

35-c



**OFFICE OF THE DIRECTOR
ANIMAL HUSBANDRY AND VETERINARY DEPARTMENT
ASSAM :: GUWAHATI-781003**

**PROCUREMENT OF
CMT KIT (CALIFORNIA MASTITIS TEST KIT)
UNDER APART, MILK VALUE CHAIN,
(CROSS CUTTING SUPPORT TO FORMAL & INFORMAL DAIRY)
THROUGH
REQUEST FOR QUOTATION (RFQ) PROCEDURES**



REQUEST FOR QUOTATIONS
Procurement of Goods under RFQ Procedures
Procurement Notice
(Single -Envelope Bidding Process)

Purchaser: The Director, Animal Husbandry and Veterinary Department, Assam
Contract title: Procurement of CMT KIT (CALIFORNIA MASTITIS TEST KIT) under APART, Milk Value Chain (Cross Cutting Support to Formal & Informal Dairy)
CMT KIT: For detection of sub clinical and clinical Mastitis.
RFQ No: VET/APART/PROC/CMT/PT-I/2020-2021/3893-A
Date: 15th Dec. 2022
Applicable Procurement Guidelines/Regulations Date: July 2016

1. The Government of India has received financing from the World Bank in various Currencies towards the cost of the **Assam Agri-Business and Rural Transformation Project (APART)** Project and intends to apply part of the proceeds towards eligible payments under the contract for which this request for quotations is issued. **The Director, Animal Husbandry and Veterinary Department, Assam** invites quotations from eligible bidders for the following goods.

Sl. No	Brief Description of the items	Specifications	Unit & Quantity	Delivery Period	Place of Delivery & consignee
1	CMT KIT (CALIFORNIA MASTITIS TEST KIT)	As per Technical Specification mention in RFQ documents (Annexure-I)	170 Nos.	100% of the quantity is to be delivered within 30 days from the date of award of Contract	Managing Director WAMUL, Panjabari, Guwahati-37 & Director, Dairy Development Department, Khanapara, Guwahati-22

2. The Bidders may submit Quotations for the item.
3. This Procurement notice includes the terms and conditions applicable to submission of quotations; criteria for qualification, evaluation, and for award of supply order (s); and relevant forms to be filled by the bidders. Implementing Agency has not issued a separate RFQ document for this purchase. The Procurement notice including the terms and conditions etc. can be obtained free of cost from the **Office of the Nodal Officer, APART, The Directorate of AH & Veterinary, Chenikuthi-781003, Assam** or download from the website of <https://animalhusbandry.assam.gov.in/>.



4. Quotations shall be submitted on or before **14.00** hours on **30.12.2022**. Any quotation received thereafter will not be considered. The Quotations will be opened on **30.12.2022** at **14.30** hours. Bidder may present during the time of bid opening. Any modifications of quotation will not be accepted.
5. If the Purchaser's 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.
6. The Purchaser's have right to cancel/modification of the bidding process without any prior notification.
7. Other details can be seen in the RFQ document. The Bidders need to submit hardcopies in sealed envelope in the tender box at:

Nodal Officer, APART
Directorate of Animal Husbandry and Veterinary, Assam
Chenikuthi, Guwahati,
Pin: 781003
Email : ahvdapart@gmail.com



RFQ No: VET/APART/PROC/CMT/PT-1/2020-2021/ 3893-A

Date: 15.12.2022



Terms and Conditions

1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) 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:** For any clarification of RFQ documents the bidder must submit request letter within 7 (seven) days from the date of publication of advertisement. The purchaser may clarify and modification or any amendment in the RFQ may be done if the issue of bidder is valid & inform accordingly.

3. **The Technical Part of Quotation shall comprise the following:**

- (a) Letter of Quotation– Technical Part;
- (b) Technical Specifications: confirmation that the offered Goods and Related Services conform to the required specifications;
- (c) 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)

Particulars of the Authorized Signatory of the Bidder:

Name:
Designation:
Mobile No:
Email Id:
(Also submit Power of attorney/Undertaking wherever applicable)

- (d) Authorized dealership certificate from the manufacturer as per **Annexure-II**
- (e) Information brochure of the Kit.
- (f) Valid PAN card.
- (g) Valid Trade License of relevant field.
- (h) GST Registration Certificate of the firm with registration number.
- (i) Performance Statement: Similar work Experience of Government Department / Public Sector Undertakings (PSUs) / Public Sector Banks (PSBs) / Corporations etc. during the last 3 years with proper evidence as per **Annexure-III**.
- (j) Bidder should submit complete annual turnover reports for last 3 years (2019-20, 2020-21, 2021-22).
- (k) Affidavit for non-conviction certificate as per Annexure-IV.

