

**Govt of Assam
Directorate of Agriculture, Assam,
Khanapara, Guwahati**

RFQ No. : Agri/Engg/4559/Gorukhuti/2021-22/15 Dtd. 20/08/2021

**Request for Quotation (RFQ)
For Supply of Tractors and matching Implements**

Directorate of Agriculture, Assam,
Khanapara, Guwahati- 781022

REQUEST FOR QUOTATION (RFQ)
For supply of Tractor and Matching Implements

Dated 20.08.2021

RFQ No. Agri/Engg/4559/Gorukhuti/2021-22/

The Director of Agriculture, Assam, invites sealed quotations from Authorized and reputed Dealers for supply of 05 (Five) Nos. of Tractor with matching implements and 5 Ton capacity Tipping type Trailer for Development of Agricultural land at Gorukhuti, Sipajhar, Dist- Darrang (Assam). Further details along with Technical Specification, Terms & Conditions, etc. may be seen in the detailed RFQ document available at the url- <https://diragri.assam.gov.in>. Last date of submission of the Quotation is **02.00 PM of 26th August, 2021 at Directorate of Agriculture, Assam, Khanapara, Guwahati-22.** Information may also be obtained from the address given below during office hours.

The Chief Engineer, Agriculture, Assam, Khanapara, Guwahati-22; website: <https://diragri.assam.gov.in>;
Email: ceagriassam@yahoo.in



Director of Agriculture
Assam, Khanapara, Guwahati-22

**REQUEST FOR QUOTATION (RFQ) FOR SUPPLY OF TRACTOR WITH MATCHING IMPLEMENTS AND
5TON CAPACITY TIPPING TYPE TRAILER**

1. The Director of Agriculture, Assam, invites sealed Quotations from Authorized and reputed Dealers for supply of 05 (Five) Nos. of Tractor with matching implements and 5 Ton capacity Tipping type Trailer for Development of Agricultural land at Gorukhuti, Sipajhar, Dist- Darrang (Assam).
2. 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 bidders. The Procurement notice along with the RFQ may be seen at the url <https://diragri.assam.gov.in>.
3. The Quotation shall be submitted in a sealed envelope addressed to "The Director of Agriculture , Assam, Khanapara, Guwahati-781022 (Assam)" on or before **2 PM on 26th August, 2021**.
4. The Quotations will be opened on the same day, at **2.15 PM** in presence of the bidders or their representatives who choose to attend at the office of the undersigned.
5. The sealed envelope should be superscribed as "Quotation for supply of Tractors". 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.
6. The Director of Agriculture, 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 for the same. No hard copy of the RFQ will be provided by the office to the bidder.



Director of Agriculture
Assam, Khanapara, Guwahati-22

**QUOTATION FOR SUPPLY OF TRACTOR WITH MATCHING IMPLEMENTS AND 5TON CAPACITY
TIPPING TYPE TRAILER**

1. Scope of Work:

Sl.	Item	Specifications	Quantity
1	Tractor with Matching Implements and 5Ton Capacity Tipping Type Trailer.	<p>(I) Tractor i) Maximum PTO HP (Ps): 55.0 HP (Ps) ii) Listed vide: GoI No.13-1/2021 dtd. 10.06.2021 – M & T (I & P), Govt of India, Ministry of Agriculture and Farmers Welfare (M&T Division)</p> <p>(II) Rotavator i) 42 Blades- Multi Speed ii) Tested by any FMFTI or GOI designated Testing Centre</p> <p>(III) Disc Harrow i) 7X7-22 Inch Disc Harrow ii) Minimum weight of 330kg. iii) Tested by any FMFTI or GOI designated Testing Centre.</p> <p>(IV) 5 Ton capacity Tipping type Trailer a) Minimum weight (along with Tyre) 1000kg b) Axle-75x75 mm square/75m round. c) Tyre-9.00x20-Any Indian Brand d) Loading Box- 6x10x1.5 feet (minimum volume-90 cubic feet) e) Base Sheet-3.00 mm f) f) Side Sheet-2.5 mm g) Jack-10 Ton (single or Double) h) Main Frame Channel-150x75mm i) 2nd Frame Channel-100x50 mm j) 3 Frame Channel-75x40 mm k) Up to date CMVR certificate/ Type Approval certificate from any Agency as specified by the Central Government.</p> <p>(V) Matching Cage Wheel The size of cage wheel shall be as per size of the rear wheel of the particular model of tractor</p> <p>(VI) Standard Tools and accessories</p>	05 (Five) Units

2. Eligibility: A Bidder

- Should have Authorized Dealer Certificate for the Project area
- Shall not participate in more than one Quotation;
- Should be in business for the last 3 years (i.e. 2018-19, 2019-20 & 2020-21);
- Should not have been blacklisted or suspended by Central or any State Government Departments in India;

3. **Clarification:** A prospective bidder requiring any clarification may visit the office before the closing date and time of quotation submission to get clarifications on the quotation.

