

TENDER DOCUMENT

CONSULTANCY SERVICES FOR ARCHITECTURAL AND DETAILED ENGINEERING WORKS FOR THE

**“Construction of Multistoried Commercial Building for
Promotion of MSMES/ODOP at MIE Bokakhat, District:
Golaghat, Assam under SOPD Scheme”**



**ASSAM SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED
BAMUNIMAIDAM, GUWAHATI-21**

Cost of Tender Document Rs.1000.00



**ASSAM SMALL INDUSTRIES DEVELOPMENT CORPORATION
LIMITED**

M.R.D Road, Bamunimaidam, Guwahati-781021

No. SIDC/CD/ODOP/MIE/2128/2025-26/8769

Date: 30-05-2026

NOTICE INVITING TENDER

The Managing Director, ASIDC Ltd., Bamunimaidam, Guwahati-21 invites Technical and Financial bids (affixed with court fee of Rs. 8.25/-) from qualified and experience firms/individual/Agencies for providing Engineering Consultancy Services for the Construction of Multistoried Commercial Building for Promotion of MSMES/ODOP at MIE Bokakhat, District: Golaghat, Assam.

The tender documents may be downloaded from <https://asidcltd.assam.gov.in> or may be obtained on payment of Rs.1,000.00 (non-refundable) by Cash/ Demand Draft/ Banker's Cheque drawn in favour of "ASIDC Ltd." From 30/05/2026 to 15/06/2026 during office hours at the office of the ASIDC Ltd., Bamunimaidam, Guwahati-21

The quotation must reach the undersigned on or before 15/06/2026 up to 2.00 PM and will be opened on the same day at 3.00 PM.

The ASIDC Ltd reserves the right to accept or reject any or whole of the tender process without assigning any reason thereof.

sd
**Managing Director
ASIDC Ltd.**

ASSAM SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED
::GOVT OF ASSAM UNDERTAKING::

Detail Notice Inviting Tender (Single Stage - Single Envelope)

No. SIDC/CD/ODOP/MIE/2128/2025-26/8769

Dated: 30.05.2026

The Managing Director, ASIDC Lt., Bamunimaidam, Guwahati-21 invites Technical and Financial bids (affixed with court fee of Rs. 8.25/-) from qualified and experience firms/individual/Agencies for providing Engineering Consultancy Services for the “Construction of Multistoried Commercial Building for Promotion of MSMES/ODOP at MIE Bokakhat, District: Golaghat, Assam.

SI	Particular	Data
1	Issue Date	
2	Submission Deadline	Time 2:00 PM Date 15.06.26
3	Inviting authority/The intender	Managing Director, ASIDC
4	Bid Validity	120 Days
5	Estimated Cost of the Project	Within Rs.3.31 Cr.
5	Opening date & time	Time 3:00 PM Date 15.06.26
6	Contract period (Completion Period)	03 months
7	Earnest Money Deposit (EMD) in the form Demand Draft/ Bankers Cheque in favour of “Assam Small Industries Development Corporation Limited” payable at Guwahati	Rs.23000/- (Rupees Twenty Three Thousand only)
8	Cost of Tender Document (non refundable)	Rs.1000/- (Rupees One Thousand Only) in the form of Cash/ Demand Draft/ Banker’s Cheque drawn in favour of “ASIDC Ltd
9	Mode and Venue for Submission	Offline; Addressed to: Managing Director, ASIDCL

1. Instruction to Bidder

- a. Submission of Bids shall be manual in hard copies. Technical and Financial Bids must be sealed in a single envelope (single envelope bidding) Superscribed with *Title of the Tender*.**
- b.** Bids must be submitted prior to the bid submission deadline mentioned in the data sheet unless extended by the intender.
- c.** All submissions must be duly signed and sealed by the bidder or their authorised representatives.
- d.** One Bid per bidder must be ensured and no alternative bid shall be entertained.
- e.** Content of the Financial Form must be as per Fin-1 with all attachments mentioned there in.
- f.** Deviations from standard forms/templates may lead to rejection of Bids.
- g.** A Bidder shall not have a conflict of interest (the “Conflict of Interest”) that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified.
- h.** Any Addendum/Corrigendum issued hereunder will be in writing and shall be uploaded in the website only.

2. TERMS AND CONDITIONS AND SCOPE OF WORKS:

2.1 BACKGROUND

The proposed project involves the construction of a G+2 RCC multistoried commercial building at Mini Industrial Estate (MIE), Bokakhat, under the administrative control of Assam Small Industries Development Corporation (ASIDC) Ltd. The project aims to promote Micro, Small and Medium Enterprises (MSMEs) and support the One District One Product (ODOP) initiative by providing adequate commercial and industrial spaces within the estate.

