

GOVT. OF ASSAM
DIRECTORATE OF HORTICULTURE & FOOD PROCESSING,
ASSAM, KHANAPARA, GUWAHATI-22
Tel: 0361-2330231; email: directorhortiassam@gmail.com

No. Hort/FP/APART/74/Procurement-ASCL/2023-24/36. Dated Guwahati the 9th November, 2023

PROCUREMENT NOTICE

for the

Request for Quotation [RFQ]

For Supply of Planting Materials for Bio-fencing of Seed Farms under Assam Seeds Corporation Ltd.

- 1) The Government of Assam through the Government of India has received financing from the World Bank towards the cost of 'Assam Agribusiness and Rural Transformation Project (APART)' and intends to procure planting materials for bio-fencing of the seed farms of the Assam Seeds Corporation Ltd under APART, for which this Request for Quotation (RFQ) is issued. Directorate of Horticulture and Food Processing now invites sealed Quotations from eligible bidders for supplying the items to the destinations for which locations are mentioned below.
- 2) Directorate of Horticulture and Food Processing now invites sealed quotations from eligible **suppliers** for Supply of the planting materials for bio-fencing of some of the selected seed farms of the Assam Seeds Corporation Ltd under APART as per the details given under:

Sl.	Brief description of good	Specification	Planting Material Species	Quantity (Nos)	Delivery period	Place of delivery
1	Planting Material for Bio-fencing	As per Section IV	Karonda (<i>Carissa carandas</i>)	5934	Mid Feb- Mid March, 2024	Dalgaon Seed Farm, Niz Dalgaon 1, Sialmari Dev. Block, Darrang- 784116
				10767		Krishnai Seed Farm, Vill-Paikan, P.O.- Krishnai, Goalpara- 783126
2	Planting Material for Bio-fencing	As per Section IV	Rough Lemon (<i>Citrus jambhiri</i>) (same as above)	1850		Dalgaon Seed Farm, Niz Dalgaon 1, Sialmari Dev. Block, Darrang- 784116
				3655		Krishnai Seed Farm, Vill-Paikan, P.O.- Krishnai, Goalpara- 783126

- 3) The Bidders must quote for at least **100%** of the quantities solicited in the RFQ or else the quotation may be rejected.
- 4) The RFQ document is attached to this **PROCUREMENT NOTICE** and it includes documents to facilitate preparation and submission of quotations, criteria for qualification, evaluation procedure, award of contract and relevant forms to be filled by the bidders.
- 5) The Quotation shall be submitted in a sealed envelope addressed to **"The Director, Horticulture and Food Processing, Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022, Assam"** on or before **24th November, 2023** by 2.00 PM. Any quotation or modifications to quotation received after the deadline shall not be considered and returned unopened as received.

- 6) The Quotations shall be opened on the same day, i.e **24th November, 2023** at 2.30 PM in the presence of the bidders or their representatives who choose to attend at the office of the undersigned. The sealed envelope should be superscribed as *“Quotation for Supply of Planting Material for bio-fencing of the seed farms of the Assam Seeds Corporation Ltd under APART; Not to be opened before 24th November, 2023.”* If the office happens to be closed on the date of opening of the Quotations as specified, the Quotations will be opened on the next working day at the same time.
- 7) Other details can be seen in the RFQ document which may be downloaded free of cost from the website <https://dirhorti.assam.gov.in/>
- 8) The Director of Horticulture and Food Processing, Assam shall not be held liable for any delay in the receipt of Quotations. A Bidder requiring any clarification of the RFQ document may visit the office of the Purchaser at the address given above.

Sd/-
Director,
Horticulture & Food Processing,
Assam

SECTION I

*LETTER OF QUOTATION
(to be submitted on the letter head of the bidder)*

RFQ No. Hort/FP/APART/74/Procurement-ASCL/2023-24/...

Dated Guwahati the 9th Nov , 2023

Our reference no..... dated.....

To:

**The Director of Horticulture and Food Processing,
Agriculture Complex, Khanapara,
G.S. Road, Guwahati-781022
Assam**

SUB: REQUEST FOR QUOTATION [RFQ] FOR SUPPLY OF SUPPLY OF PLANTING MATERIAL FOR BIO-FENCING OF THE SEED FARMS OF THE ASSAM SEEDS CORPORATION LTD UNDER APART

Sir,

1. I/We, the undersigned, hereby submit our Technical and Financial Quotation;
2. In submitting our Quotation, we make the following declarations:
 - (a) **No reservations:** I/We have examined and have no reservations to the RFQ Document. Bid submitted by me/us are properly signed & sealed so as to prevent any subsequent replacement;
 - (b) **Conformity:** I/We offer to supply in conformity with the RFQ Document and in accordance with the Delivery Schedule specified in the bid document;
 - (c) **Quotation Validity Period:** My/Our Quotation shall be valid for a period of **90 days** from the deadline fixed for the Quotation submission;
 - (d) **Eligibility:** I/We meet the eligibility requirement and have no conflict of interest; I/we have not been temporarily suspended or debarred by the World Bank or blacklisted or suspended by the Central or any State Government;
 - (e) **Fraud and Corruption:** I/We hereby certify that we have taken steps to ensure that no person acting for me/us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices; and I/we will strictly observe the laws against fraud and corruption in force in India namely, "Prevention of Corruption Act, 1988."