4. **Amendments or corrigendum to the RFQ document:** The bidders are advised to periodically browse the url <https://diragri.assam.gov.in> for any amendments or corrigendum issued in connection with this Quotation.

5. Preparation and Submission of Quotation:

- Quotation shall be addressed to "The Director of Agriculture, Assam, Khanapara, Guwahati-781022 (Assam)."
- 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 "Quotation for supply of Tractors." The name of the bidder, address and contact no. should be mentioned on the reverse of the sealed envelope.
- 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.
- Quotation not accompanied by specified documents, self-declarations, signatures may be rejected by the office as non-responsive and may not be evaluated.
- All duties, taxes and other levies payable by the bidder under the contract shall be shown separately.

6. The Quotation shall comprise the following:

- Letter of Quotation-Financial Part

- b) Documentary evidence in support of eligibility criteria .
- c) Complete address and contact details of the Bidder in their letter head having the following information:
Name of Firm:
Address for communication:
Contact Person Name:
Telephone No(s): Office.....; Mobile No:.....;E-mail ID:.....
- d) GST Registration Certificate
- e) PAN card
- f) Bank details
7. **Conformity:** Bidder shall furnish as part of the Quotation, documentary evidence to substantiate that the machines to be supplied conform to the laid down technical specifications & standards, as relevant e.g. brochure, catalogue, warranty/ guarantee etc. of the manufacturer.
8. **Quotation Prices**
- a) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment/modification on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
- b) The rates quoted should include cost of services and maintenance of the tractors, 1 year warranty, delivery of tractors at site, Registration of tractor and trailer with the RTO of the District with a validity of at least 1 (one) year along with one year comprehensive insurance.
- 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) All duties, taxes and other levies payable under the contract shall be shown separately.
- f) The Prices should be quoted in Indian Rupees only.
9. **Right to Vary Quantities:** The Director of Agriculture reserves the right at the time of award of contract to increase or decrease the required quantity of service specified in the schedule of requirements without any change in price of the offered quantity keeping the other terms and conditions intact.
10. **Validity of Quotation:** Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.
11. **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.
12. **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.
13. **Literature:** Wherever applicable, literature like catalogs, instructions, operating manuals, etc. shall be enclosed with the Quotation. The documents should be in English language.
14. **Evaluation of Quotations:**
- a) The Director of Agriculture 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.
15. **Award of contract:**
- a) The Director of Agriculture 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) Notwithstanding the above, the Director of Agriculture 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.
- c) The bidder whose quotation is accepted will be notified of the award of contract by the Director of Agriculture prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.



16. **Delivery:** The bidder shall complete delivery of machines **within 7 (seven) days** from the date of issue of the work Order. The bidder will be solely responsible for delivering the machines to the mentioned address and this office will not bear any cost associated with the shipment, transport and delivery of the items. The Supplier shall be required to provide on-site operation and technical training for each machine.
17. **Place of Delivery:** Gorukhuti, Sipajhar, Dist- Darrang (Assam)
18. **Payments:**
 - a) Payment shall be made upon satisfactory supply & delivery and inspection by the designated officer .
 - 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.

Letter of Quotation-Financial Part

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

RFQ No.:

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

To,

The Director of Agriculture , Assam
Khanapara, Guwahati- 781022.

Sub: Quotation for Supply of Tractors

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) **Conformity:** We offer to provide service in conformity with the RFQ document and in accordance with the specifications specified in the RFQ document;
 - (c) **Quotation Validity Period:** Our Quotation shall be valid for the period of 30 days, from the deadline fixed for the Quotation submission;
 - (d) **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."
 - (e) 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.
 - (f) 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.

Sl.	Item (a)	Quantity (b)	Unit cost in Rs (c)	Total cost in Rs. (d)=(b)x (c)	GST in Rs (e)	Total cost incl. GST in Rs. (f)=(d)+(e)
1	Tractor with Matching Implements and 5Ton Capacity Tipping Type Trailer.	05 units				

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

(Note: The lowest evaluated responsive 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 Bidder _____

Telephone no. _____ email id _____

Address _____

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