

অসম চৰকাৰ



সত্যমেব জয়তে

GOVERNMENT OF ASSAM

DIRECTORATE OF AGRICULTURE  
KHANAPARA ::: GUWAHATI-22

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**INVITATION**

**FOR**

**EMPANELMENT OF MANUFACTURERS OF AGRICULTURAL  
MACHINERY**

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**REFERENCE: No. Agri/Engg/4972/EM/SMAM/2021-22/171 Dtd. 01 / 12 / 2021**

**NOTICE**

**Invitation for Empanelment of Manufacturers of Agricultural Machinery**

No. Agri/Engg/4972/EM/SMAM/2021-22/171,

Dated: 07/12/2021

Applications are invited from Manufacturers of Agricultural Machineries, who are registered in the DBT portal [www.agrimachinery.nic.in](http://www.agrimachinery.nic.in), for empanelment to facilitate community procurement under different Schemes for the year, 2021-22. Application forms along with Terms & Conditions and list of Agricultural Machinery shall be available in the office of the undersigned from 04/12/2021 and this is also made available in the departmental website [www.diragri.assam.gov.in](http://www.diragri.assam.gov.in). Last date of submission of applications along with required documents, certificates, test reports etc. is 18/12/2021.

Empanelment Security for an amount of Rs. 1,00,000.00/- (Rupees One Lakh) only in the form of FD/TDR pledged in favour of 'The Chief Engineer, Agriculture, Assam, Khanapara, Guwahati-22' and with minimum 3 (three) years validity shall have to be submitted along with application form.



Chief Engineer, Agriculture,  
Assam, Khanapara, Guwahati-22

**Application Format for Empanelment of Manufacturers of Agricultural Machinery**  
(If necessary, separate sheet may be used)

**A. Details of Manufacturer:**

SN	Particulars/ Criteria	To be filled up by applicant	Documents to be enclosed
1.	Name of manufacturer:		Covering Letter with General particulars of the manufacturer as per prescribed format in <b>Annexure-1</b>
2.	Registered address of manufacturer:		
3.	Name of authorized Signatory with address and contact details (e-mail, mob etc.):		Original copy of Letter of Authorization for Authorized Signatory on non-judicial stamp paper of Minimum Rs. 100/- as per format in <b>Annexure-2</b>
4.	GST Reg. No.:		Copy of GST Registration certificate
5.	PAN:		Copy of PAN
6.	Manufacturer's Registration No. & date:		Copy of Manufacturer's registration certificate (Acknowledgment for EM-part-II from DIC/ Certificate from Ministry of Industry/ Udyug Adhaar etc.)
7.	Factory/ Industry License No. & date:		Copy of Factory/ Industry License
8.	Valid ISO 9001:2008		Copy of ISO 9001:2008

**B. Details of Agricultural Machinery: (Separate sheet may be used)**

SN	Name of Agril. Machinery	Make & Model	Brief technical specification	Name of Testing Institute approved by GOI	Test Report No. with release month & year*	MRP for Assam#
1.						
2.						
...						

\*Copy of Test report must be furnished along with application

#MRP shall be inclusive of GST, cost of standard tools & accessories (if any), cost of minimum 12 months warranty coverage and cost of delivery at Dealer/ Sub-dealer's counter. Beneficiary shall have complete freedom to negotiate price within MRP.

**C. Details of Authorized Dealers/ Sub-Dealers in the State:(Separate sheet may be used)**

SN	Name of authorized Dealer/ Sub-Dealer with address & contact details	Name of Districts (Jurisdiction)	GST Reg. No.	PAN	Trade license No. & date	Name of Agricultural Machinery
1.						
2.						
...						

\*Copy of GST Reg., PAN, Trade license and authorization certificate from manufacturer must be furnished along with application

All the information and statements furnished in/with this application are true and accept that any misinterpretation contained in it may lead to our disqualification. I/ We understand that decision of according approval or rejection of our application shall be binding on me/ us.

Date:

Place:

Signature: (Authorized Signatory)

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**TERMS & CONDITIONS**  
**FOR EMPANELMENT OF MANUFACTURERS OF AGRICULTURAL MACHINERY**

