



AS-CFMS

(A Registered Society under Finance Department)

Assam Society for Comprehensive Financial Management System

F Block, Assam Secretariat, Dispur, Guwahati-781006 (Assam, India)

No.: ASPIRe. 96/2020/56

Dated Dispur 7th of April 2021

**INVITATION FOR QUOTATIONS FOR PROVISION OF
NON-CONSULTANCY SERVICES UNDER SHOPPING PROCEDURES**

To

Dear Sir / Madam,

Sub : Invitation for Quotations for Installation of Signage in Finance Department

1. The Government of Assam has signed an agreement with the World Bank towards the cost of 'Assam State Public Finance Institutional Reforms' (ASPIRe) Project under the SPV, Assam Society for Comprehensive Financial Management Systems (AS-CFMS) and intends to apply part of the proceeds towards engaging a firm through Rate Contract for Design & Installation of Signage's in Finance Department, Government of Assam.
2. The purpose for this request is provide interior and exterior signs across the various branches of Finance Department for ease of finding the location & roles of branches for visitors as well as officials coming from other Departments.
3. The AS-CFMS invites sealed Quotations under single bid system (Technical part & Financial part) for providing the services for installation of Signage. The RFQ may be downloaded from website <http://finance.assam.gov.in>.
4. The sealed Quotation, super scribed at the top of the envelope as "**Offer For Empanelment For installation of Signage at Finance Department,**" should be addressed to '**The Project Director, Room No-228, 2nd floor, F-Block, Finance Department, Janata Bhawan, Guwahati-6.**'
5. Quotations should reach the office latest by **April 22, 2021 at 2.00 p.m.** The Quotations shall be opened on the same day, i.e., **April 22, 2021 at 2.15 p.m.** at the Office of Project Director, **Room No-228, 2nd floor, F-Block, Finance Department, Janata Bhawan, Guwahati-6.**
6. Bidders are requested to furnish particulars for Technical and Financial parts as per the **Annexure I and Annexure II** respectively. The bidders are also advised to through the **General Terms & Conditions** and satisfy themselves before submitting the quotations.
7. Financial quote shall not be taken into consideration even if the bidder has quoted the lowest price if technical criteria as requested in the RFQ do not meet up by the bidder.
8. The AS-CFMS reserves the right to accept or reject any offer or empanel more than one caterer without assigning any reason.

Sd/-(Shyam Jagannathan, IAS)
Project Director, ASPIRe, AS-CFMS,
Finance Department

**Section I
BID FORM**

(This form must be submitted using official letterhead of the agency)

RFQ No.: No. ASPIRe.....dated Guwahati the....., 2021.

Our reference no.....dated.....

To,
The Project Director
AS-CFMS, ASPIRe
Finance Department, Janata Bhawan

Sub: Request for Quotation (RFQ) for **“Installation of Signage in Finance Department.”**

Sir,

I/We, the undersigned, hereby submit our Quotation in two parts, namely:

- (a) Technical Part, and
- (b) Financial Part

2. In submitting Quotation, we make the following declarations:

- (a) No reservations: Having read RFQ in its entirety and services to be provided, I/We, offer to participate in the services for installation of Signage in Finance Department in conformity with the terms and conditions specified in the quotation and have no reservations whatsoever;
- (b) Conformity: We offer to provide service in conformity with the RFQ document and in accordance with the specifications specified in the RFQ document;
- (c) Quotation Validity Period: Our Quotation shall be valid for the period of 60 days from the deadline fixed for submission of the Quotation;
- (d) Eligibility: We meet the eligibility requirements and have no conflict of interest. We are not participating in more than one quotation in this bidding process and we have not been suspended or debarred by the World Bank or blacklisted or suspended by the Central or any State Government/PSU, etc in India;
- (e) Fraud and Corruption: We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices, and we will strictly observe all the laws against fraud and corruption in force in India including, “Prevention of Corruption Act 1988.”
- (f) Annulment: We understand that you are not bound to accept any Quotation you may receive and may also empanel more than one agency for the stated services under the RFQ.
- (g) Declaration: It is hereby declared that particulars furnished herewith are true and correct as per my/our knowledge and belief. In the event of any particulars are found to be false, I/We shall be liable to such consequences/lawful actions as the State Project Director, ARIAS Society wish to take.

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory _____

In the capacity of [insert legal capacity of person signing the Letter of Quotation]

Name of Bidder _____

Address _____

Telephone no. _____ emailid. _____

Dated on _____ day of _____, _____ [insert date of signing]

