



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

**PROCUREMENT for
Printing of Manuals under Development of Training Manuals under
Pork value chain**

REQUEST FOR QUOTATION (RFQ) PROCEDURES



REQUEST FOR QUOTATIONS
Procurement of Goods under RFQ Procedures
E-Procurement Notice
(One-Envelope with e-Procurement Bidding Process)

Purchaser: The Director, Animal Husbandry and Veterinary Department, Assam

Contract title: Procurement for Printing of Manuals under Development of Training Manuals (Pork value chain)

RFQ No: VET/APART/TR&PR/2020-21/3561

Dated Guwahati the 14th July /2022

Date:

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 Consulting services (Firms).

Sl. No.	Particulars	No. of Pages (including cover Page)	Number of copies (nos)	Delivery Destination
1.	Training Manuals for Small Holder Pig Farmers	112	21000	Delivery destinations are mentioned in Purchase Requirement page and Quantity per district will be mention in Award of Supply Order.
2.	Training Manual for Capacity Building of Pig Bandhu	104	1000	
3	Training Manual for Pig Retailers	84	2000	

(Note: Quantity for the manuals set initially; it may increase as per requirement)

2. The Bidders may submit Quotations for all items
3. This e-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 e-Procurement notice including the terms and conditions etc. can be downloaded free of cost by logging on to the website <http://assamtenders.gov.in> The bidders would be required to register in the website which is free of cost.

4. For submission of Quotation, the Bidder is required to have Digital Signature Certificate (DSC) from one of the Certifying Authorities authorized by Government of India for issuing DSC. Bidders can see the list of licensed CA's from the link (www.cca.gov.in). Bidders who have not obtained the user ID and password for participating in e-procurement in this Project, may obtain the same from the website: <http://assamtenders.gov.in>
5. Quotations, both Technical Part and Financial Part shall be submitted on <http://assamtenders.gov.in> on or before **14.00 hours** on **06-08.2022**. Any quotation or modifications to quotation received outside e-procurement system will not be considered. The electronic bidding system would not allow late submission of quotations. The 'Technical Part' of the Quotations will be opened online on **06-08.2022 at 14.30 hours¹**, this can also be viewed by the bidders online. The electronic summary of quotation opening of technical part will be generated and uploaded online.
6. If the Purchaser's office happens to be closed on the date of opening of the Quotations 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. The Purchaser shall not be held liable for any delays due to system failure beyond its control. A Bidder requiring any clarification of the RFQ Document may notify the Purchaser online or may visit the office of the Purchaser at the address given below.

Nodal Officer, APART
Directorate of Animal Husbandry and Veterinary, Assam
Chenikuthi, Guwahati,
Pin: 781003
Tel and FAX : 0361-2668609
E mail : assamvety@gmail.com



¹Should be the same as for the deadline for receipt of quotations or promptly thereafter.



RFQ No: VET/APART/TR&PR/ 20-21/ 3561

Date: 14th July, 2022

Terms and Conditions

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:** If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on the e-procurement portal for information of all Bidders. Bidders should check on the e-procurement system, for any amendments to the terms and conditions.

3. **Documents:** The Quotation shall comprise two Part, namely Technical Part and the Financial Part. Both parts shall be submitted simultaneously.

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

- (a) Letter of Quotation– Technical Part;
- (b) Delivery Period Offered: List of printing manuals indicating Bidder's offered delivery period in the prescribed Form;
- (c) Technical Specifications: confirmation that the offered Goods and Related Services conform to the required specifications;
- (d) Evidence in accordance with Clause 8 establishing Bidder's qualifications to perform the contract, if its quotation is accepted;
- (e) Performance Statement² of supplies of similar goods made during the last 3 years, in the prescribed Format;
- (f) Complete address and contact details of the Bidder having the following information:

Name of Firm:

Address for communication:

Telephone No(s):

Mobile No.:

Facsimile (FAX) No.

Electronic Mail Identification (E-mail ID):

- (g) The Technical Part of Quotation shall not include any financial information related to the Quotation price. Where material financial information related to the Quotation price is contained in the Technical Part of Quotation, the Quotation shall be declared non-responsive

² Purchaser may delete this requirement in case of simple and regular off the shelf items.



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

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

6. **Quotation Prices**

- a) The contract shall be for the full quantity for all items or for full quantity of each item, as specified in the Price Quotation Form. Corrections, if any, can be carried out by editing the information before electronic submission.
- b) All duties, taxes and other levies payable on the raw materials and components 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.
- f) All the costs relating to transportation and delivery at the final destination (At District A.H & Veterinary Offices) shall included in the quoted price for the printing manuals.

