

## **PROCUREMENT OF GOODS**

**Title** : *“Supply, Erection, Installation & Commissioning of Passenger Elevator for PMU of AIWTD Society Office at 3rd floor of Directorate of Inland Water Transport office building at Ulubari, Guwahati-7”*

**THROUGH**

**REQUEST FOR QUOTATION (RFQ)/SHOPPING PROCEDURES**

**13<sup>th</sup> February 2019**

Assam Inland Water Transport Development Society  
3<sup>rd</sup> Floor, Office of the Directorate, Inland Water Transport, Assam  
P.O.- Ulubari, Guwahati, Assam , Pin-781007  
Email: [dir.iwtds-as@gov.in](mailto:dir.iwtds-as@gov.in)  
website: [www.iwtdirectorate.assam.gov.in](http://www.iwtdirectorate.assam.gov.in).

**REQUEST FOR QUOTATIONS**  
**Procurement of Goods under RFQ/Shopping Procedures**  
**E-Procurement Notice**

**Purchaser: Assam Inland Water Transport Development Society**

**Contract title:** “Supply, Erection, Installation & Commissioning of Passenger Elevator for PMU of AIWTD Society Office at 3rd floor of Directorate of Inland Water Transport office building at Ulubari, Guwahati-7”

**RFQ No: IN-IWT-89251-GO-RFQ**

**Date: 13.02.2019**

**Estimated Amount: Rs.20,08,406.00**

1. The Government of India has applied for financing from the World Bank toward the cost of the Assam Inland Water Transport Project, and intends to apply part of the proceeds towards eligible payments under the contract for which this request for quotations is issued. The **Assam Inland Water Transport Development Society** invites quotations electronically from eligible bidders for the following goods.

Sl. No.	Brief Description of the Goods	Specifications *	Unit & Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
1	Supply , Erection, Installation & Commissioning of Passenger Elevator	Supplying installation, testing and commissioning of 8 passenger (544 Kg.)/ lifts having contract speed of 1 MPS serving different floors in the lift shaft as per detailed specification enclosed and as under: 1. No. of Elevators -1 No. 2. Type - Passenger Elevator 3. Capacity Passenger : 8	1 (One)	60 (Sixty) Days	Assam IWTD Society, 3rd floor of Directorate of Inland Water Transport office building at Ulubari, Guwahati -7	Yes.

		<p>Persons- 544 Kg 4. Speed -1.0 Metre/Sec (approx.) 5. Type of Drive - Variable Voltage Variable Frequency Drive with Microprocesso r based Simplex Full Collective Control. 6. Location of Machine - Room Top 7. Available Travel - 9.6 Metres. (Maximum) 8. Serving - Ground Floor to 3rd Floor 4 Stops 4 Levels 4 Openings 9. Well Size (Required) - 1800 mm Wide x 1800 Deep (over plaster) 10. Power Supply - 415 V three-phase 50 cycles AC 11. Auxiliary Required - Single-phase 220 V 50 cycles AC 12. Car Size (Clear</p>				
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		<p>Inside 1300 mm Wide x 1100 mm Deep approx.)</p> <p>13. Required Pit Depth - 1600 mm (Mandatory)</p> <p>14. Required Head Room - 4800 mm.</p> <p>15. Car Enclosure: Stainless Steel Car-SS4</p> <p>16. Flooring - PVC Flooring</p> <p>17. Electric Light - Fluorescent Light Fittings</p> <p>18. Fan - 300 mm/ 400 mm sweep 1 No.</p> <p>19. No. of Entrances One Location - Front.</p> <p>20. Car Entrance Automatic Power operated Centre Opening Stainless Steel Door-SS4</p> <p>21. Landing Entrance Automatic Power operated Centre Opening Stainless Steel Door -SS4</p> <p>22. Clear Opening</p>				
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		800 mm Wide x 2000 mm High 23. Indicators: Car & Landings Direction & Position Indicator 24. Other Features <ul style="list-style-type: none"> <li>• Battery Operated Emergency Alarm and Light.</li> <li>• OSG Electronic Switch.</li> <li>• Call Registration LEDS .</li> <li>• 2 Station Intercom System</li> <li>• Infra-red Light Curtain Door Safety.</li> <li>• Rescue Device.</li> <li>• Lift Announcement System.</li> </ul>				
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2. The Bidders may submit Quotations for all items.

