



**DIRECTORATE OF AGRICULTURE GOVERNMENT OF ASSAM
KHANAPARA, GUWAHATI- 781022**

**EXPRESSION OF INTEREST (EOI)
FOR
EMPANELMENT OF FIRMS FOR SUPPLY OF STATIONERY ITEMS,
CONSUMABLES, ETC. AT THE OFFICE OF THE DIRECTORATE OF
AGRICULTURE, ASSAM**

EOI REFERENCE NO:

No. Agri/RKVY/Administrative/685/2021-22/71

Dated: 14th July'2021

Contact No. 0361-2332215, Email id: agri-dept@nic.in



DIRECTORATE OF AGRICULTURE
ASSAM, KHANAPARA, GUWAHATI- 781022
Email Id: agri-dept@nic.in; Contact No. 0361-2332215

No. Agri/RKVY/Administrative/685/2021-22/71

Dated: 14th July'2021

Expression of Interest (REOI)

For 'Empanelment of Firms for Supply of Stationery items, Consumables, etc'

The Director of Agriculture, Assam invites Expression of Interest (EOI) from eligible & reputed firms/agencies/suppliers for '**Empanelment of Firms for Supply of Stationery items, Consumables, etc.'** at the office of the Directorate of Agriculture, Assam'. Interested firms/agencies/suppliers may submit their Expression of Interest (EOI) in English language at the below mentioned address on or before **July 22nd, 2021**.

The EOI Tentative Schedule & dates are as follows-

Sl.	IMPORTANT INFORMATION	
1	EOI Ref. No.	: No. Agri/RKVY/Administrative/685/2021-22/71 dated July 14 th , 2021.
2	Date of issue of EOI	: July 14 th , 2021
3	Last date & time of receiving EOI	: July 22 nd , 2021, up to 14:00 Hours
4	Time & date for opening of EOI	: July 22 nd , 2021, at 14:15 Hours.
5	Address for Submission of EOI	: The Director of Agriculture, Assam, Krishi Bhawan, Khanapara Guwahati-780022
6	Website for downloading the EOI document	: https://diragri.assam.gov.in

The sealed envelope should be superscribed as "*Expression of Interest (EOI) for empanelment of Firms for Supply of Stationery items, Consumables, etc.; Not to be opened before July 22nd, 2021 at 14.15 Hours*". The Director of Agriculture, Assam shall not be held liable for any delay in the receipt of EOI. A Bidder requiring any clarification on the EOI document may visit the office during office hours. The Director of Agriculture, Assam also reserves the right to accept or reject any or all EOIs' either in part or in full without assigning any reasons thereof.

Sd/-
Director of Agriculture, Assam
Khanapara, Guwahati-22

SECTION-I
TERMS & CONDITIONS

A. Empanelment:

- (a) This Expression of Interest (EOI) is called for empanelment from reputed govt. registered firms/agencies/suppliers for supply of stationery items, consumables, etc. at the office of the Directorate of Agriculture, Assam, Khanapara- 22 for a period of three (3) years from the date of contract agreement.
- (b) The Director, Agriculture shall empanel top five (5) firms/agencies/suppliers for the services under this REOI based on the scoring obtained by the agencies. A Selection Committee will be constituted for this purpose.
- (c) Firms/agencies/suppliers will be short-listed based on the information provided by them (eligibility criteria, technical evaluation, etc). The short listed agencies will be intimated individually and names will be uploaded on the website: <https://diragri.assam.gov.in>.

B. Eligibility Criteria: to qualify for empanelment, the bidder:-

- (a) must have registration under applicable laws of India that has been in operation for at least 5 years i.e. FY 2016-17, 2017-18, 2018-19, 2019-20 & 2020-21; *(attach copy of registration/incorporation certificate)*;
- (b) should have minimum annual financial turnover of Rs. 10.00 L in each of the last three years i.e. FY 2017-18, 2018-19 & 2019-20) from supply of stationery items, etc.; *(attach copy of CA certified statement for the last three years)*;
- (c) should not be a loss making agency, as per the Bidder's financial statements/Profit & Loss Statements of last 3 years' i.e. FY 2017-18, 2018-19 & 2019-20. *(Attach copy of audited Balance Sheets along with Profit & Loss account for the last three years)*;
- (d) must have at least three (3) years of experience in supplying office stationery items, consumables etc. to Govt. Organizations/Semi-Govt. Organizations/Corporations/Public Sector Undertakings. *(list as per format given in section-V along with Self-attested copies of work orders/work completion certificates)*;
- (e) should not be blacklisted/debarred/suspended/banned from business dealing by any Ministry/Department of State/Central Government/PSU/ Private sector as on date of filling the responses of this EOI; *(Self declaration on the official letterhead)*
- (f) should submit requisite licenses/ documents as required under the laws of the land for running such services viz. **i) Up-to-date Trade License from competent authority, ii) GST Registration no. & iii) Pan Card;**