7. **Conformity of Work:** The Bidder shall furnish as part of the Technical Part of Quotation, documentary evidence that the Goods conform to the technical specifications and standards. **The bidder shall further provide the following documentary evidence (a-f) which should be uploaded serially by the bidder while submitting bids online. The scanned copies should be clearly visible online.**

- a. Bidder should have valid printing press registration certificate/license from concern authority of respective State Government.
- b. GST Registration Certificate of the firm with registration number shall be valid on the date of filing the tender.
- c. Scanned copy of PAN card to be uploaded.
- d. The supplied items should be properly delivered in various locations as mentioned in the above format.
- e. Scanned original document of up-to date Trade License of the participant.
- f. The quality of supplied item may be checked if the consignee requires.



8. **Qualification of the Bidder:**

- (a) Bidder should have experience of similar type (& capacity) up to at least 100% quantity in any one of last 3 years. Details of experience made during the last 3 years shall be submitted in the specified Proforma.
- (c) Each bidder should upload non- conviction certificate issued by appropriate Notary Officer in the form of affidavit to the effect that the bidder is not indulging in unethical practices and his license has not been suspended anytime during the last 3 years (format attached in Annexure-2)

9. **Validity of Quotation:** Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

10. **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.

11. **Quotation Submission:** The Letter of Quotation – Technical Part, and Letter of Quotation – Financial Part shall be filled; signed and scanned copies shall be uploaded along with the Price Schedules that shall be furnished using the Forms available online without any alterations. All blank spaces shall be filled in with the information requested. Scanned copies of all other documents shall also be uploaded on this website.

12. **Online 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 all the items together
- (b) The Purchaser shall examine the technical part of the quotation to determine whether the quotation (a) has been properly signed (Clause 10); b) meets the eligibility criteria (Clause 1); (c) conforms to all terms, conditions, technical specifications, warranty/guarantee etc.; and (d) the bidder has accepted the delivery schedule (Purchaser's Requirement Form 1).
- (c) Only Quotations that are both substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify for opening of the Financial Parts of their Quotations at the second online opening.
- (d) Purchaser shall notify in writing those Bidders who have failed to meet the Qualification Criteria or whose Quotations were considered non-responsive to the requirements in the RFQ document, advising them that their Technical Part of Quotation failed to meet the requirements of the RFQ document; and that their Financial Part of the Quotation shall not be opened.
- (e) Simultaneously Purchaser shall notify in writing those Bidders whose Technical Parts of Quotations have been evaluated as substantially responsive and meeting the Qualification Criteria that their Quotation has

been evaluated as substantially responsive to the RFQ document and that their Financial Part of Quotation will be opened online in due time.



13. Online Opening and Evaluation of Financial Parts of Quotations: The Financial Part of the Quotations will be opened online on the specified date and time. This can also be viewed by the bidders online and electronic summary of quotation opening of financial part will be generated and uploaded online.

- (a) The Purchaser shall examine and confirm that Letter of Quotation – Financial Part and Price Schedules are in accordance with the requirements specified in the RFQ document. If any of these documents or information is missing, the offer shall be rejected.
- (b) The Quotations would be evaluated for all the items together.
- (c) The evaluation shall be based on the total price of Goods and Related services at project site including GST and any other taxes, which will be payable on the finished goods at the time of invoicing.

14. 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 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 (sample form attached).
- (c) 100% Payment shall be made or within 45 days after delivery of the goods. Payment of GST and other taxes payable for the manual 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.
- (d) The contract will be valid for a period of 365 days from the date of signing the contract

14. PENALTY CLAUSE & RISK PURCHASE-

i) The bidder will be bound to supply the items within stipulated period, failing which liquidated damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.

(ii) **For Delay in Supply-** Penalty of **0.5%** of the value of the order calculated at the contract rate per week or a part of a week will be levied the maximum penalty for late supply shall not exceed **10 %** of total value of order/orders.

15. DISPUTES AND ARBITRATION:

In case of any dispute the decision of the “The Director, The A.H. & Veterinary Deptt., Assam “will be final.