3. This e-Procurement notice includes the terms and conditions applicable to submission of quotations; criteria for qualification, evaluation, and for award of supply order(s); and relevant forms to be filled by the bidders. AIWTD Society has not issued a separate RFQ document for this purchase. The e-Procurement notice including the terms and conditions etc. can be downloaded free of cost by logging on to the website [www.iwtdirectorate.assam.gov.in](http://www.iwtdirectorate.assam.gov.in).
4. For submission of Quotation, the Bidder is required to have Digital Signature Certificate (DSC) from one of the Certifying Authorities authorized by Government of India/ Government of Assam for issuing DSC.
5. Bidders who have not obtained the user ID and password for participating in e-procurement in this Project, may obtain the same from the website: <https://assamtenders.gov.in>
6. Quotations shall be submitted on <https://assamtenders.gov.in> on or before 15 00 hours (IST) on 28.02.2019. Any quotation or modifications to quotation received outside e-procurement system will not be considered. The electronic bidding system would not allow late submission of quotations. The Quotations will be opened online on 28.02.2019 at 1630 hours (IST), this can also be viewed by the bidders online. The electronic summary of quotation opening will be generated and uploaded online. A non-refundable fee of Rs.1,000.00 (Rupees one thousand) only in the form of DD drawn in favor of Assam Inland Water Transport Development Society, payable at Guwahati, from any scheduled Bank in India to be paid at the time of bid submission.

The bidders are required to submit (a) original payment documents towards the cost of bid document (b) original bid security in approved form to —**Additional State Project Director, Assam Inland Water Transport Development Society, 3<sup>rd</sup> floor, Directorate of Inland Water Transport, Assam, Ulubari, Guwahati - 781007, Assam, India** before the opening of the technical part of the Bid given above, either by registered post/speed post/courier or by hand, failing which such bids will be declared non-responsive and will not be opened.

7. If the AIWTD Society's office happens to be closed on the date of opening of the Quotations as specified, the Quotations will be opened on the next working day at the same time.
8. Other details can be seen in the RFQ document. The AIWTDS shall not be held liable for any delays due to system failure beyond its control. A Bidder requiring any clarification of the RFQ Document may notify the AIWTDS online or may visit the office of the AIWTDS at the address given below.

**Assam Inland Water Transport Development Society (AIWTDS)**  
3rd floor of Directorate of Inland Water Transport office building at Ulubari,  
Guwahati-7  
Email: [dir.iwtds-as@gov.in](mailto:dir.iwtds-as@gov.in)  
Website: [www.iwtdirectorate.assam.gov.in](http://www.iwtdirectorate.assam.gov.in)

**RFQ No: IN-IWT-89251-GO-RFQ**

**Date: 13.02.2019**

### **Terms and Conditions**

1. **Eligibility:** A Bidder (a) shall be either **Original Equipment Manufacturer** of Passenger Lift or **Authorized Dealer** of Passenger Lift; (b) shall not participate in more than one Quotation; (c) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (d) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or (ii) blacklisted or suspended by Central or any State Government Departments in India.
2. **Clarifications & Amendments:** If the AIWTD Society receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on the e-procurement portal for information of all Bidders. Bidders should check on the e-procurement system, for any amendments to the terms and conditions.
3. **The Quotation shall comprise the following:**
  - (a) Letter of Quotation;
  - (b) Delivery Period Offered: List of Goods & Related Services indicating Bidder's offered delivery period in the prescribed Form;
  - (c) Technical Specifications: confirmation that the offered Goods and Related Services conform to the required specifications;
  - (d) Evidence in accordance with Clause 6 establishing Bidder's qualifications to perform the contract, if its quotation is accepted;
  - (e) Performance Statement of supplies of similar goods made during the last 3 years, in the prescribed Format;
  - (f) Complete address and contact details of the Bidder having the following information:

Name of Firm  
Address for communication  
Telephone No(s): Office  
Mobile No.  
Facsimile (FAX) No.  
Electronic Mail Identification (E-mail ID)
  - (g) Price Schedule (using the Schedule uploaded with the RFQ document) wherein the rates shall be entered online.

#### 4. Quotation Prices

- a) The contract shall be for the full quantity for all items or for full quantity of each item, as specified in the Price Quotation Form. Corrections, if any, can be carried out by editing the information before electronic submission.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) GST and any other taxes, which will be payable on the goods at the time of invoicing in connection with the sale, shall be shown separately. If these are only stated to be extra, such quotations are liable to be rejected. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.

