




GOVT. OF ASSAM  
DIRECTORATE OF HORTICULTURE & FOOD PROCESSING  
ASSAM, KHANAPARA, GUWAHATI-22  
email: [directorhortiassam@gmail.com](mailto:directorhortiassam@gmail.com)

No.Hort/FP/892/Indo-Israel/Procurement/2022-23/06

Dated 21/11/2023

**Notice inviting Quotation for "Supply and Installation of Reinforced High-Density Polyethylene Sheet (HDPE of mass 300 gram per sqm) membrane with ISI mark IS 15351: 2020, for finish size 28x57 sqmtr"**

1. The **Director of Horticulture &FP** intends to engage a **vendor/firm/Manufacturer** at the Centre of Excellence, Khetri, Kamrup-M for the "**Supply and Installation of Reinforced High-Density Polyethylene Sheet (HDPE of mass 300 gram per sqm) membrane at CoE, Khetri,**" and hence seeks quotations from interested and eligible bidders.
2. In this connection, you are requested to submit Quotation in sealed envelope addressed to "**The Director of Horticulture & FP, Khanapara, Guwahati-781022 (Assam)**" on or before **14-00 hours on 1<sup>st</sup> December, 2023.**
3. This Request for Quotation includes documents to facilitate preparation and submission of quotations, criteria for qualification, evaluation, and for award of contract; and relevant forms to be filled by the bidders.
4. The sealed envelope should be super scribed as "**Supply and Installation of Reinforced High-Density Polyethylene Sheet (HDPE of mass 300 gram per sqm) membrane with ISI mark IS 15351: 2020, for finish size 28x57 sqmtr**" Not to be opened before **December 1<sup>st</sup>, 2023** at 2.10 PM".
5. Quotations received shall be opened on the same day, i.e. **1<sup>st</sup> December, 2023** at 2.10 PM in presence of the bidders or their representatives who choose to attend at the office of the undersigned.


  
Director of Horticulture & Food Processing  
Khanapara, Guwahati-22

No.Hort/FP/892/Indo-Israel/Procurement/2022-23/06A

Dated 21/11/2023

**Copy to:**

1. Notice Board, Directorate of Horticulture & Food Processing, Assam, Khanapara, Ghy-22.

  
Director of Horticulture & Food Processing  
Khanapara, Guwahati -22



**GOVT. OF ASSAM**  
**DIRECTORATE OF HORTICULTURE & FOOD PROCESSING**  
**ASSAM, KHANAPARA, GUWAHATI-22**  
**email: [directorhortiassam@gmail.com](mailto:directorhortiassam@gmail.com)**

No.Hort/FP/892/Indo-Israel/Procurement/2022-23/06-

Dated 21/11/2023

6. The **Director of Horticulture & FP** intends to engage a **vendor/firm/ Manufacturer** at the directorate for **"Supply and Installation of Reinforced High-Density Polyethylene Sheet (HDPE of mass 300 gram per sqm) membrane at CoE, Khetri,"** and hence seeks quotations, for the same from the interested and eligible vendors.
7. In this connection, you are requested to submit Quotation in sealed envelope addressed to **"The Director of Horticulture & FP, Khanapara, Guwahati-781022 (Assam)"** on or before **14-00 hours on December 1<sup>st</sup>, 2023.**
8. This Request for Quotation includes documents to facilitate preparation and submission of quotations, criteria for qualification, evaluation, and for award of contract; and relevant forms to be filled by the bidders.
9. The sealed envelope should be super scribed as **"Supply and Installation of Reinforced High-Density Polyethylene Sheet (HDPE of mass 300 gram per sqm) membrane at CoE, Khetri,"** Not to be opened before **December 1<sup>st</sup>, 2023** at 2.10 PM".
10. Quotations received shall be opened on the same day, i.e. **December 1<sup>st</sup>, 2023** at 2.10 PM in presence of the bidders or their representatives who choose to attend at the office of the undersigned.