- (l) Check list duly filled by the bidder with correct information. If any bidders submitting documents not as per check list. Their participation will be considered as non-responsive.

4. **The Financial Part of Quotation shall comprise the following:**

- (a) Letter of Quotation- Financial Part
(b) Price Schedule (using the Schedule included with the RFQ document) wherein the rates shall be entered.

5. **Quotation Prices**

- a) The contract shall be for the full quantity for the item as specified in the Price Quotation Form.
b) All duties, taxes and other levies payable on the item shall be included in the total price.
c) 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 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.
d) 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.
e) The Prices shall be quoted in Indian Rupees only.

6. **Conformity of Goods:** the Bidder shall furnish as part of the Technical Part of Quotation, documentary evidence that the Goods conform to the technical specifications and standards, as relevant for example catalogue, warranty/ guarantee etc. of the manufacturer.

7. **Qualification of the Bidder:** (a) Details of supplies of goods of similar type made during the last 3 years shall be submitted in the specified Proforma.
(b) Supplies for any particular item in each quotation should be from one manufacturer only. Quotations offering supplies from different manufacturers for the same item in the quotation will be treated as non-responsive.

8. **Validity of Quotation:** Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

9. **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.

10. **Quotation Submission:** The Letter of Quotation – Technical Part, and Letter of Quotation – Financial Part shall be filled, signed and along with the Price Schedules that shall be furnished using the Forms available in the bid without any alterations. All blank spaces shall be filled in with the information requested.

11. **Opening and Evaluation Quotations:** The Quotations will be opened on the specified date and time. The subsequent evaluation will be done following standard procedures.

- (a) The Quotations would be evaluated for the item by the evaluation committee for final selection.
- (b) The evaluation shall be based on Technical specification and the total price of Goods and Related services at project site including GST and any other taxes, which will be payable at the time of invoicing.

12. **Award of contract:** The Purchaser 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.

- (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.
- (b) The bidder whose quotation is accepted will be notified with 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 (sample form attached).
- (c) 100% Payment shall be made or within 30 days after delivery of the goods. Payment of GST and other taxes payable for the supplied item at the time of invoicing, although already included in the total cost, will be at actual or the rate/amount of these taxes specified in the supply order, whichever is lower.



ANNEXURE - I
Technical Specifications

CMT KIT (CALIFORNIA MASTITIS TEST KIT)

- Shelf life: Minimum two year at the time of supply.
- Reagent bottle 500 ml-1 no
- Testing Paddle -1 no
- Reagent Dispenser-1 no
- Instruction manual for procedure of test -1 no
- Record sheet-1 no



Letter of Quotation-Technical Part



The Bidder must prepare the Letter of Quotation on bidder's letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

RFQ No.: *[insert identification]*

Our Reference: No..... Dated.....

To:
(Purchaser's name and address)

Subject: Supply of.....

Sir,

1. We, the undersigned, hereby submit our Quotation in two parts, namely:

- (a) Technical Part; and
- (b) Financial Part

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) **Conformity:** We offer to supply in conformity with the RFQ Document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services *[insert a brief description of the Goods and Related Services];*
- (c) **Quotation Validity Period:** Our Quotation shall be valid for the period of 45 days, from the deadline fixed for the Quotation submission;
- (d) **Eligibility:** We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the World Bank or blacklisted or suspended the Central or any State Government;
- (e) **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 the laws against fraud and corruption in force in India namely, "Prevention of Corruption Act 1988."

Yours faithfully,

Authorized Signature

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*

Letter of Quotation–Financial Part



The Bidder must prepare the Letter of Quotation on bidder's letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

RFQ No.: *[insert identification]*

Our Reference: No..... Dated.....

To:

(Purchaser's name and address)

Subject: Supply of.....

Sir,

1. We, the undersigned, hereby submit the second part of our Quotation, the Financial Part. In submitting our Financial Part we make the following additional declarations:
 - (a) Our Quotation shall be valid for the period of 45 days from the deadline fixed for the Quotation submission;
 - (b) 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, F.O.R destinations which will be payable on the finished goods, in words and figures];*
 - (c) **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 Bidder _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*

FORMAT OF QUOTATION

Sl. No.	Description of Goods	Specifications	Qty.	Unit	Quoted Unit Rate at destination in Rs.	GST and similar other taxes applicable on finished Goods/ Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties
1							
TOTAL including all taxes and duties(In word) :							

We agree to supply the above kits 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 Quotations.