Quotation Forms

Letter of Quotation–Technical Part



The Bidder must prepare the Letter of Quotation on stationery with its 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 60 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 stationery with its 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 60 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 ³ at destination in Rs.	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
						¹ GST and similar other taxes applicable on finished Goods/ Services	
						In Figures	In Words
1							
TOTAL including all taxes and duties							

Note: Evaluation shall be done for each item separately. Information given here should be in consonance with the same information given in the RFQ and in Clause 12]

**Payment of GST and other taxes payable for the goods 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.*

We agree to supply the above items 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 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

³ Any unconditional discounts if offered, shall be specified in this column along with the unit rates.
⁴ Indicate each applicable tax separately.



PROFORMA FOR PERFORMANCE STATEMENT*

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

RFQ No. _____

Date of opening _____

Time _____

Hours _____

Name of the Bidder _____



	Order placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered Goods/ equipment	Value of order	Date of completion of delivery	As per contract	Actual	In case of Equipment, state if the equipment been satisfactorily functioning? (Attach a certificate from the Purchaser/Consignee)
1		2		4		5	6	8

*This proforma shall be deleted if requirement of Performance Statement is deleted in Clause 4.

Signature and seal of the 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 <i>[to be provided by the Bidder]</i>
1	Training Manuals for Small Holder Pig Farmers; pig bandhus and pork Retailers((Paper for cover pages - 300 GSM for Multicolour printing and 90 GSM inside pages 108,100 and 80 pages respectively	45000 nos (Manual for Small Holder Pig Farmers)	Numbers	District A.H & Veterinary Officer, (Districts): 1) Nalbari, 2) Barpeta, 3)Kamrup(M&R) 4) Morigaon, 5) Golaghat 6) Jorhat, 7) Darrang, 8) Sonitpur 9) Lakhimpur 10)Halakandi 11) Goalpatra 12)Karbianglong 13)Kokrajhar 14) Sibasagar 15)Bongaigaon 16)Dhemajii	100% of the quantity is to be delivered within 45 days from the date of award of Contract.	<i>[Insert the number of days from the date of the Contract]</i>
		2000nos (Manuals for pork Retailers)				

Note:

1. All details should be filled in by Purchaser except for Column 7.
2. Delivery Period offered by the Bidder should be filled in Column 7 by the Bidder.





2. TECHNICAL SPECIFICATIONS

1. Paper for cover pages -300 GSM Art paper & Multicolour printing.
2. Inside pages 90GSM Maplitho paper & multicolour printing.
3. Cover pages should be Matt Lamination.
4. Pages of manual:
 - (a) Training Manuals for Small Holder Pig Farmers should be 112 including cover pages.
 - (b) Training Manual for Capacity Building of Pig Bandhu should be 104 including cover pages.
 - (c) Training Manual for Pig Retailers should be 84 including cover pages.
5. All manuals contains in Assamese language. And the copies of the manual will be provided to the successful L1 bidder.
6. Front of the letter should be clearly visible of the manual.
7. Letter size should be standard size of book.
8. Photo inside the manual should be coloured & cleared.
9. Binding of book should be perfect.
10. After successful order bidder should provide sample copy in minimum 3 stages
 - i) After page set up.
 - ii) After proof reading.
 - iii) Final set up copy before printing the entire manual.
11. Bidder should be agreed to change/modify as per purchaser requirement before finalize.

N.B : The bidder shall further provide the above documentary evidence (a-f): in the checklist provided in the RFQ document. The scanned copies should be clearly visible online.

CHECK LIST TO BE SUBMITTED BY THE BIDDER

Sl.No	Description	Remark	Page No.
a	Documentary evidence of registration of printing press approved by the concern State Government	Yes/ No	
b	GST Registration Certificate of the firm with registration number shall be valid on the date of filing the tender	Yes/ No	
c	Trade License	Yes/ No	
d	Valid PAN card.	Yes/ No	
e	Attested copies of. supply order executed for Govt. organization during last financial year	Yes/ No	
f	Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 years.	Yes/ No	
g	Annexure – 2	Yes/ No	
h	Performance statement as per RFQ document	Yes/ No	
i	Check list duly signed	Yes/ No	
j	RFQ documents duly seal and signed	Yes/ No	

The above details have been checked by me and found correct

Place:

Date:

Signature of the bidder

(Seal)





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.
7. Payment shall be made on delivery or within 45 days of delivery; and acceptance of the goods/equipment.
8. Other terms and conditions are as under:
.....
.....

(Purchaser)

Date:

Place:

Name:

Designation:.....

Modify as appropriate for individual cases

ANNEXURE – 2

AFFIDAVIT

DECLARATION



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