Yours faithfully,

.....
Authorized signature

Name of the Bidder.....

In the capacity of (legal capacity).....

Address of the firm.....

Mobile no.....

Date:.....

SECTION II

BIDDER'S PROFILE

(to be submitted using official letterhead of the Bidder)

Sl. no.	Bidder's information	Details
1)	Name of the Bidder	
2)	Status of the Bidder [whether Manufacturer / Authorized Dealer/ Authorized Agent]	
3)	Name of the Manufacturer / Authorized Dealer / Authorized Agent	
4)	Address of the registered office of the bidder with mobile no. & email id	a) Address: b) Mobile number: c) e-mail id:
5)	i) Number of years in the business of producing tissue cultured plants, if the bidder is a producer of tissue cultured plants ii) In case the bidder is an authorized dealer/supplier of the manufacturer- a) Number of years for which the bidder is in the business of supplying tissue cultured plants b) Number of years for which bidder's principal/ OEM is in the business of manufacturing tissue cultured plants	
6)	Name of organization(s) to which the Bidder has supplied tissue cultured plants	1) 2) 3)
7)	Particulars of the Authorized Signatory of the Bidder	a) Name: b) Designation: c) Mobile number: d) e-mail id:
8)	Name, location, address and valid GST no. of distributor/ dealer/ retailer in Assam (in case of producers of tissue cultured plants)	
9)	Updated Trade License	
10)	PAN no. Details	
11)	Valid GST no. Details	

I / We hereby declare that the information furnished above is true and correct. I/We am/are also attaching copies of license/authorization documents claimed above.

(Signature of the authorized person)

Name of Signatory _____

Date _____

Seal

Section III

TERMS AND CONDITIONS

1) ELIGIBILITY: A Bidder

- a) shall not have conflict of interest as defined in the World Bank's Procurement GUIDELINES: PROCUREMENT OF GOODS, WORKS, AND NON-CONSULTING SERVICES UNDER IBRD LOANS AND IDA CREDITS & GRANTS BY WORLD BANK BORROWERS and
- b) should not have been
 - i. temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or
 - ii. blacklisted or suspended by Central or any State Government Departments in India

2) CLARIFICATIONS & AMENDMENTS:

A prospective bidder requiring any clarification may visit the office of the Directorate of Horticulture and Food Processing before the closing date and time of quotation submission to get clarifications on the quotation. Amendments may be issued by the purchaser before the closing date of this Quotation and the related corrigendum will be issued in connection with this Quotation. Any clarifications and/or amendments shall be uploaded on the official website of the Directorate of Horticulture and Food Processing (<https://dirhorti.assam.gov.in/>) and bidders are requested to satisfy themselves before submission of the quotations.

3) PREPARATION AND SUBMISSION OF QUOTATION:

- a) Quotation shall be addressed to *"The Director, Horticulture and Food Processing, Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022, Assam"*
- b) Quotations shall be submitted with all supporting documents as mentioned in the bid with a copy of the RFQ placed in a single sealed envelope, clearly marked as *"Quotation for Supply of Planting Material for bio-fencing of the seed farms of the Assam Seeds Corporation Ltd under APART"; Not to be opened before 24th November, 2023 at 2.30 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.

4) THE QUOTATION SUBMITTED BY THE BIDDER SHALL COMPRISE THE FOLLOWING:

