

# SEWA সেবা

## Socio Educational Welfare Association



**President : Mrs. Nandita Hazarika | (M) : 94355 47642**

**Secretary : Altaf Hussain | (M) : 94351 30473**

PR/SEWA\_WASH/2025/36

Date: 04<sup>th</sup> August 2025

### Tender Notice

Socio Educational Welfare Association (SEWA) invites sealed bids from eligible and qualified bidders for the supply of Hardware Materials for 100 nos Toilet Construction under the **Project Title: Promoting Improved Access to Water and Sanitation and Clean Energy and Enabling Better Nutritional and Sustainable Livelihood in Tea Estate of Assam.**

The interested bidders can submit their bids from dated **04<sup>th</sup> August 2025 to 18<sup>th</sup> August 2025 (till 2.00 PM)** in sealed envelope to the following address:

Purchaser Address : **President**

**:Socio Educational Welfare Association**

**:C/o Shanti Bhawan**

**:Near Naliapool Bazar, P.O & PS: Dibrugarh, Assam- Pin: 786001**

Or

Through electronic mail Id: [sewango.bid@gmail.com](mailto:sewango.bid@gmail.com)

Tender documents, including detail specification, terms and condition obtained from the document **Request for Quotation- Goods (RFQ - G)** attached herewith or download from our **website: sewango.org**

We look forward to receiving your bid and thank you for your interest.

Your Sincerely

(Arfan Hussain)

Vice President, SEWA

Vice-President  
Socio Educational Welfare Association  
SEWA

**REQUEST FOR QUOTATIONS  
FOR SUPPLY OF TOILET CONSTRUCTION MATERIAL FOR WaSH PROJECT SITE  
AT NUMALIGARH TEA ESTATE  
NUMALIGARGH, GOLAGHAT**

**RFQ issued by: Socio Educational Welfare Association (SEWA)**

**Date : 4<sup>th</sup> August 2025**

## REQUEST FOR QUOTATION - GOODS (RFQ-G)

**Name of Organization : Socio Educational Welfare Association**

**Name of Project: Promoting Improved Access to Water Sanitation and Clean Energy and Enabling Better Nutritional and Sustainable Livelihood.**

**Date of Issue of Request: Date: 4<sup>th</sup> August 2025**

To : \_\_\_\_\_

Sir/Madam:

1. The **Socio Educational Welfare Association** hereby requests you to submit a price quotation/(s) of the following item includes in **Attachment 1**  
Construction Material for 100 Numbers of Toilets as per list of materials includes in **Attachment 1**  
(To assist you in the preparation of your price quotation we enclose the necessary Supply and Delivery Schedule with **Technical Specifications** in **Attachment 1** and **General Description** in **Attachment 2**)
2. If you/your firm, however, falls under any of the following conditions, your proposal shall not be considered:
  - a. Import goods from foreign nation and supplied the same in response to this RFQ-G.
3. To be qualified, you must be a manufacturer authorized supplier, dealer, sub dealer or stockiest of the items covered by this **Request for Quotation** and, as evidence, you must also attach a document of your experience as supplier, manufacturer, wholesaler or retailer. (Trade license or authorized supplier or dealer certificate need to submit as supporting documents)
4. Your quotation should be submitted in accordance with the following instructions, procedures, and the terms and conditions, and furnish information as per **Attachment 1** and **Attachment 2** of this RFQ.

### Preparation of Quotations

- (a) Your price quotation/(s) should cover the materials for 100 toilets as described in **Attachment 1** and to be submitted only in the attached **Form of Quotation** with the priced Supply, Delivery and Price Schedule.
- (b) The prices should be quoted for supply and delivery to Project which is **Numaligarh Tea Estate Golaghat** District of Assam and should be accompanied by Challan and accurate in numbers and quantity as per supply order.
- (c) You shall submit only one set of quotations for the mentioned items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a



signature in your **Form of Quotation**, your quotation will not be considered further.

- (d) The submitted quotation must be valid for 180 days.