C. Evaluation Criteria: The firms/agencies/suppliers participating in the EOI will be evaluated and marks will be allotted based on the following criteria –

- (a) Years in Operation (10 Marks)
- (b) Experience of the Firm/Agency/Supplier (50 Marks)
- (c) Financial Turnover (30 Marks)
- (d) Stationery Inventory (List of Stationery Items) (10 Marks)

Maximum marks allotted in the Evaluation Criteria will be 100.

The participating firms/agencies/suppliers are therefore instructed to properly read the parameters mentioned below in each category and furnish proper supporting documents.

1) Years in Operation (10 Marks)

Sl.	Criteria	Marks Allotted
1	Firms in operation	0- 5 years- 2 Marks Above 5 to 7 years - 4 Marks Above 7 to 9 years - 8 Marks Above 9 years - 10 Marks

2) Experience of the firm/agency/supplier (50 Marks)

Sl.	Criterion and Marks Allotted	Description
1	Experience of completed and ongoing supply/work orders in Government Departments/Government Agencies/Public Sector Undertakings (Central & State)	i) On submission of- 10 work orders-10 Marks 11-15 work orders-15 Marks 16-20 work orders-20 Marks Above 20 work orders - 25 Marks ii) For work order of value - (cumulative for the last 3 financial years i.e. 2017-18, 2018-19 & 2019-20) Up to Rs 10.00 L - 10 Marks Above Rs 10.00 L to Rs 20.00 L- 15 Marks Above Rs 20.00 L to Rs 30.00 L- 20 Marks Above Rs 30.00 L - 25 Marks

3) Financial Turnover (30 Marks)

Sl.	Criterion and Marks Allotted	Description
1	Average annual turnover from business in Stationery items, consumables etc. in the last three (03) financial years i.e. 2017-18, 2018-19 & 2019-20.	The Average Annual Turnover should be- Rs 0.00 to Rs 25.00 Lakhs- 10 Above Rs 25.00 Lakhs to Rs 50.00 Lakhs - 20 Marks Above Rs 50.00 Lakhs to Rs 75.00 Lakhs - 25 Marks Above Rs 75.00 Lakhs - 30 Marks

4) Organizations associated with (10 Marks)

Sl.	Criterion	Marks Allotted
1	Number of government organizations/PSUs, etc. the agency is associated with.	1 to 3 organizations- 3 4 to 6 organizations- 5 7 to 9 organizations- 7 Above 9 organizations- 10

D. Qualification Criteria: In order to get empanelled the following needs to fulfilled by the participating agencies/organizations -

- a) Successfully qualify the eligibility Criteria. (Documents)
- b) Score a minimum of 70 marks in the Evaluation Criteria.

The firms/agencies/suppliers obtaining the Highest Total Score in evaluation of criteria will be ranked as H-1 followed by H-2, H-3, H-4, H-5 etc.

The Director, Agriculture intends to empanel a total of five (5) firms/agencies/suppliers. Therefore the firms/agencies/suppliers securing the first 05 positions in the evaluation criteria i.e. H1, H2, H3, H4 & H5 will be empanelled for a period of 03 (three) Years from the date of Empanelment.

E. Period of Empanelment: The agencies/organizations will be initially empanelled for a period of three (3) years from the date of Empanelment which can be extended/renewed through mutual consent for a further period. Director of Agriculture reserves the right to terminate the Empanelled Firms in case of nonperformance. In such scenario the performance security deposit of the Empanelled Firm shall be forfeited.

F. Performance Security Deposit:

(a) All the firms/agencies/suppliers selected for empanelment shall be required to submit a performance security deposit for an amount of Rs 50,000.00 (Rupees Fifty Thousand Only). The Performance Security Deposit shall have to be in the form of either a Fixed Deposit or Bank Guarantee issued by a nationalized/scheduled bank pledged in favour of the ***“The Director of Agriculture, Assam, Khanapara, Guwahati-22”*** payable at Guwahati. The **Performance Security Deposit** should have validity for at least 45 days beyond the empanelment period i.e. 3 years.

(b) The Performance Security Deposit will be retained during the entire empanelled period by the Directorate of Agriculture, Khanapara, Assam and will be returned after the completion of the empanelled period by the Directorate.

