

SEWA সেৱা

Socio Educational Welfare Association



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

Secretary : Altaf Hussain | (M) : 94351 30473

PR/SEWA_WASH/2025/36

Date: 04th August 2025

Tender Notice

Socio Educational Welfare Association (SEWA) invites sealed bids from eligible and qualified bidders for the supply of 100 nos Iron Frame Doors for Toilets 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 **04th August 2025 to 18th 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

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
Socio Educational Welfare Association
SEWA

Vice President, SEWA

**REQUEST FOR QUOTATIONS
FOR SUPPLY OF IRON FRAME DOORS FOR TOILET AT WaSH PROJECT SITE
AT NUMALIGARH TEA ESTATE
NUMALIGARH, GOLAGHAT**

RFQ issued by: Socio Educational Welfare Association (SEWA)

Date : 4th 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: 4th 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**
 - a. **100 Nos. Iron Frame Door** for Toilets as per specification and design 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 or authorized supplier of the items covered by this **Request for Quotation** and, as evidence, you must also attach a document of your experience as supplier or manufacturer. (Trade license or authorized supplier 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) shall be for 100 Nos Iron Frame Doors 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 site 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 above 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 18th 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

Quotations shall be opened in public, in the presence of participating suppliers' representatives who choose to attend, on **Monday 18th 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 Supplier whose quotation has been determined to be substantially responsive to this **Request for Quotation** and who has offered the lowest price quotation.
- (m) The Supplier 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 supplier 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

SUPPLY AND DELIVERY SCHEDULE

Technical drawing of a door assembly showing dimensions and material specifications:

- 35mm coloured Galvanised Corrugated Sheet (Green or Blue)
- Screw with Nuts
- L drop Inside and Outside and 2 nos. bushes
- 25x5 mm Iron Flat Patti (Front) with Paint
- 25x5 mm Iron Flat Patti (Front and Back) with Paint
- Iron Bushes 1.5 inches with paint
- Iron rod Hole Pass 5" D x 2" W inch
- 1inch Iron Angle Frame with Paint
- 5ft.6inch Door H
- 2ft.6inch Door W

SL No	Item List	Product Specification	Unit	Total Qty
1	Iron Frame Door	As per Design and Specification	PCS	100

Delivery schedule and terms:

- a) The delivery schedule presented should match the supplier's maximum capacity.
- b) Supply Schedule for material requirement:

Period	No. of Doors
August 2025	30
September 2025	30
October 2025	20
November 2025	20

- c) The pricing for the materials must align with the current market rates for each delivery period
- d) The Bidder shall make all reasonable efforts to deliver the goods/services on the agreed date and time as per the Purchase Order/Supply Order.
- e) The Purchaser wants to receive goods as per requirement from Project civil work site.
- 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 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.
- h) The Bidder should mention maximum credit period and payment terms.
- i) The Bidder must clearly specify the validity period of the quotation in the Quotation Form
- j) The Bidder shall be responsible for engaging labor to unload and properly stack the materials at the designated location
- k) 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.
- l) Tentative supply schedule which may be modified as and when required by the purchaser.

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. Trade License
 - f. Supplier Certificate.

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 Iron Doors 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 items as submitted below. I/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**.

SL No	Item List	Product Specification	Unit	Total Qty	Unit Price	Total Price	Rupees in Word
1	Iron Frame Door	As per Design and Specification in Attachment 1	PCS	100			

¹ The total price must include GST and other taxes and duties as per law of the land. The price also inclusive of delivery expenses.

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): _____