### **Submission and Opening**

- (e) Your **Form of Quotation** with the priced **Supply and Delivery Schedule** should be submitted by **Monday 18<sup>th</sup> August 2025 by 2.00PM** with the required documents that should be signed, sealed in an envelope and addressed to and delivered to the following address:

Purchaser's Address : President  
Socio Educational Welfare Association  
C/o Shanti Bhavan  
Near Naliapool Bazar  
P.O. and P.S. –Dibrugarh, Assam, Pin -786001.  
Telephone :0373-2999349

[Or]

Your **Form of Quotation** with the required documents may be submitted electronically by email to the following address:

E-mail : [sewango.bid01@gmail.com](mailto:sewango.bid01@gmail.com)

Quotations shall be opened in public, in the presence of participating suppliers' representatives who choose to attend, on **Monday 18<sup>th</sup> August 2025** at **4.00PM** [*time within one hour of stated deadline above*] and at the following address. **Socio Educational Welfare Association, C/o Shanti Bhavan, Near Naliapool Bazar, Dibrugarh, Assam, Pin -786001**

- (f) The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the Goods to the Purchaser.

### **Evaluation and Comparison**

- (g) Quotations determined to be substantially responsive to this **Request for Quotation** will be evaluated by comparison of their offer prices. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this **Request for Quotation**.
- (h) All information as mentioned in **Attachment 1** and **Attachment 2**
- (i) In evaluating the quotations, Socio Educational Welfare Association will adjust for any arithmetical errors as follows:
- (j) where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and

- (k) where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

If you refuse to accept the correction, your quotation will be rejected.

#### **Award of Contract**

- (l) SEWA shall award the contract to the Bidder whose quotation has been determined to be substantially responsive to this **Request for Quotation** and who has offered the lowest price quotation.
- (m) The Bidder whose quotation has been accepted will be notified by the SEWA within 30 days from the date of submission of quotation through the return of a copy of the **Form of Quotation** with **Acceptance** signed by the authorized representative of the Purchaser.
- (n) The successful Bidder will be intimated by email or letter and Socio Educational Welfare Association will issue Purchase Order to supply the goods as per RFQ. Before issuing a purchase order, the purchaser may, if necessary, initiate negotiations over contracts and ask to sign a contract.
5. Further information can be obtained from:
- Name : Ms Rupjytoi Gogoi  
    Address : SEWA, C/o Shanti Bhawan, Naliapool Bazar, Dibrugarh 786001  
    Telephone : 0373-2999349  
    E-mail : sewango.bid01@gmail.com
6. Any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the quotation/bid or cancellation of the contract, if awarded, and may result in remedial actions.
7. Please confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,



For SEWA Vice-President  
Socio Educational Welfare Association  
SEWA

## Attachment 1

### SUPPLY AND DELIVERY SCHEDULE

SL No	Item List	Product Specification	Unit	Material Qty for 100 toilets
1	Cement (Preferred brand Star, Dalmia, Topchem, Black Tiger)	43 Grade with ISI Mark	Bag	900
2	TMT Bar	8mm with ISI Mark and 500 Ductility	KG	1300
3	Black wire	20 Gauge	KG	25
4	CI Sheet 7' Zinc coated rusting proof	7ft (30mm and 25 mm) with ISI Standard Mark	NOS	200
5	L. Hook with nut and Gs washer	5 inch length	NOS	800
6	Ceramic Pan with Foot Rest	With BIS Certification/ ISI Standard Mark	PCS	100
7	Pan Trap with Siphon	(20mm) With BIS Certification/ ISI Standard Mark	PCS	100
8	PVC Pipe	2" (63mm), with ISI Standard Mark, 20ft length, Working pressure 6 kg	PCS	12.5
9	PVC T Joint	2/4 inch with ISI Standard Mark, Working pressure 6 kg	PCS	100
10	PVC Pipe	3" (90mm) ISI standard Mark, 20ft length, Working pressure 6 kg	PCS	10
11	PVC Pipe	4" (110mm) with ISI Standard Mark, 20ft length, Working pressure 6 kg	PCS	25
12	Galvanized Iron Wire	Zinc coated, 18 Gauge	KG	20
13	M.S coated Pipe (Square)	2x2", 4mm thickness, 14- 15 kg Weight and 20ft length with oil coated	PCS	50
14	PVC Sewer Vented Pipe cap	2" Diameter	PCS	100
15	Solvent cement	Best quality	LTR	2
16	Snowcem White Paint	Powder	KG	400
17	Paint Brush (White Wash)	6inch	PCS	50
18	Polythene Sheet	LDPE	KG	50
19	Kur with handle	Best quality	NOS	4
20	Belsa	Best quality	NOS	4
21	Tagari	Best quality	NOS	8
22	Gamla	Best quality	NOS	3
23	Digging Bar	Best quality	NOS	2
24	Red Oxide	Best quality brand	LTR	25
25	Disk Blade	4inch	PCS	40
26	Hakshaw blade	Best quality	PCS	10
27	Hakshaw Frame	Best quality	PCS	2