#### 5. Conformity of Goods: Bidder shall furnish, documentary evidence that the Goods conform to the technical specifications and standards, as relevant for example catalogue, warranty/ guarantee etc. of the manufacturer

The documentary evidence of the conformity of the goods and services to the Bidding Document may be in the form of literature, drawings and data, and shall furnish:

- i. a detailed description of the essential technical and performance characteristics of the goods and services, including the functional guarantees of the Goods, in response to the Specification;
- ii. a commentary on the Purchaser's Specification and adequate evidence demonstrating the substantial responsiveness of the plant and services to those specifications. Bidders shall note that standards for workmanship, materials and equipment designated by the Purchaser in the Bidding Document are intended to be descriptive (establishing standards of quality and performance) only and not restrictive. The Bidder may substitute alternative standards, brand names and/or catalog numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to the standards designated in the Specification.

#### 6. Qualification of the Bidder:

- (a) Bidder should have satisfactory experience of supply, installation & commissioning of goods of similar type (& capacity) up to at least 100% quantity in last one year. Details of supplies made during the last 3 years shall be submitted in the specified Proforma.
- (b) Bidder should have service station in Guwahati with available spare parts.
- (c) The Manufacturer shall have their own manufacturing facility and testing facility in India for the manufacturer and testing of the Elevator.
- (d) The Manufacturer shall have ISO Certification.



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- (a) The bidder should have minimum turnover of Rs.1,00,00,000.00 (Rupees one crore) only per year in last 3 (three) years. Audited balance sheet for three years to be submitted.
7. Bidders are advised to inspect and examine the site of installation, the existing RCC Lift well and its surroundings, before submitting the bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The successful Bidder will **not be entitled to any claim of compensation** for difficulties faced or losses incurred on account of any site condition which existed before the commencement of work.
8. **Validity of Quotation:** Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.
9. **Signing of Quotations:** The name and position held by each person signing the quotation and related documents must be typed or printed below the signature.
10. **Quotation Submission:** The Letter of Quotation shall be filled, signed and scanned copies shall be uploaded along with the Price Schedules that shall be furnished using the Forms available online without any alterations. All blank spaces shall be filled in with the information requested. Scanned copies of all other documents shall also be uploaded on this website.
- (11) Online Opening and Evaluation of Quotations:** The Quotations will be opened online on the specified date and time. This can also be viewed by the bidders online, and electronic summary of quotation opening will be generated and uploaded online.
- (a) The AIWTD Society shall examine the quotation to determine whether the quotation (a) has been properly signed (Clause 8); b) meets the eligibility criteria (Clause 1); (c) conforms to all terms, conditions, technical specifications, warranty/guarantee etc.; and (d) the bidder has accepted the delivery schedule (AIWTD Society's Requirement Form 1).
- (b) Only Quotations that are substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify.
- (c) The evaluation shall be based on the total price of Goods and Related services at project site including GST and any other taxes, which will be payable on the finished goods at the time of invoicing.
- (12) Award of contract:** The AIWTD Society 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.
- (a) Notwithstanding the above, the AIWTD Society reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

- (b) The bidder whose quotation is accepted will be notified of the award of contract by the AIWTD Society prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
- (c) 100% Payment shall be made immediately/or within 30 days after delivery, installation and commissioning of the goods. Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actual or the rate/amount of these taxes specified in the supply order, whichever is lower.
- (d) One year commercial warranty/ guarantee shall be applicable to the supplied goods.
- (e) In the event of any dispute arising between AIWTD Society (The Owner) and the Contractor/ supplier in any matter covered by this contract, the Tribunals and Courts at Guwahati will have the exclusive jurisdiction in respect of all matters.

# Quotation Forms

## Letter of Quotation

*The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.*

RFQ No.: IN-IWT-89251-GO-RFQ

Our Reference: No..... Dated.....

To:

Assam Inland Water Transport Development Society

3rd floor of Directorate of Inland Water Transport office building at Ulubari,  
Guwahati-7

Subject: Supply , Erection , Installation & Commissioning of Passenger Elevator for PMU of AIWTD Society  
Office at 3rd floor of Directorate of Inland Water Transport office building at Ulubari, Guwahati-7

Sir,

1. We, the undersigned, hereby submit our Quotation. In submitting our Quotation, we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the RFQ Document;
- (b) **Conformity:** We offer to supply in conformity with the RFQ Document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services for Supply , Erection , Installation & Commissioning of Passenger Elevator and Annual Maintenance Service for five years ;
- (c) The total price of our Quotation, including any unconditional discounts offered is:  
Total price of the Quotation *[insert the total price of the quotation including GST and any other taxes, which will be payable on the finished goods, in words and figures];*
- (d) **Quotation Validity Period:** Our Quotation shall be valid for the period of 90 days, from the deadline fixed for the Quotation submission;
- (e) **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 temporarily suspended or debarred by the World Bank or blacklisted or suspended the Central or any State Government;
- (f) **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 the laws against fraud and corruption in force in India namely, "Prevention of Corruption Act 1988."

