



No. AEGCL/DGM/LAC/TT/TLS-69/2026/ 1230

Dated: 07/02/2026

SHORT NOTICE INVITING QUOTATION

A) Basic Details:

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|-------------------------------|---|
| NIQ No. | AEGCL/DGM/LAC/TT/TLS-69/2026/851; Dated. 07-02-2026 |
| Name of work | Pkg-A: Servicing and refilling of fire extinguishers under Kahilipara Division, AEGCL. Pkg-B: Servicing and refilling of fire extinguishers under Rangia Division, AEGCL. Pkg-C: Servicing and refilling of fire extinguishers under Sarusajai Division, AEGCL. |
| Quotation Inviting Authority | O/o the Deputy General Manager, Lower Assam T&T Circle, AEGCL, Narengi, Guwahati-26 |
| i) Designation ii) Address | Deputy General Manager, Lower Assam T&T Circle, AEGCL, Narengi, Guwahati-26 |
| Total estimated value | Rs. 4,06,988.00 (Rupees Four Lakh Six Thousand Nine Hundred and Eighty Eight) only incl. of all taxes (Pkg-A = Rs. 72,688.00, Pkg-B = Rs. 1,65,424.00 and Pkg-C = Rs. 1,68,876.00) |

B) Critical Dates:

| | |
|--|---------------------------|
| Quotation Submission Start Date & Time | 11:00 Hours of 09-02-2026 |
| Quotation End Date & Time | 12:00 Hours of 17-02-2026 |
| Quotation Opening Date & Time | 14:00 Hours of 17-02-2026 |

C) Intent of the Quotation Enquiry

Sealed Quotations are hereby invited by the undersigned for & on behalf of the Managing Director, AEGCL, Biulee Bhawan, Paltan Bazar, Guwahati-01 from reputed firms/ vendors having relevant expertise, past experience and financial capability for Servicing and refilling of fire extinguishers as per terms & conditions mentioned below.

D) Scope of work:

The scope of work shall cover the following:-

- Servicing and refilling of fire extinguishers at various substations under Kahilipara Division, Rangia Division and Sarusajai Division AEGCL as per BoQ. The offered materials should comply to the IS 15683 : 2018 and IS 16018: 2012 and all its amendments thereof.
- Any other items not specifically mentioned herein but which are required for the said work and satisfactory operation of the fire extinguishers as per prevailing Standards and regulations are deemed to be included in the scope of the specification and no deviation in this regard shall be accepted.
- Transportation, head loading, storage at site and site insurance of all material at the site shall be in the scope of the contractor.
- All works and labour as per Bill of Quantity and bid specification is under the scope of the bidder

E) Terms and Conditions:

1. **Submission of Quotation:**

- Two envelope bidding procedure will be adopted. Bidders are to submit two sealed envelopes simultaneously enclosed inside one sealed envelope. One containing the techno-commercial proposal (Part-I) and the other containing the quotation/price proposal (Part-II). Initially, only the Part-I bids shall be opened. Part-I proposals submitted by bidders, which do not conform to the specified requirement, may be rejected as deficient bids. The Part-II (Price Bid) proposals of technically qualified bidders will be opened at a date and time, which will be informed to all the qualified bidders of Part-I.
- The quotations must be submitted at the office of the undersigned on or before the deadline date. Quotations received after the deadline & unsealed shall not be entertained under any circumstances whatsoever. Quotations must be in the enclosed



ASSAM ELECTRICITY GRID CORPORATION LIMITED

Regd. Office: 1st Floor, Bijulee Bhawan, Paltan Bazaar, Guwahati - 781001

CIN: U40101AS2003SGC007238

Phone No: 0361-2739520/Fax: 0361-2739513; Website: www.aegcl.co.in



prescribed Performa of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by the authorized representative, letter of authorization must be attached with the quotation.

2. **Bidding Address:-** O/o the Deputy General Manager, Guwahati T&T Circle, AEGCL, Narengi, Guwahati-781026.
3. **Fund:** O&M HQ (LAR) for FY 2025-26
4. **Cost of Bid document:**
 - a) The bidder has to submit non-refundable Bid Document fee of **Rs. 500.00** (Rupees Five Hundred only) in the form DD/Banker Cheques in favour of '**AEGCL, Guwahati**'.
5. **Earnest Money Deposit :**
 - a) The bidder has to submit Earnest Money Deposit amounting **Rs.8000.00** (Rupees Eight Thousand) only in the form of Demand Draft/banker's Cheque in favour of '**AEGCL, Guwahati**'.
 - b) The EMD of the unsuccessful bidder will be returned as promptly as possible, against a written request from the unsuccessful bidders.
 - c) The EMD of successful bidder will be returned after completion of supply of the items.
6. **Time of completion:**
 - a) The work must be completed within **30 (thirty) days** from the date of issue of work order. Please note that time is the essence of this bid.
7. **Eligibility Criteria :**