Section II

GENERAL TERMS AND CONDITIONS

1. The Agency should have legal business entity in India.
2. The bidder's annual financial turn over (gross) during the last three financial years, i.e., 2018-19, 2019-2020 & 2020-2021 duly audited by CA should not be less than 20 lakhs in each financial year, i.e., 2018-19, 2019-20 & 2020-2021.
3. The successful bidder will have to enter into an agreement within 5 (five days) days after receipt of the Letter of Intention (LoI) from Project Director, ASPIRe, AS-CFMS and after submitting **Performance Security of 5% of the Total Contract Value**.
4. The Performance Security of the empanelled agency shall be released after three (3) months from the closure date of the Agreement.
5. All the pages of the Quotation have to be signed by the authorized bidder.
6. ASCFMS reserves the right to change/add terms & conditions as and when felt necessary through a letter issued to the empanelled agency.
7. Bidder should fill up rates both in figures and words in the Financial Part. The applicable tax should be shown separately.
8. Rates will be considered together for all the items together and shall not be evaluated item wise.
9. The selected agency shall be empanelled based on the approval by Selection Committee constituted for the purpose by the AS-CFMS.
10. Any modification to this RFQ shall be uploaded in the official website <http://finance.assam.gov.in>. Bidders are requested to submit their quotations in hard copies addressed to Project Director, ASPIRe, AS-CFMS, **Room No-228, 2nd floor, F-Block, Finance Department, Janata Bhawan, Guwahati-6**.
11. Partial quote will not be acceptable and such quotation shall be considered as non-responsive and shall not be evaluated.
12. Payment will be released after successful installation of all signage. Bills will be paid in actual after verification by Competent Authority.
13. Payment will be made on monthly basis as per rate discovered for the future requirement. The bill should invariably be enclosed with the office indent for making necessary payment by the AS-CFMS.
14. Any discrepancy between the unit price and the total price, between words and figures shall be re-computed by the AS-CFMS. The unit price shall prevail and the total price shall be corrected, in case of any discrepancy. If the prospective empanelled vendor does not accept the final price based on re-computation and correction of errors, the bidder's quotation will be rejected.
15. The rates quoted by the bidder shall be fixed for the duration of the contract (one year) and shall not be subject to adjustment/modification on any account.
16. The Prices should be quoted in Indian Rupees only.
17. The AS-CFMS shall evaluate and compare the quotations determined to be substantially responsive, i.e. which,
 - i. are properly signed and sealed;
 - ii. have submitted the required documents and meet the criteria specified as indicated above;
 - iii. evaluation will be carried out on the basis of the total price quoted for;
 - iv. mere submission of quotation does not entitle a bidder for award of contract and the PD, AS-CFMS reserves the right to cancel any or all quotations received under this RFQ.
18. The Project Director, AS-CFMS 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.

Section III

BIDDER'S PROFILE

Annexure I

Sl. no.	Essential information to qualify technically	Documents to be submitted
1.	Name of the Agency	Self-certified registration certificate.
2.	Status of the firm	Self-certified document of proof of Proprietorship/ Partnership / any other.
3	Complete address of the Firm with telephone, mobile no., email id.	Information in the Agency's letterhead.
4	Name of the Proprietor/Managing Partner/etc. (as the instance may be)	Self certified valid document
5	Date of commencement of business	Self certified valid document
6	Name of organization(s) to which the Agency is rendering similar services.	Self certified copy from concerned organization(s).
7	Trade License	Self certified up-to-date Trade License.
8	Annual Turnover as certified by Chartered Accountant for the last three years (enclose copies):	
a)	2018-19	Self certified Chartered Accountant's Certificate
b)	2019-20	Self certified Chartered Accountant's Certificate
c)	2020-21	Self certified Chartered Accountant's Certificate
9	PAN No.	Self certified copy of PAN card.
10	GST No.	Self certified up-to-date copy of GST certificate
11	Any other related document/information which the firm desires to inform AS-CFMS in relation to the RFQ	

NB: Documents to be submitted serially as per the listed table above.

I/We hereby declare that the information furnished above is true and correct. I/We am/are also attaching the copies of license/authorization documents claimed above.

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory _____

In the capacity of [insert legal capacity of person signing the Letter of Quotation]

Name of Bidder _____

Address _____

Telephone no. _____ emailid. _____

Dated on _____ day of _____, _____ [insert date of signing]

Section IV
LETTER OF QUOTATION– FINANCIAL PART

Annexure II

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

RFQ No.: No. ASPIRe..... dated Guwahati the,2021

Our reference no.....dated.....

To,
The Project Director
ASPIRe, AS-CFMS
Finance Department.

Sub: Request for Quotation (RFQ) for **“Installation of signage in Finance Department.”**

Sir,
1. 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) I/we have thoroughly read and understood all the terms and conditions as contained in the RFQ and agree to abide by them.

Sl. No.	Item	Media	Unit cost in Rs.	Installation Charge in Rs.	GST in Rs.	Total cost in Rs.
1	ACRYLIC SIGN (Maximum Size: 8'x4')	Ecosolvent vinyl (Latex) mirror pasted on 6mm acrylic with matt lamination on the acrylic. Acrylic mounted on walls with SS Studs				
2	ACRYLIC SIGN (Maximum Size: 8'x4')Cutlet	Ecosolvent vinyl (Latex) mirror pasted on 4mm acrylic with matt lamination on the acrylic. Acrylic mounted on walls with SS Studs				
3	DESIGNATION BOARD (Maximum Size: 8'x4')	Ecosolvent vinyl (Latex) mirror pasted on 4mm acrylic with 8mm WPC Board backing. Detachable name plates made of Ecosolvent vinyl (Latex) mirror pasted				

		on 4mm acrylic mounted on the base with SS mirror screws . Assembly mounted on walls with SS Studs				
4	BOTH SIDED CEILING SUSPENDED SIGNS	Ecosolvent vinyl (Latex) mirror pasted on 3mm acrylic (Double) , suspended from ceiling with wire suspender systems				
5	VINYL ON SUNBOARD	Ecosolvent vinyl (Latex) pasted on 3mm sunboard				

ACRYLIC SIGN (Maximum Size: 8'x4')

Total amount (in Rs.).....
Total amount (in words).....

ACRYLIC SIGN (Maximum Size: 8'x4') Cutlet

Total amount (in Rs.).....
Total amount (in words).....

DESIGNATION BOARD (Maximum Size: 8'x4')

Total amount (in Rs.).....
Total amount (in words).....

BOTH SIDED CEILING SUSPENDED SIGNS

Total amount (in Rs.).....
Total amount (in words).....

VINYL ON SUNBOARD

Total amount (in Rs.).....
Total amount (in words).....

(Note: The lowest evaluated responsive bidder shall be decided on the amount quoted exclusive of GST and other taxes as applicable and All the groups of signage will be clubbed together)

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 _____

Mobile no. _____ email id. _____

Dated on _____ day of _____, _____ [insert date of signing]