- a) **Letter of Quotation** (*duly signed by the by the authorized person signing the bid*) ;
 - b) **Price Schedule** (*duly signed by the by the authorized person signing the bid*)
 - c) **Signed copy of the RFQ Document** (*each and every page shall be signed by the authorized person signing the bid*)
 - d) **Technical Specifications:** confirmation that the offered Goods and Related Services conform to the required specifications and subject to bearing the responsibility of at least 1 year of maintenance of the supplied goods, supported by brochures / leaflets/ Certificates in accordance with Clause 13 establishing Bidder's qualifications to perform the contract;
 - e) **Performance Statement-** of supplies of similar goods made during the last 3 years, in the prescribed Format given at Section VII;
 - f) Bidder's Profile (Section-II)
- 5) **VALIDITY OF QUOTATION:** Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.
- 6) **SIGNING OF QUOTATIONS:** The name and position held by authorized person signing the quotation and related documents must be typed or printed below the signature.
- 7) **QUOTATION SUBMISSION:** Bidders may submit their sealed envelopes containing the bids by post or by hand or drop in the box at ***Directorate of Horticulture and Food Processing, Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022*** on or before **24th November, 2023** by 2.00 PM earmarked by the purchaser. The copies of all the supporting documents shall be signed/ self attested by the authorized person of the Bidder.
- 8) **QUOTATION PRICES**
- a) The contract shall be for the quantity as mentioned in Section-IV and the same shall be specified in the Price Quotation Form. Corrections, if any, can be carried out by editing the information before bid submission.
 - b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
 - c) **All the costs relating to rendered services (planting of the planting material and maintenance), transportation and delivery at the final destination shall be included in the quoted price.**
 - d) GST and any other taxes, which will be payable on the goods at the time of invoicing in connection with the sale, shall be shown separately. **If these are 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.
 - e) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

- f) The Prices shall be quoted in Indian Rupees only.
- g) In case of discrepancy between the price in figure and words in the financial quote, the price written in words shall prevail. In case of discrepancy between the Unit Cost and Total Cost, the Unit Cost shall prevail.

9) OPENING AND EVALUATION OF QUOTATIONS: The Quotations will be opened publicly on the specified date and time mentioned in the Procurement Notice. The bid opening shall take place at office of the *Directorate of Horticulture and Food Processing*, Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022, Assam. The Purchaser shall examine the quotation to determine whether the quotation -

- a) has been properly signed by the authorized person;
- b) meets the eligibility criteria as mentioned in the RFQ document;
- c) conforms to all the terms, conditions, technical specifications, guarantee etc.; and

10) SUPPLY OF ITEMS:

- a) Bidder shall have to provide for 100% supply of the items for which quotations are submitted.

11) DELIVERY:

- a) The selected bidder shall have to complete the supply of the species specific planting materials at the final place of delivery during Mid February-Mid March, 2024
- b) The list of the Seed Farms for the supply of species specific planting materials for bio-fencing are mentioned below.

Sl	Planting Material Species	Name of Seed Farm	Delivery address	Seed Farm I/C Name and Contact No
1	Karonda & Rough Lemon	Dalgaon Seed Farm	Niz Dalgaon 1, Sialmari Dev. Block, Darrang- 784116	Dr. Monish Roy Ph: 8777533964
		Krishnai Seed Farm	Vill- Paikan, P.O.- Krishnai, Goalpara- 783126	Mr. Kailash Karmakar Ph: 8822198326

- c) **PROTECTION & SAFETY OF PLANTS DURING TRANSPORTATION:** The Supplier shall provide proper protection and safety of planting material with suitable materials (e.g. poly packed with soil) required to prevent their damage or deterioration during transit. During transit, the protection and safety material shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures. The insurance of the species-specific planting materials to be supplied is the responsibility of the vendor from supply to the final destination till its plantation in the main field.

12) CONFORMITY OF GOODS, PLANTING & MAINTENANCE SERVICES: Bidder shall furnish as part of the Quotation, documentary evidence that the species specific planting materials supplied conform to the technical specifications and standards, supported by relevant documents, etc. Bidder shall attach a clause by clause confirmatory to the laid down specifications. Also, the bidder shall submit an undertaking subject to the rendered service as confirmatory to bearing the responsibility of planting the planting materials with proper spacing in the main field of the destined location followed by maintenance of those planted saplings for atleast a period of 1 year.

13) QUALIFICATION CRITERIA:

Sl.	Eligibility Criteria	Enclose relevant documents as proof of eligibility
1)	The bidder should be in the business of planting material generation production facility/ nursery management business for at least a period of five years	<i>Incorporation certificate / firm or nursery registration certificate / registration under Shop & Establishment Act. A valid and active certificate of nursery a accreditation from National Horticulture Board, Ministry of Agriculture & Farmers Welfare, GoI as authorized under Section-8 of Seeds Act 1966, vide Gazette Notification dated 10th March 2006</i>
2)	The bidder shall have at least experience of supplying enlisted planting materials for the purpose of bio-fencing to minimum 3 (three) public sector agencies from state / central govt. departments / ministries / PSUs during last 5 years (2018-2023).	<i>Supply Orders (Attach copy of minimum two (2) work orders/completion certificates)</i>
3)	Updated Trade License	<i>Self attested updated copy.</i>
4)	Valid GST No.	<i>Self attested registration details.</i>
5)	PAN No.	<i>Self attested card details</i>

14) AWARD OF CONTRACT:

The Director, Horticulture and Food Processing will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price for the supply, plantation and maintenance of the planting material.