G. Allotment of Work to the Empanelled Firms: Directorate of Agriculture, Khanapara, Assam will prepare the tentative list of items for each of the financial year over the period for which empanelment is in effect and will ask only the Empanelled Firms to submit their rates against the mentioned items. Empanelled firms offering lowest prices against the enquired items will be allotted the work of supplying the stationery items. If two or more Empanelled Firms offer the same price, an approximate equal distribution of the supply orders based on the discretion of the Director, Agriculture will be issued to them.

H. Payment Terms: Payment shall be made in full after the receipt of all the items against each supply order in good and satisfactory condition and after the same has been certified by the concerned authority of Directorate of Agriculture, Khanapara, Assam, subject to availability of funds. The bills should be raised in triplicate and should be addressed to the “Director of Agriculture, Assam” along with the necessary challan signed by the concerned authority of Directorate.

I. Laws Governing the Contract & Jurisdiction: 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-II
Bidder's Profile

(This form must be submitted using official letterhead of the agency/firm)

Sl. no.	Essential information to qualify technically	Mention the document name submitted as proof of eligibility
1	Name of the Firm/Agency/Supplier	Certificate of Incorporation/ Trade License
2	Status of the firm (whether Proprietorship/ Partnership/ Company, any other)	
3	Complete address of the Firm with contact details	1) Address: 2) Mobile: 3) e-mail id:
4	Name of the Proprietor/Managing Partner/etc.	
5	Date of commencement of business <i>(the firm must be in operation for the past 5 years)</i>	Date of Incorporation, etc.
6	Up-to-date Trade License	Self attested Trade License
7	PAN no.	Self attested PAN card
8	GST no.	Self attested GST certificate
9	Details of bank, its address and current account number	
10	CA Certificate for the last three financial year, i.e., <i>2019-20, 2018-19 & 2017-18</i>	CA Certificate duly certified
11	The supplier/firm should not be blacklisted by any Government Agency/PSU <i>(as per format at Section VI)</i>	Self attested Undertaking that the firm/agency has not been Blacklisted
12	Any other related document/information which the firm desires to inform Directorate of Agriculture, Assam in relation to the RFQ	

Name of Signatory _____

In the capacity of _____ [insert legal capacity of person signing the EoI]

Name of the Bidder _____

Address _____

Telephone no. _____

email id. _____

Dated on _____ day of _____, 2021 [insert date of signing]

SECTION-III

Declaration (On Agency's Letter Head)

- 1) I/We _____ (Name & Designation) solemnly affirm that the facts stated above are correct and nothing has been withheld. If any information submitted above, is found to be false or fabricated, I/We may be liable to be debarred from empanelment.
- 2) This is certify that the agency has not been blacklisted/debarred/suspended/ banned from business dealing by any Ministry/ Department of State/Central Government/ PSU/ Private sector as on date of filling the responses of this RFQ.
- 3) I / we also hereby declare that all matters related to Directorate of Agriculture, Khanapara, Assam shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
- 4) Mr. /Ms. whose signature is appearing below, is/are the authorized representative(s) of the firm.
- 5) I/We permit Directorate of Agriculture, Khanapara, Assam to inspect my/our records to ascertain the above facts.
- 6) I/We permit Directorate of Agriculture, Khanapara, Assam to cross check the above facts from any other source.
- 7) I/We will abide by the decision of Directorate of Agriculture, Khanapara, Assam regarding empanelment.
- 8) I/We have read & understood the REOI and agree to all the terms & conditions stated therein.

Signature:

Full name and designation:

Date:

(Seal of the Firm/Agency/Supplier)

SECTION-IV
LETTER OF AUTHORITY

(This form must be submitted using official letterhead of the agency/firm)

To,

Director of Agriculture, Assam
Agriculture Complex, Khanapara
G.S. Road, Guwahati-781022

Sub: Letter of Authority

Sir,

I/We _____ confirm that Mr. _____ (Name and address) is authorized to represent us on our behalf with you against the EOI "Expression of Interest (EOI) for Empanelment of firms for supply of stationery items, consumables etc.' at the office of the Directorate of Agriculture, Assam".

We confirm that we shall be bound by all and whatsoever our said representative shall commit.

Authorised Person's Signature: _____

Name: _____

Yours faithfully,

Signature : _____

Name & Designation _____

For & on behalf of _____

Note: This letter of authority shall be signed by a person competent and having the power of attorney (Power of attorney shall be annexed) to bind such Bidder.

SECTION-V
Listing of Experience

Detail of experience in similar type of contract						
Sl.	Year in which work is carried out	Description of work undertaken	Name & Address of the Agency that awarded the work	Value of the Work (Rs)	Date of work order	Date of completion of work
1						
2						
3						
4						
5						
6						
7						
8						