The building is planned to accommodate a minimum of 33 commercial/industrial units with optimal utilization of available land, while ensuring compliance with structural safety, fire safety, and local building bye-laws. The site, located adjacent to National Highway-715, offers excellent accessibility and commercial viability, and the project has been conceived with emphasis on economy, durability, safety, and future scalability.

3. ASSIGNMENT :

Detailed Architectural and Engineering Services for the proposed Multi storied commercial building at MIE, Bokakhat.

4. LOCATION OF THE SITE

The location of the proposed location is at Bokakhat town along road side of NH 715.

5. PROJECT COMPLETION PERIOD

Project implementation period has been tentatively fixed 18 (eighteen) months from the day of assigning the job subject to availability of the fund.

6. SCOPE OF WORKS

6.1 DETAILED ARCHITECTURAL & ENGINEERING SERVICES

The architectural drawings with 3D views of the proposed building should be prepared & submitted in 3(three) copies.

The detailed engineering services include detail planning & design of the building, detailed structural design & estimates for all Civil, Electricals, Water Supply & Sanitary works.

- 6.1.1 Preparation of preliminary conceptual drawings followed by detail Architectural drawing and necessary documentation for Building Permission & approval from Local Body,
- 6.1.2 Preparation of Structural, Electrical, Plumbing drawing etc., tender document covering specification, BOQ of various works, design calculation and provide assistance if necessary in bid evaluation, selection of contractors etc.
- 6.1.3 Preparation of preliminary report and Master Control Network. This shall include Scheduling the Activities applying PERT and CPM.
- 6.1.4 The selected tenderer shall have to submit 3 (three) copies of drawings each for various infrastructural components, tender document etc. initially as draft. Finally selected tenderer shall have to submit 5 (five) copies of final working drawings, documents etc. against the work.
- 6.1.5 The selected tenderer shall have to conduct the soil tests required for structural design of the commercial building at their own cost (at least 03 no's of bore hole) and submit the reports.
- 6.1.6 The bidder has to deploy Architect/Engineer for attending meeting of the project with ASIDC & do field visit as per requirement of ASIDC time to time till the physical completion of the project.
- 6.1.7 The bidder has to deploy Architect/Engineer to inspect the construction work at site & verify the same with drawings and submit reports from time to time.
- 6.1.8 All above reports/drawings etc needs to be submitted within 03 months of awarding the work.

7. FEE :

7.1 The tenderer shall quote the fee for rendering the above mentioned services on flat % (percentage) basis over the total estimated project cost in figure and words. Any other conditions over and above will not be acceptable. For calculation of consultant's fee, cost of land including cost of earth filling at site and cost of any other fittings and fixtures not designed / planned by Architects shall not be included.

7.2 No extra remuneration will be paid for extension of project completion period for any reason thereof.

7.3 The estimated cost shall be evaluated on the basis of prevailing current CPWD Schedule of rates. In the absence of schedule of rates for any item of work, the analysis rate based on market price shall be adopted while evaluating estimated cost.

8. TIME SCHEDULE :

The time allowed for completion of work shall be 3 (three) months to be reckoned from the date of award of contract. The work shall be executed strictly as per the time schedule.

9. DRAWING :

Drawings accompanying the tender documents are indicative of scope of work and issued for tendering purpose only.

10. ACCEPTANCE OF TENDER :

ASIDC reserve the right to reject any or all tenders without assigning any reason there off and does not bind itself to accept the lowest of any tender. ASIDC reserves the right to split the work between two or more tenderers, if necessary. Such step shall not constitute a breach of the contract.

11. SUBMISSION OF TENDERS :

The tender document duly completed and signed on each page should be submitted along with the offer in sealed cover super scribing "Consultancy Services for the "Construction of Multistoried Commercial Building for Promotion of MSMEs/ODOP at MIE Bokakhat, District: Golaghat, Assam.

The covering letter and other information shall be submitted along with the tender. Submission of tender shall be as per the time and date stipulated in the Tender.

12. PERIOD OF VALIDITY :

The tender shall remain valid for acceptance for a period of 180 (one hundred eighty) days to be counted from the date fixed from the date of opening the tender.

13. AGREEMENT :

Selected tenderer will have to enter-into an agreement with ASIDC under the terms mutually agreed upon.

14. PREQUALIFYING CRITERIA REQUIRED :

The following details are required to be submitted along with the tender with out which the tender will be summarily rejected.

- (i) Registration certificate of Bidder / Proprietor / Partner / Director with Council of Architecture with no. and date.
- (ii) Details of similar job executed at least three (03) similar multistoried RCC building project having the consultancy value not less ta Rs. 3.00 Lakhs in each work order under any Government / Govt. undertaking / Public

Sector Undertaking/Agency Registered under Govt. / Autonomous Body.
The Work order & completion certificate to be submitted. The nature of Work should be clearly seen in these documents.

