

**BOARD OF SECONDARY EDUCATION ASSAM
BAMUNIMAIDAN, GUWAHATI-21**



TENDER DOCUMENT

For

Selection of Vendor for Summer Liveries

Ref No: SEBA/EST/11/88/PT/551

Date of Issue : 07/05/2021

Last date of Submission : 24/05/2021 up to 2 P.M.



BOARD OF SECONDARY EDUCATION, ASSAM
GUWAHATI-21

Ref. No. SEBA/EST/11/88/PT/551

Date : 07/05/2021

NOTICE INVITING TENDER

The Secretary, Board of Secondary Education, Assam invites Tender for Summer Liveries. For detail of the work interested Firm/Party may visit SEBA's website <https://sebaonline.org> or office of the undersigned from 10/05/2021 to 24/05/2021 during office hour.

Sd/-
Secretary,
Board of Secondary Education, Assam
Guwahati-21

Memo No. SEBA/EST/11/88/PT/551

Date : 07/05/2021

Copy to:

1. P.A. to the Chairman, SEBA for information
2. C.A.O., SEBA for information and necessary action
3. Sr. SAP, SEBA for information and necessary action

Sd/-
Secretary,
Board of Secondary Education, Assam
Guwahati-21

Board of Secondary Education, Assam

Tender Schedule

Sr. No.	Particulars	Date
1.	Tender Publish	07/05/2021
2.	Tender Document Download	07/05/2021
3.	Start Date of submission of Tender	10/05/2021
4.	Last Date of submission of Tender	24/05/2021(up to 2.00PM)
5.	Opening of Tender	25/05/2021 (at 2.00PM)

Board of Secondary Education, Assam

General Conditions:

Sealed quotation affixing court fee stamp of Rs. 8.25/- (Eight Rupees and Fifty Paise) only with non refundable Tender fee of Rs. 200/- (Rupees Two Hundred) only are invited from the established registered Tailoring Firm for supply of Summer Liveries for the year 2021-2022 for the employees (Grade-IV and Driver) including casual worker as per the condition mentioned below.

1. The quotation should include cost of Terry Cotton cloth, cost of stitching and other charges. (Detailed given in the scope of work).
2. Sample of cloth as mentioned in the Bid must be reach to the under signed along with tender response.
3. The item of Liveries must be made after individual measurement of the concerned Employee. The selected firm should take measurement immediately on requisition and supply the articles with reasonable time considering the volume of the order but no exceeding 1 (one) Month in any case from the date of placement of order.
4. If any articles supplied, found to be defective in any manner, necessary alteration and replacement of the same shall have to be deemed by the supplier free of cost within a reasonable time but not exceeding 1 (one) week.
5. In course of execution of the order for liveries, the supplier should deliver the finished item to the office in installment without keeping in waiting the finished item to be delivered at a time.
6. Besides, the Board reserved the right to cancel the contract at any time within the period of contract if the workmanship of the contractor found to be defective viz. inferior stitching, use of sub-standard materials (not as per sample), non execution of the contract in time etc.
7. The rates quoted by the Bidders must be inclusive of all taxes and cost of delivery at SEBA office. Taxes will be deducted at source as per rule.

The authority reserves the right of cancellation or reject any Bid or whole without assigning any reason there off.

Board of Secondary Education, Assam (SEBA)

A. Introduction:

About Board of Secondary Education, Assam (SEBA)

The Assam Secondary Education Act, 1961 (Assam Act, XXV of 1961) was passed to provide for the establishment of a Board of Secondary Education to regulate, supervise and develop Secondary Education in the State of Assam. The Act came into force with effect from 29th January, 1962 with the publication of Government of Assam, Education Department Notification no. 159/61/37 dated 29/1/1962. Thus the Board of Secondary Education, Assam (popularly known as SEBA) came into existence on 14 March, 1962.

SEBA intends to complete the following :

B. SCOPE OF WORK :

1. Stitching and Supply of Summer Liveries.

SI No.	Item	Specification of Material (Cloth)	Quantity
1.	Long Pant	Cloth Material : Terry Cotton. Colour : Blackish Blue	46 x 2 = 92 (Approx)
2.	Shirt (Full Sleeves)	Cloth Material : Terry Cotton. Colour : Light Blue/ Light Green	46 x 1 = 46 (Approx)
3.	Shirt (Half Sleeves)	Cloth Material : Terry Cotton. Colour : Light Blue/ Light Green	46 x 1 = 46 (Approx)

*****Sample of the cloth material to be submitted along with the Tender Response.***

Form-A

Eligibility Criteria and supporting documents required for Submission of Tender Response:

Sl. No.	Eligibility Criteria	Supporting Document Required	Yes/ No and Deviation, if any
1.	Trade License from the Municipal Authority.	Self-attested Copy of renewed Trade License to be submitted along with Tender document.	
2.	Processing fee of Rs. 200/- (Two hundred) [non-refundable]	Through Bank Draft, address to The Secretary, Board of Secondary Education, Assam payable at Guwahati	
3.	GST Registration No.	Self-attested Copies of GST Registration certificate to be submitted.	
4.	PAN No.	Self-attested Copies PAN Card to be submitted.	
5.	Form A	Form A should be submitted on the company's letter head duly sealed and signed by the authorized person.	
6.	Form B	Tender Letter Performa	

FORM B
Tender Letter Performa

To,

The Secretary,
Board of Secondary Education, Assam,
Guwahati - 781021

Sub : Tender Response For Selection of Vendor for Supply of Summer Liveries.

Madam,

The undersigned have read and examined in detail the Tender documents pertaining to your assignment do hereby expresses the interest to do the work as specified in the scope of work in Tender document and agreed to all terms and conditions as specified in the scope of work in Tender document.

Sl. No	Description	Response
1.	Name of the Party	
2.	Address	
3.	Name, designation of the person to whom all references shall be made.	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	

We have enclosed the required documents as per Form A.

I/We hereby declare that my/our Proposal is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking You,

Yours faithfully,

(Signature of the Applicant)

Commercial BID format

(Only for reference, to be submitted in the Company / Firm's Letter Head)

Sl No.	Item	Specification of Material (Cloth)	Rate / Unit
1.	Long Pant	Cloth Material : Terry Cotton. Colour : Blackish Blue	
2.	Shirt (Full Sleeves)	Cloth Material : Terry Cotton. Colour : Light Blue/ Light Green	
3.	Shirt (Half Sleeves)	Cloth Material : Terry Cotton. Colour : Light Blue/ Light Green	

*****(Rate submitted by the Bidder should be inclusive of Stitching and all Taxes).***

(Seal and Signature of Proprietor/Partner
/Chief Executive)

Name :

Date :

Place :

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