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 \_\_\_\_\_

Dated \_\_\_\_\_ on \_\_\_\_\_ day of February, 2019

**FORMAT OF QUOTATION**

Sl. No.	Description of Goods	Specifications	Qty.	Unit	Quoted Unit Rate at destination in Rs.	GST and similar other taxes applicable on finished Goods/ Services	*Total Price per line item at Destination - all taxes and duties	
							In Figures	In Words
1	Supply , Erection , Installation & Commissioning of Passenger Elevator	Supplying installation, testing and commissioning of 8 passenger (544 Kg.)/ lifts having contract speed of 1 MPS serving different floors in the lift shaft as per detailed specification enclosed and as under: 1. No. of Elevators -1 No. 2. Type - Passenger Elevator 3. Capacity Passenger : 8 Persons- 544 Kg 4. Speed -1.0 Metre/Sec (approx.) 5. Type of Drive - Variable Voltage Variable Frequency Drive with Microprocessor based Simplex Full	<b>1 (One)</b>	<b>No.</b>				

		<p>Collective Control.</p> <p>6. Location of Machine - Room Top</p> <p>7. Available Travel - 9.6 Metres. (Maximum)</p> <p>8. Serving - Ground Floor to 3rd Floor 4 Stops 4 Levels 4 Openings</p> <p>9. Well Size (Required) - 1800 mm Wide x 1800 Deep (over plaster)</p> <p>10. Power Supply - 415 V three-phase 50 cycles AC</p> <p>11. Auxiliary Required - Single-phase 220 V 50 cycles AC</p> <p>12. Car Size (Clear Inside 1300 mm Wide x 1100 mm Deep approx.)</p> <p>13. Required Pit Depth - 1600 mm (Mandatory)</p> <p>14. Required Head Room - 4800 mm.</p> <p>15. Car Enclosure: Stainless Steel Car-SS4</p>						
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		<p>16. Flooring - PVC Flooring</p> <p>17. Electric Light - Fluorescent Light Fittings</p> <p>18. Fan - 300 mm/ 400 mm sweep 1 No.</p> <p>19. No. of Entrances One Location - Front.</p> <p>20. Car Entrance Automatic Power operated Centre Opening Stainless Steel Door-SS4</p> <p>21. Landing Entrance Automatic Power operated Centre Opening Stainless Steel Door -SS4</p> <p>22. Clear Opening 800 mm Wide x 2000 mm High</p> <p>23. Indicators: Car &amp; Landings Direction &amp; Position Indicator</p> <p>24. Other Features</p> <ul style="list-style-type: none"><li>• Battery Operated Emergency Alarm and Light.</li><li>• OSG</li></ul>						
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		Electronic Switch. <ul style="list-style-type: none"> <li>• Call Registration LEDS .</li> <li>• 2 Station Intercom System</li> <li>• Infra-red Light Curtain Door Safety.</li> <li>• Rescue Device.</li> <li>• Lift Announcement System.</li> </ul>						
<b>TOTAL including all taxes and duties</b>								

**Note:** Evaluation shall be done for *each item all items together*

*\*Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/amount of these taxes specified in the supply order, whichever is lower.*

We agree to supply the above goods in accordance with the technical specifications for a total contract price (including all taxes and duties) of Rs. ....(Amount in figures) (Rs... amount in words) within the period specified in the Request for Quotations.