  
**Director of Horticulture & FP,**  
**Khanapara, Guwahati-22**

**Scope of Work: "Supply and Installation of Reinforced High-Density Polyethylene Sheet (HDPE of mass 300 gram per sqm) membrane with ISI mark IS 15351: 2020, for finish size 28x57 sqmtr" at Centre of Excellence, Khetri, Kamrup-M**

Scope of Work	Description	Qty	Unit
Supply and Installation of Reinforced High-Density Polyethylene Sheet	<p>Supply and Installation of Reinforced High Density Polyethylene Sheet (HDPE of mass 300 gram per sqm) membrane with ISI mark IS 15351: 2020, for finish size 28x57 sqmtr" as per specification mentioned in ISI</p> <ul style="list-style-type: none"> <li>• Installation includes - <ul style="list-style-type: none"> <li>✓ Dewatering of Pond</li> <li>✓ Anchoring pond area</li> <li>✓ Removing Scrapping Cleaning of pond lines.</li> <li>✓ Sloping pond areas for laying of membrane</li> <li>✓ Termites or rodent management before laying of membrane</li> </ul> </li> </ul>	1596	SqM

**1. Preparation and Submission of Quotation:**

- a) Quotation shall be addressed to **"The Director of Horticulture & FP, Assam, Khanapara, Guwahati-781022 (Assam)."**
- b) Quotations shall be submitted as per the format given at Annex- I along with other supporting documents as mentioned in the bid with a copy of the RFQ placed in a single sealed envelope, clearly marked as "Supply and Installation of Reinforced High-Density Polyethylene Sheet (HDPE of mass 300 gram per sqm) membrane with ISI mark IS 15351: 2020, for finish size 28x57 sqmtr" at Centre of Excellence, Khetri, Kamrup-M,"; Not to open before **December 1<sup>st</sup>, 2023 at 2.10 PM**. The name of the bidder, address and contact no. should be mentioned on the reverse of the sealed envelope.
- c) All pages of the quotation shall be signed and stamped by the authorized person to indicate that the bidder has agreed to all terms and conditions of the quotation. Overwriting, alterations, if any, in the quotation should be signed by the authorized signatory.
- d) Quotation not accompanied by specified documents, self-declarations, signatures may be rejected by the office as non-responsive and may not be evaluated.
- e) All duties, taxes and other levies payable by the bidder under the contract shall be shown separately.

**2. The Quotation shall comprise the following: (The bidder must submit mandatorily copies of the following self-attested documents along with the Quotation).**

- a) Letter of Quotation.



- b) **Qualification Criteria1:** Bidders or its manufacturers (OEM themselves or through resellers) in business of Supply of similar items for the past 2 (two) years (*viz. Trade License, Certificate of Incorporation or Registration certificate, UDAYM*).
- c) **Qualification Criteria2:** Details of at least 1 similar assignment of supply carried out with govt./semi govt./PSU/Corporate organization earlier with supporting documents.
- d) Complete address and contact details of the Bidder having the following information:  
Name of Firm:  
Address for communication:  
Telephone No(s): Office  
Mobile No.:  
Electronic Mail Identification (E-mail ID):
- e) GST Registration Certificate
- f) Non-Black Listing Certificate (Self Declaration)

### 3. Quotation Prices

- a) The rates quoted by the bidder shall be fixed for period of minimum 90 days from the date of submission of the quotation and will continue after the 90 days mark, unless the vendor expresses their inability to provide the material/service as per the unit rates quoted and shall not be subject to adjustment on any account.
- b) GST and any other taxes, which will be payable on the services 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.
- c) Corrections of the quoted rate, if any, shall be made by crossing out, re writing, initialing and dating.
- d) **'Discount' or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.**
- e) The Prices shall be quoted in Indian Rupees only.

4. **Validity of Rates:** Rates shall remain valid for a period of minimum 90 days from the date of submission of the quotation and will continue after the 90 days mark, until the vendor expresses their inability to provide the material as per the rates quoted.

5. **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.

6. **Quotation Submission:** Bidders may submit their sealed envelopes containing the bids by post or by hand or drop in the box earmarked by the Employer. The copies of all the supporting documents shall be signed/ self-attested by the Bidder.