Bidders are required submit the quotation alongwith the following documents:-

 - a) PAN card
 - b) GST Registration Certificate as per Goods & Services Tax laws.
 - c) GST up-to-date return acknowledgement.
 - d) Valid Labour License.
 - e) Valid Authorised Dealership Certificate for refilling and servicing of fire extinguishers
 - f) Proof of experience having completed similar works during the last 5 years in reputed Govt./ Private organisations/ institutions . Relevant work orders alongwith completion certificates must be submitted.
 - g) Reports on the financial standing of the Bidder, such as profit and loss statements and audited annual accounts certified by CA of the company for the last one year including IT return duly acknowledged by the tax department for the last one year.
 - h) Average Annual Turnover Certificate for the last three financial years duly certified by CA of the company.
8. **Payment Terms:**
 - a) 100% Payment will be made only after satisfactory completion of the work.
 - b) No advance/Mobilization advance and running bill shall be made for this work. First and final bill shall be released only after final acceptance by AEGCL.
 - c) Bill shall be routed through the respective division offices i.e. through the AGM, 132/33kV Kahilipara GSS for Pkg-A work and through the AGM, 220/132/33kV Rangia GSS for Pkg-B work and through the AGM, 220/132/33kV Sarusajai GSS for Pkg-C work to the office of the DGM, Guwahati T&T Circle, AEGCL, Narengi.
 - d) Payment will be made subject to availability of fund.
9. **Performance Security:**
 - a) Within 15 (fifteen) days of receipt of the notification of award from AEGCL, the contractor shall furnish to AEGCL a performance security in an amount of **10 (ten) percent** of the Contract Price in accordance with the Conditions of Contract. The form of performance security may be used as acceptable to AEGCL. In case the contractor fails to



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submit the Performance Security in the form of Bank Guarantee, an amount equivalent to 10% of the Contract Price shall be retained as Security Deposit for upto a period of 12 months. In case an abnormally low bid (ALB) is accepted, then an additional performance security as per the assessment of the tender evaluation committee and not exceeding 20% of the contract value shall be submitted by the successful bidder (vide office order no. MD/AEGCL/Board Agenda/2019/30; dated 30.01.2021).

10. Bid Price/ Price Basis

- Bidders shall give a breakdown of the prices in the manner and detail called for in the Schedules of Prices/ BOQ. The quotations will be evaluated for all the items together.
- Prices quoted by the Bidder shall be inclusive of all scope of work as specified in this bidding document including Freight and Insurance charges and any related services that is implicit to carry out the work successfully.
- Price will be firm and no price variation will be allowed within the completion period given in the work order. Duties and Taxes shall be adjusted, except there is variation due to changes in legislation of the Country.

11. Validity of Bid:

- Bids shall remain valid for the period of 180 days after the bid submission deadline date prescribed by AEGCL. In exceptional circumstances, prior to the expiration of the bid validity period, AEGCL may request the bidders to extend the period of validity of their bids. The requests and the responses shall be made in writing. A bid security may also be extended for a corresponding period.
- Bidders may refuse the request without forfeiting its bid security. A bidder granting the request shall not be required or permitted to modify its bid.

12. Liquidated Damage:

If the firm/contractor fails to deliver the material on or before the stipulated date, then a penalty at the rate of 1% per week of the total order value shall be levied subject to maximum of 10% of the total order value.

13. Disputes:

In the event of any dispute or disagreement arising between the contractors and any other department of AEGCL with regards to the interpretation of 'Terms & Conditions' of this inquiry, the same shall be referred to the Managing Director, AEGCL, Bijulee Bhawan, Paltan Bazar, Guwahati whose decision will be final and binding upon the contractor.

14. AEGCL reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. The decision of the AEGCL will be final in this regard.

15. All Other terms and conditions will conform to AEGCL's General Conditions of Supply and Erection 2009.


Deputy General Manager
Lower Assam T&T Circle
AEGCL, Narengi, Ghy-26

Memo No AEGCL/DGM/LAC/TT/TLS-69/2026/ 1230(a-f)

Dated : 07/02/2026

Copy to :

- PS to the MD, AEGCL, Bijulee Bhawan, Paltan Bazar, Guwahati-01 - for kind appraisal to the MD, AEGCL.
- The CGM, O&M, LAR, AEGCL, Bijulee Bhawan, Paltan Bazar, Guwahati-01 - for kind information.
- The CGM,(T&C, Comm), AEGCL, Bijulee Bhawan, Paltan Bazar, Guwahati-01 - for kind information.
- The IT Cell, AEGCL, Bijulee Bhawan, Paltan Bazar, Guwahati-01 - for kind information and publication of the notice in the official website of AEGCL.
- The General Manager, Lower Assam T&T Zone, AEGCL, Narengi, Guwahati-26 - for kind information.
- Notice Board.


ofc

Deputy General Manager