We also confirm that the normal commercial warranty/guarantee of 12 months shall apply to the offered goods from the date of commissioning.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

**Signature of Bidder**



## PROFORMA FOR PERFORMANCE STATEMENT\*

Proforma for Performance Statement (for a period of last 3 years)

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

Date of opening \_\_\_\_\_ Time \_\_\_\_\_ Hours

Name of the Bidder \_\_\_\_\_

<u>Order placed by (full address of Purchaser)</u>	<u>Order No. and date</u>	<u>Description and quantity of ordered Goods/ equipment</u>	<u>Value of order</u>	<u>Date of completion of delivery</u>		<u>In case of Equipment, state if the equipment been satisfactorily functioning? (Attach a certificate from the Purchaser/Consignee)</u>
1	2	3	4	As per contract 5	Actual 6	8

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**Signature and seal of the Bidder**

## *AIWTD Society's Requirement*

### **1. LIST OF GOODS & RELATED SERVICES AND DELIVERY PERIOD**

Line Item No.	Description of Goods and Related Services	Quantity	Physical unit	Final Destination( Project site)	Desired Delivery Period for completion of supply from the date of the Contract	Bidder's offered Delivery Period <i>[to be provided by the Bidder]</i>
1	2	3	4	5	6	7
<i>1</i>	Supply , Erection , Installation & Commissioning of Passenger Elevator for PMU of AIWTD Society Office	1 (One)	No.	AIWTD Society, 3rd floor of Directorate of Inland Water Transport office building at Ulubari, Guwahati-7	60 Days	

Note:

1. Delivery Period offered by the Bidder should be filled in Column 7 by the Bidder.

## 2. TECHNICAL SPECIFICATIONS

Supplying installation, testing and commissioning of 8 passenger (544 Kg.)/ lifts having contract speed of 1 MPS serving different floors in the lift shaft as per detailed specification enclosed and as under:

1. No. of Elevators -1 No.
2. Type - Passenger Elevator
3. Capacity Passenger : 8 Persons- 544 Kg
4. Speed -1.0 Metre/Sec (approx.)
5. Type of Drive - Variable Voltage Variable Frequency Drive with Microprocessor based Simplex Full Collective Control.
6. Location of Machine - Room Top
7. Available Travel - 9.6 Metres. (Maximum)
8. Serving - Ground Floor to 3rd Floor  
4 Stops 4 Levels 4 Openings
9. Well Size (Required) - 1800 mm Wide x 1800 Deep (over plaster)
10. Power Supply - 415 V three-phase 50 cycles AC
11. Auxiliary Required - Single-phase 220 V 50 cycles AC
12. Car Size (Clear Inside) 1300 mm Wide x 1100 mm Deep approx.)
13. Required Pit Depth -1600 mm (Mandatory)
14. Required Head Room - 4800 mm.
15. Car Enclosure: Stainless Steel Car-SS4
16. Flooring - PVC Flooring
17. Electric Light - Fluorescent Light Fittings
18. Fan - 300 mm/ 400 mm sweep 1 No.
19. No. of Entrances  
One Location - Front.
20. Car Entrance  
Automatic Power operated Centre Opening Stainless Steel Door-SS4
21. Landing Entrance  
Automatic Power operated Centre Opening Stainless Steel Door -SS4
22. Clear Opening

800 mm Wide x 2000 mm High

23. Indicators: Car & Landings

Direction & Position Indicator

24. Other Features

- Battery Operated Emergency Alarm and Light.
- OSG Electronic Switch.
- Call Registration LEDS .
- 2 Station Intercom System
- Infra-red Light Curtain Door Safety.
- Rescue Device.
- Lift Announcement System.

**ATTACHMENT**

**OFFICE OF .....**  
.....

**PURCHASE/SUPPLY ORDER**

To:

M/s

.....  
.....  
.....  
.....

Dear Sirs,

Sub: Supply of .....  
.....

Ref: Request for Quotation no..... dated .....

1. Your quotation no.....of .....(Date) for the supply of ..... **has been accepted. You are requested to** supply the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Serial. No	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	GST*	Total Price (Rs.) including all taxes and duties
1						
2						
3						
4						
5						
			Total			

\*GST and similar other taxes and duties applicable on finished goods. Indicate each applicable tax separately.

- 2. Delivery Period: .....days from the date of issue of this supply order.
- 3. Place of delivery .....
- 4. Consignee Address: .....
- 5. GST and other taxes and duties, if any will be reimbursed at actual rates paid on the date of supply or the rate/amount shown in 1. above, whichever is lower.
- 6. Standard Manufactures commercial Warranty/Guarantee shall be 12 months from the date of delivery and acceptance.
- 7. Payment shall be made on delivery or within 30 days of delivery; and acceptance of the goods/equipment.
- 8. Other terms and conditions are as under:  
.....  
.....

**(AIWTD Society)**

Date:

Place:

Name: .....

Designation:.....

*Modify as appropriate for individual cases*