### 7. Evaluation of Quotations:

- a) The Director of Horticulture & FP shall evaluate and compare the quotations determined to be substantially responsive, i.e. which,
- i. are properly signed and sealed;



ii. have submitted the required documents and meet the criteria specified as indicated above;

- b) Evaluation shall be carried out on the basis of the total price quoted for;
- c) Mere submission of quotation does not entitle a bidder for award of contract.
- d) **The Director of Horticulture & FP shall award the Contract to the Bidder whose quotation has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided that the Bidder is determined to be qualified to perform the Contract satisfactorily. The price will be determined item wise. However, purchaser may arrange for a market survey of the rates if quoted rates are found to be unjustified/unreasonable.**

**8. Award of contract:**

- a) The Director of Horticulture & FP, Assam shall award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- b) The Director of Horticulture & FP shall award the Contract to the Bidder whose quotation has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided that the Bidder is determined to be qualified to perform the Contract satisfactorily. The price will be determined item wise. However, purchaser may arrange for a market survey of the rates if quoted rates are found to be unjustified/unreasonable.
- c) Notwithstanding the above, the Director of Horticulture & FP also 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.
- d) The bidder whose quotation is accepted will be notified of the award of contract by the Director of Horticulture & FP prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
- e) The Work order shall be issued to the lowest priced quotation, provided it fully meets the terms & conditions, specification of the offered items cited above and the validity of selection as vendor will be valid for minimum 90 days and will continue further, if mutually agreed by the Director of Horticulture & F.P and the successful bidder.

**9. Payments:**

- a) Payment shall be made after satisfactory delivery of services and certified by the concerned officer of the Directorate of Horticulture & FP.
- b) All payments to the successful bidder shall be made by Account Transfer only.
- c) All taxes (including GST, etc.) shall be dealt with as per the Govt. laws
- d) No advance payment shall be made.

**10. Place of Service: CoE, Khetri.**

**11. Delivery Condition: As per the requirement to be specified in the Letter of Acceptance.**



12. **Adjustment:** Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by the Directorate of Horticulture & FP. The unit price shall prevail and the total price shall be corrected, in case of any discrepancy. If the supplier does not accept the final price based on re-computation and correction of errors, its quotation will be rejected.

13. **Miscellaneous:**

- a) The Directorate of Horticulture is not bound to accept any quotation, nor award a contract/work order, nor be responsible for any costs associated with supplier's preparation and submission of quotation, regardless of the outcome or the manner of conducting the selection process.
- b) No variation or modification of the terms and conditions of the contract shall be made.
- c) Any dispute whatsoever will be subject to Guwahati jurisdiction only.



## Letter of Quotation-Financial Part

(This form must be submitted only using the official letterhead of the Firm/Agency).

RFQ No.:

Bidder Reference: No..... Dated.....

To,

The Director of Horticulture & FP, Assam  
Khanapara, Guwahati-22.

**Sub: "Supply and Installation of Reinforced High-Density Polyethylene Sheet (HDPE of mass 300 gram per sqm) membrane with ISI mark IS 15351: 2020, for finish size 28x57 sqmtr" at Centre of Excellence, Khetri, Kamrup-M"**

Sir,

1. We, the undersigned, hereby submit our Quotation:
2. In submitting our Quotation, we make the following declarations:
  - (a) **No reservations:** We have examined and have no reservations to the RFQ document;
  - (b) **Validity of Rates:** Our rates shall be valid for the period of 365 days, from the deadline fixed for the Quotation submission;
  - (c) **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 all the laws against fraud and corruption in force in India including the "Prevention of Corruption Act 1988."
  - (d) I/We have read and understood the detailed terms & conditions mentioned in the quotation and shall abide by it in case being invited for the award of contract.
  - (e) It is hereby declared that particulars furnished herewith are true and correct as per my/our knowledge and belief. In the event of any particulars are found to be false, I/We shall be liable to such consequences/lawful actions as the **Director of Horticulture & FP** wish to take.

Sl.	Item (a)	Quantity (c)	Units	Unit cost in Rs. (e)	Total cost in Rs. (f)= (c)x(e)	GST (g)	Total cost incl. GST in Rs. (h)= (f)+(g)
1							
2							
3							
4							

Total amount (in Rs.).....

Total amount (in words).....(Note: Lowest bidder shall be decided on the total amount quoted exclusive of GST and other taxes as applicable)

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory \_\_\_\_\_ In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

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

Telephone no. \_\_\_\_\_ email id \_\_\_\_\_

Address \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