- (iii) The tenderers are to submit their CA certified turnover certificate with UDIN having average annual turnover of minimum 5 lakhs in last 3 (three) years.
- (iv) The tenderers are to submit the Income Tax clearance/ PAN no. & up to date AGST/ VAT registration certificates.
- (v) The Firm / Bidder should have registered office in assam (Trade License to be submitted).

15. INFORMATION ABOUT THE TENDERER :

- (i) Name of Directors / proprietor / partners
- (ii) Details of present commitment giving details of work, date of commencement of work, percentage completed as on date, schedule date of completion of the work.
- (ii) Details of technical man power permanently engaged in the firm (Graduate level and above).
- (iii) Organisational set-up.
 - a. The brochures, leaflets, catalogues etc. of the firm/company.
 - b. Copies of balance sheet of the firm/company for the last 3 (three) years.
 - c. Power of attorney in the name of the person who has signed the tender documents where necessary.
 - d. Any other particulars.

16. JURISDICTION OF COURT :

All disputes arising out of the processing of offers and of the work order/letter of intent so made shall be subject to the jurisdiction of Guwahati High Court at Guwahati, Assam.

17. ASIDC takes no responsibility for delay, loss or non receipt of the offer, documents, letters etc. sent by post either way.

18. ASIDC shall not be responsible for or pay for expenses or losses which may be incurred by any officials in preparation of this offer.

19. Payment schedule –

S No	ITEM Description	% of Quoted rate
01	Submission of Master Plan, Architectural Plan based on parameters given by Employer including soil testing conducted at site.	15%
02	Building Permission & approval from Local Body	15%
03	Submission of Detailed Structural drawing for Construction Purpose	50%
04	Submission of Electrical, Plumbing, Sewerage, Firefighting Drawing etc	15%
05	Submission of as built Drawing.	05%

TECH-1

Letter Comprising the Bid (IN BIDDERS LETTER HEAD)

To,
The Managing Director,
ASIDCL
Government of Assam.

Sub- Bid Submission Letter for
“.....”

Dear Sir/Madam,

With reference to your Tender document dated I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the aforesaid Project. The Bid is unconditional and without any Joint Venture/consortium etc.

1. I/we acknowledge that the Authority will be relying on the information provided in the Bid and the documents accompanying the Bid for selection of the Bidder for the aforesaid Project, and we certify that all information provided therein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
2. I/we shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Bid.
3. I/we acknowledge the right of the Authority to reject my/our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, my/our right to challenge the same on any account whatsoever.
4. I/we declare that:
 - (a) I/we have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and
 - (b) I/we do not have any conflict of interest.
 - (c) I/we have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice. We are fully responsive and compliant to Eligibility criteria.
5. I/we undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
6. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into an Agreement in accordance with the tender terms that has been provided to me/us prior to the Bid Due Date.
7. I/we have studied all the Bidding Documents carefully and also surveyed the project scope. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.
8. **The bid price has been quoted by me/us after taking into consideration all the terms and conditions stated in the Tender, draft Agreement, our own estimates**

of costs and after a careful assessment of the scope and all the conditions that may affect the project cost and implementation of the project.

9. We have never been sanctioned/debarred or blacklisted by any organisation.
10. I/we shall keep this offer valid for 120 (one hundred and twenty) days from the Bid Submission date.

Note- Non-submission or incomplete submission or submission without supporting may lead to disqualification.

In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFQ document.

Date:

Yours faithfully,
(Signature, name and designation of the Authorised
signatory)

Name and seal of Bidder/Lead Member

Affix **COURT FEE STAMP** Here

FINANCIAL FORM
FIN-1

To,
The Managing Director,
ASIDC LTD
Government of Assam

Sub- Financial Bid Submission Letter for
“.....”

Dear Sir,

With reference to your Tender document dated I/we M/s....., having examined the Bidding Documents and understood their contents, hereby submit my/our Financial Bid part for the aforesaid Project. The Financial Bid is purely unconditional and in synchronisation with the technical submission/bidding terms.

We declare that-

1. We understand the project is in % rate mode and it is our responsibility to analyse the scope of work and expenses associated to achieve the required outcome for each sub task/service orders that may come subsequently (excluding reimbursables)
2. We have made all necessary analysis and our Bid Cost **-For Engineering Consultancy services as per Scope=% of the Estimated Project Cost or Actual Cost whichever is lower.**

(Our Quoted rate is inclusive of GST & other taxes)

Our Bid is unconditional and is inclusive of support services as per terms and requirement of the tender.

Date:

Yours faithfully,
(Signature, name and designation of the Authorised signatory)