We also confirm that the Shelf life of kits are Minimum two year at the time of supply.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

Signature of Bidder



Purchaser's Requirement
1. LIST OF GOODS & RELATED SERVICES AND DELIVERY PERIOD

Line Item No.	Description of Goods and Related Services	Quantity	Physical unit	Final Destination (Project site)	Desired Delivery Period for completion of supply from the date of the Contract	Bidder's offered Delivery Period [to be provided by the Bidder]
1	2	3	4	5	6	7
1	CMT KIT (CALIFORNIA MASTITIS TEST KIT)	170	Nos	Managing Director WAMUL, Panjabari, Guwahati-37 & Director, Dairy Development Department, Khanapara, Guwahati-22	100% of the quantity is to be delivered within 30 days from the date of award of Contract	[insert the number of days from the date of the Contract]

Note:

1. Delivery Period offered by the Bidder should be filled in Column 7 by the Bidder.



ANNEXURE - II
MANUFACTURER'S AUTHORIZATION FORM*

Ref No. Dated

NIT No.:

To
.....
.....

Dear Sir,

We who are established and reputed manufacturers of.....(Name and description of goods offered)having factories at.....(Address of factory) do hereby authorize M/s..... (Name and address of Agent) to submit a bid,and sign the contract with you for the goods manufactured by us against the above RFQ.

We hereby extend our full guarantee and warranty as per Terms and Conditions of Contract for the goods and services offered for supply by the above firm against the RFQ.

No company or firm or individual other than M/s. _____ are authorized to bid, and conclude the contract for the above goods manufactured by us against this specific RFQ.

Yours faithfully,

(Name)
(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. It should be included by the Bidder in its bid



Annexure- III
PROFORMA FOR PERFORMANCE STATEMENT*



Proforma for Performance Statement (for a period of last 3 years)

RFQ No. _____

Date _____

Name of the Bidder _____

Order placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered Goods	Value of order	Date of completion of delivery		(Attach a Completion/Satisfactory certificate from the Purchaser/Consignee if available.)
				As per contract	Actual	
1	2	3	4	5	6	8

Signature and seal of the Bidder

ANNEXURE - IV

AFFIDAVIT

DECLARATION FOR NON-CONVICTION



I/ We _____ the Proprietor/ Authorized
Nominee of the Firm M/s. _____ hereby declare that,
our Firm/ Products have not been black listed/ suspended / not been declared sub
standard / spurious during the last three years.

That, I am / we are well acquainted with the facts about the firm / products / I may be
punished as per the law for any wrong information, misleading facts provided in this
regard.

Place :

Date :

Signature of the Bidder with Seal

NB: Declaration is to be uploaded in the form of Affidavit from the Notary Officer.



CHECK LIST TO BE SUBMITTED BY THE BIDDER

Sl.No	Description	Remark (Yes/No)	Page No.
1.	Bidder Information		
2.	Valid PAN card.		
3.	Valid Trade License of relevant field		
4.	GST Registration Certificate		
5.	Information brochure of the Kit.		
6.	Manufacturing Authorization Certificate/Form as per Annexure II		
7.	Performance Statement Annexure III		
8.	Annual turnover reports for last 3 years years (2019-20, 2020-21, 2021-22).		
9.	Affidavit for conviction certificate as per Annexure-IV		
10.	RFQ documents duly seal & signed		
11.	Check list duly signed		
12.	Financial Part of Quotation		

The above details have been checked by me and found correct

Place:

Date:

Signature of the bidder

(Seal)

ATTACHMENT



OFFICE OF

PURCHASE/SUPPLY ORDER

To:

M/s

.....
.....
.....
.....

Dear Sirs,

Sub: Supply of

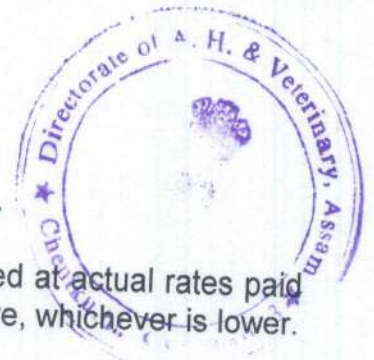
Ref: Request for Quotation no..... dated

1. Your quotation no.....of(Date) for the supply of **has been accepted. You are requested to supply** the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Serial. No	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	GST*	Total Price (Rs.) including all taxes and duties
1						
2						
3						
4						
5						
			Total			

*GST and similar other taxes and duties applicable on finished goods. Indicate each applicable tax separately.

2. Delivery Period:days from the date of issue of this supply order.
3. Place of delivery



- 4. Consignee Address:
- 5. GST and other taxes and duties, if any will be reimbursed at actual rates paid on the date of supply or the rate/amount shown in 1. above, whichever is lower.
- 6. Standard Manufactures commercial Warranty/Guarantee shall be..... months from the date of delivery and acceptance.
- 7. Payment shall be made on delivery or within 7 days of delivery; and acceptance of the goods/equipment.
- 8. Other terms and conditions are as under:
.....
.....

Date:
Place:

(Purchaser)

Name:
Designation:.....