<sup>1</sup> The total price must include GST and other taxes and duties as per law of the land. The price should be inclusive of delivery expenses.



**Delivery schedule and terms:**

- a) The delivery schedule presented should match the supplier's maximum capacity.
- b) The supplier will supply the items in lot as per Supply Order/Purchase Order issued by the purchaser time to time. Normally, in a lot materials will be included for construction of 15 to 20 toilets. The following table will give an outline of lots to be supplied to the purchaser:

**Package A:**

Period	Lot No.	Total Unit (Toilet)
August 2025	1	10
September 2025	2	20
October 2025	3	20
November 2025	4	20
December 2025	5	20
January 2026	6	10

- c) The pricing for the materials must align with the current market rates for each delivery period.
- d) Tentative supply schedule which may be modified as and when required by the purchaser.
- e) The Bidder shall make all reasonable efforts to deliver the goods/services on the agreed date and time as per the Supply Order/Purchase Order.
- f) The goods should be delivered to multiple locations within the project's civil work site area, according to the project requirements
- g) The Purchaser wants to receive goods as per requirement from Project civil work site.
- h) The Bidder must supply the materials in **Light Commercial Vehicles**
- i) The Purchaser have the right to return goods that are defective, damaged, or don't match the RFQ material standard and specification upon receipt. In such situation the bidder will replace the defective materials immediately without charging any extra cost.
- j) The quantity of materials may varies depending on the modifications in design of civil work. Hence, depending on the requirements of materials the Purchaser reserved the rights of flexibility on the required quantity and in accordance to this Purchase Order/ Supply Order will be issued by the Purchaser.
- k) The Bidder shall be responsible for engaging labor to unload or properly stack the materials at the designated location.
- l) The Bidder should mention maximum credit period and payment terms.
- m) The Bidder must clearly specify the validity period of the quotation in the Quotation Form

## **Attachment 2**

### **GENERAL DESCRIPTION**

#### **A. General Description**

1. The submitted quotation must include the photocopy of the following documents:
  - a. GST certificate
  - b. In case of unregistered GST supplier (An Affidavit stating that your business is not required to obtain GST registration as per relevant provisions of the GST Act, due to annual turnover not exceeding the registration threshold.) (Original Copy)
  - c. PAN
  - d. Bank Details (Passbook or Cancelled Cheque)
  - e. Dealer Certificate
  - f. Trade License



In official Letter Head

## FORM OF QUOTATION (Goods)

To: President  
Socio Educational Welfare Association  
Shanti Bhavan  
Naliapool Bazar  
Dibrugarh, Assam

Date:

I / We offer to execute the supply of goods as per **Attachment 1** of the RFQ for Supply of Toilet Construction Material for Project site at Numaligarh Tea Estate, Numaligarh, Dist: Golaghat in accordance with the priced **Supply and Delivery Schedule Attachment 1** accompanying this Quotation

for the Contract Price of \_\_\_\_\_ [amount in words and numbers] (Rs \_\_\_\_\_).

In response to our submitted quote, I/We submitted the price schedule of items as mentioned in the **Attachment 1**

We propose to complete the delivery of Goods described in the Attachment 1 and within the Delivery Time indicated in the priced **Supply and Delivery Schedule**.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

I / We hereby confirm that this Quotation complies with the Validity of the Offer for a period on next six months, specifications, guidelines imposed by the **Request for Quotation** document.

Name of Supplier : \_\_\_\_\_  
Authorized Signature : \_\_\_\_\_  
Name of Signatory : \_\_\_\_\_  
Title of Signatory : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone Number : \_\_\_\_\_  
Email address (optional): \_\_\_\_\_