of the work.
2. The payment shall be done for actual work done and only one bill shall be considered for payment.
3. **The above works should be completed within three weeks from the date of issue of work order.**
4. The Earnest Money Deposit (EMD) submitted alongwith the tender shall be adjusted against Security Deposit (S.D)
5. Security Deposit (S.D) shall be released after 6 (Six) months after the date of completion of all the work.
6. The Liability period shall be 6 (Six) months from the date of completion of all the work.
7. Security deposit @ of 10% of the contract value shall have to be paid by the contractor in the form of Demand Draft in favour of 'IWAI- Fund' **payable at GUWAHATI.** to enter into formal agreement. The EMD already deposited alongwith the tender shall be adjusted as security deposit.
8. The contractor whose tender is accepted has to enter into an agreement with IWAI for the due fulfillment of the contract. The security amount will be accepted in form of demand draft in favour of Inland Waterways Authority of India – Fund only payable at GUWAHATI.
9. Interest will not be paid on security deposit or performance guarantee.

\*\*\*\*\*

## **Annexure -I**

### **AGREEMENT FORMAT**

This agreement made on \_\_\_\_\_day\_\_\_\_\_year\_\_\_\_\_between the Inland Waterways Authority of India (hereinafter called the 'IWAI' which expression shall unless excluded by or repugnant, to the context, be deemed to include heir, successors in office) on one part and M/S\_\_\_\_\_ (hereinafter called the 'CONTRACTOR' which expression, shall unless excluded by repugnant to the context be deemed to include his heirs, executors, Administrators, representatives and assigns of successors in office) on the other part.

WHEREAS THE IWAI desirous of undertaking the works for \_\_\_\_\_

---

WHEREAS the contractor has offered to execute and complete such works and whereas IWAI has accepted the tender of the contractor and WHEREAS the contractor has furnished \_\_\_\_\_ as security for the due fulfillment for all the conditions of this contract.

#### **NOW IN THIS AGREEMENT WITNESSTH AS FOLLOWS**

In this agreement words and expression shall have the same meaning as are respectively as assigned to them in the conditions of contract hereinafter referred to:

The following documents shall be deemed to form and be read and construed as part of this agreement VIZ.

- i) (a) Notice Inviting Tenders
- (b) Tender form
- ii) Terms and conditions
- iii) Information & instruction for Tenders
- iv) Technical and Special Conditions of Contract.
- v) a) Schedule - Bill of Quantity.
- b) Annexure.

The contract agreement has been compiled by the IWAI from the original tender documents and all the correspondences from the tendering stage till acceptance. In the event

of any difference arising from the completion of the contract, the original tender documents, contractor's offer, minutes of meetings and correspondence between the party ended vide letter No. \_\_\_\_\_ may be referred to by either party. These documents shall take precedence over the compiled documents.

The contractor hereby covenants with the IWAI to complete and maintain the "Works" in conformity in all respect, with the provisions of the agreement.

The IWAI hereby covenants to pay the contractor in consideration of such completion of works, the contract price at the time and in the manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereunto have set their hands and seals on the day year first written.

For and on behalf of  
*(Inland Waterways Authority of India)*

For and on behalf of  
*Contractor*

*Signature* \_\_\_\_\_

*Signature* \_\_\_\_\_

*Name & Designation* \_\_\_\_\_

*Name & Designation* \_\_\_\_\_

*Stamp*

*Stamp*

Witness:

Witness:

1) Signature \_\_\_\_\_

1) Signature \_\_\_\_\_

2) Name & Designation \_\_\_\_\_

2) Name & Designation \_\_\_\_\_

\*\*\*\*\*

**DETAILS OF BANK ACCOUNT FOR RELEASE OF PAYMENT THROUGH  
ELECTRONIC FUND TRANSFER SYSTEM**

**(TO BE FURNISHED BY THE BIDDER ON IT'S LETTER HEAD)**

**NAME OF THE PROJECT:** \_\_\_\_\_

**THE BANK ACCOUNT DETAILS ARE FURNISHED AS BELOW:**

We \_\_\_\_\_ (Name of the Bidder) hereby request you to give our payments by crediting our bank account directly by E-Payment mode as per account details given below. We hereby undertake to intimate IWAI in case of any change in particulars given below and will not hold IWAI responsible for any delay / default due to any technical reasons beyond IWAI's control:-

**Bank Account Number** : \_\_\_\_\_

**RTGS/NEFT/IFSC CODE** : \_\_\_\_\_

**Name of the Bank** : \_\_\_\_\_

**Address of the Branch of the Bank** : \_\_\_\_\_

**Branch code** : \_\_\_\_\_

**Account Type** : \_\_\_\_\_  
**(Saving/Current/Others)**

**A BLANK CHEQUE (CANCELLED) IS ENCLOSED HEREWITH.**

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not affected at all for reasons of incomplete or incorrect information, I/We would not hold IWAI responsible.

Date: \_\_\_\_\_ Signature of Authorized  
Signatory

**BANK CERTIFICATION:**

It is certified that above mentioned beneficiary holds a bank account No. \_\_\_\_\_ with our branch and the bank particulars mentioned above are correct.

**Date:** \_\_\_\_\_ **Authorized Signatory**

**Authorization**

No. \_\_\_\_\_

**Name:** \_\_\_\_\_

**Official Seal/Stamp**

## BILL OF QUANTITY

### Repair and maintenance of security room at Pandu Port.

Sl. No.	Particulars	Unit	Quantities	Rate (in figure and words)	Amount (in figure and words)	Remarks
1	Demolishing of CC floors 7.00 x 5.40 m, doors and windows (2 nos doors and 5 nos windows) of different size and bamboo walls and disposal of debris, construction of flooring work with C.C over brick soiling with neat cement flooring, construction of bamboo wall including plastering and cement plastering and fixing wooden shutters (2 nos doors and 5 nos. windows) of required sizes of good quality wood for doors/windows including oxidised iron butt hinges of adequate dimensions and necessary screws including painting with primer of good quality ( one coat) and enamel paint of good quality ( two coats) all complete .as directed.	Sq m	37.80			
2	Supply, fixing and fitting electrical fixtures including wiring to all the electrical fittings, lights ,fan, switch board etc of adequate nos., fitting of false ceiling with bamboo mat of size 4.50 x 3.50 m,3.00 x 0.90m & 3.00 x 2.10 m and waterproofing work by turfing on roof , laying of bricks for footpath of 14m x 0.90 m including labour all complete as per direction of E-i-C	No	1			
			<b>TOTAL</b>			

**Rupees .....**

.....