- a) Notwithstanding the above, the purchaser 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 without any liability to the vendor.
- b) The bidder whose quotation is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.

15) Payment: Payment shall be made upon successful delivery and acceptance of the planting materials by the concerned Officials/ Seed Farm I/Cs of the delivery locations/Seed Farms and shall be made by **Director of Horticulture and Food Processing**. If after supply, it is discovered that the species specific planting materials supplied are not exactly according to the specification/quality mentioned, such supply will be rejected at the supplier's cost. The decision of **Director of Horticulture and Food Processing** on quality & specifications shall be final and no disagreement from the supplier shall be entertained.

- a) **80% Payment shall be made within 30 (thirty) days after delivery and planting of the species specific planting materials at the final destinations (Seed Farms of Assam Seeds Corporation Ltd.) and on the receipt of certification by the concerned Officials/ Seed Farm I/Cs of the delivery locations/Seed Farms that the plants have been received in good condition and the whole lot was planted following proper plant to plant spacing**
- b) **Remaining 20% Payment shall be made after completion of 1 year maintenance period from the date of implementation of the program. If any plants die or show abysmally poor growth compared to normal growing plants, payment for those number of plants shall be withheld.**
- c) Taxes shall be dealt as per applicable laws.
- d) No advance payment shall be made.

16) FORCE MAJEURE:

- a) The bidder shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "*Force Majeure*" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- b) If a Force Majeure situation arises, the bidder shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

17) SETTLEMENT OF DISPUTES: The contract shall be governed by the laws in force in India. In the event of any dispute, such dispute would be subject to the courts in Guwahati only.

Section IV

TECHNICAL SPECIFICATIONS

Description of Goods & Related Services	Planting Material Species	Qty	Detailed Technical Specifications
Goods: Planting Material for Bio-fencing Services: Transportation, delivery & conformity to planting of planting materials followed by its 1 year maintenance	Karonda (<i>Carissa carandas</i>)	16701	Height: 8 inch
			Age: 1 year old
			Characteristics: Good vegetative growth with green lush
			Leaves: 4-8 primary leaves
	Plant to plant spacing: 0.3 m		
	Rough Lemon (<i>Citrus jambhiri</i>)	5505	Height: 2 feet
			Age: 1 year old
			Characteristics: Good vegetative growth with green lush
Leaves: 4-8 primary leaves			
Plant to plant spacing: 1 m			

Section V

FINANCIAL PART

(to be submitted on the letter head of the bidder)

No.-

Dated Guwahati theNovember, 2023

Our reference no.....

dated.....

To:

**The Director of Horticulture and Food Processing,
Agriculture Complex, Khanapara, G.S. Road,
Guwahati- 781022**

SUB: REQUEST FOR QUOTATION [RFQ] FOR SUPPLY OF PLANTING MATERIAL FOR BIO-FENCING OF THE SEED FARMS OF THE ASSAM SEEDS CORPORATION LTD UNDER APART

Sir,

- a) 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.
- b) 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 purchaser wish to take.
- c) **The total price of our Quotation, including any unconditional discounts offered is:**

Total price of the Quotation: [insert the total price of the quotation including GST and any other taxes, which will be payable on the plants- in words and in figures]

- d) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: **[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate 'None']**

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.....

Address.....

Dated on day of 2023 [insert date of signing]

Section VI
FORMAT OF QUOTATION

SL	Description of goods	Seed Farm Name	Planting Material Species	Quantity in Nos.	Unit cost (in Rs.)	Total cost (in Rs.)	GST (in Rs.)	*Total cost inclusive of GST (in Rs.)
1	Planting Material for Bio-fencing	Dalgaon Seed Farm, Niz Dalgaon 1, Sialmari Dev. Block, Darrang- 784116	Karonda (<i>Carissa carandas</i>)	5934				
			Rough Lemon (<i>Citrus jambhiri</i>)	1850				
2		Krishnai Seed Farm, Vill-Paikan, P.O.- Krishnai, Goalpara- 783126	Karonda (<i>Carissa carandas</i>)	10767				
			Rough Lemon (<i>Citrus jambhiri</i>)	3655				

**Payment of GST and other taxes payable for the goods at the time of invoicing shall be at actual.*

We agree to supply the above goods in accordance with the technical specifications for a total contract price (including all taxes and duties) of Rs.(Amount in figures), (Rs amount in words) within the period specified in the Request for Quotation.

[Signature of Bidder]

Section VII

PROFORMA FOR PERFORMANCE STATEMENT *(for a period of last 5 years)*

(Work Orders to be attached)

Order placed by: (full address of Purchaser)	Order No. & date	Description and quantity of ordered species specific planting materials	Value of order	Date of completion of delivery	
				As per contract	Actual