- 1) The Manufacturers of Agricultural Machineries who are registered in DBT portal [www.agrimachinery.nic.in](http://www.agrimachinery.nic.in) shall be empanelled to facilitate community procurement under different Schemes of Agriculture Department, Govt. of Assam, for the year, 2021-22.
- 2) Applications received from Manufacturers of Agricultural Machineries which are listed in **Annexure-3**, shall only be considered for empanelment.
- 3) The validity of the empanelment will be for 3 (three) years from the date of finalization of the empanelled manufacturers.
- 4) The Agricultural Machinery tested by any FMTTI or GoI approved Testing Centres for the specific purpose, shall only be considered. In case of Agricultural Machinery not tested by any FMTTI or GoI approved Testing Centres, these should have valid BIS certification.
- 5) **Empanelment Security is mandatory.** Application shall be rejected outright in case of failing to deposit of Empanelment Security. The Empanelment Security is refundable after completion of validity period of 3 (three) years.
- 6) Manufacturers who were already empanelled against previous empanelment notice vide No. Agri/Engg/4972/EM/SMAM/2021-22/44 Dtd.27/10/2021 shall not require to deposit empanelment security.
- 7) Applications submitted as per scheduled date shall only be accepted. **Late submission** of application or any other related documents mentioned in clause No.8 below may be liable for rejection.
- 8) Application must be accompanied with following documents:
  - i) Duly filled up application form (*If necessary, separate sheet may be used*);
  - ii) Covering Letter as per prescribed format in Annexure-1;
  - iii) Original copy of Letter of Authorization for Authorized Signatory on non-judicial stamp paper of Minimum Rs. 100/- as per format in Annexure-2;
  - iv) Copy of PAN and GST Registration certificate of Manufacturer;
  - v) Copy of Manufacturer's registration certificate (Acknowledgment for EM-part-II from DIC/ Certificate from Ministry of Industry/ Udyug Adhaar etc.);
  - vi) Copy of Factory/ Industry License;
  - vii) Copy of valid ISO 9001:2008;
  - viii) Copy of screenshot on registration in the DBT portal [www.agrimachinery.nic.in](http://www.agrimachinery.nic.in)
  - ix) Copy of test reports for the **models** of the Agricultural Machinery for which application submitted for empanelment. Test report from any FMTTI or GoI approved Testing Centres for the specific purpose, shall only be submitted. In case of Agricultural Machinery not tested by any FMTTI or GoI approved Testing Centres, valid BIS certificate should be submitted.
  - x) Copy of authorization certificate for Dealers/ Sub-Dealers in the State;
  - xi) Copy of PAN and GST Registration certificate of Dealers/ Sub-Dealers in the State;
  - xii) Copy of Trade License of Dealers/ Sub-Dealers in the State;

- xiii) 1 or 2 page description on available facilities (spares, after sale service, users training, mobile service van, technical manpower etc.) **separately** against each authorized Dealers/ Sub-Dealers in their letterhead and **duly signed** by them;
- xiv) Copy of this 'Terms & Conditions for Empanelment of Manufacturers of Agricultural Machinery' duly signed by the applicant;
- 9) Applicant must put his **signature in all pages** of all the documents mentioned in clause No.8 above. Submission of **incomplete** application shall be liable for rejection.
- 10) Manufacturers who were already empanelled against previous empanelment notice vide No. Agri/Engg/4972/EM/SMAM/2021-22/44 Dtd.27/10/2021 shall not require to submit documents mentioned at clause No. 8 (iii), (iv), (v), (vi), (vii), (viii), (x), (xi), (xii) & (xiii)
- 11) **No addition or alteration** (except cancelation) of authorized Dealers/ Sub-Dealers against this empanelment shall be entertained without prior approval.
- 12) Authorized Dealer/ Sub-Dealer shall be **listed** considering availability of adequate facilities for after sale services.
- 13) The manufacturers shall have the right to nominate their authorized dealers to supply the farm machineries to any particular district/ districts or for the entire state. Moreover, the manufacturers themselves can participate in the distribution programme, if desire.
- 14) The **MRPs** declared for the State of Assam, in the application, shall be inclusive of **GST**, cost of standard **tools & accessories** (if any), cost of minimum 12 months **warranty** coverage and cost of **delivery** at Dealers/ Sub-Dealers. Manufacturers shall be liable for all responsibilities for providing quality products, warranty coverage and delivery through Dealers/ Sub-Dealers.
- 15) The **MRPs** should be declared at a **competitive rate** compared to prevailing market price. MRP quoted in the application should not be more than price quoted for the state of Assam in the DBT portal for any make/ model of machinery. **Imbalance/ exaggerated** MRP's may lead to disqualification for empanelment. However, the directorate will reserve the right to seek the updated price in every 180 days and for any exorbitantly high price the directorate may delist the manufacturer without further notice.
- 16) Selected **Beneficiary** shall procure the Agricultural Machinery from the respective Authorized Dealer/ Sub-Dealer as per their choice of brand/ model.
- 17) Beneficiary shall have complete **freedom to negotiate/ bargain** the price within MRP. In no case price should exceed the declared MRP for the State.
- 18) Procurement of machinery shall be done by the selected beneficiaries bearing the cost, based on sanction accorded by the district officers in favour of him/her.
- 19) Subsidy/ financial assistance shall be transferred as per DBT norms after receipt of physical verification report, photograph, geo-tagging, copy of tax invoice & challan etc. certified by respective district officers.
- 20) Empanelled Manufacturers shall have to furnish **Performance Security@ 5%** on the cost of supplied machinery.

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*We give our unconditional acceptance to the Terms & Conditions stated above and as a token of our acceptance, I put my seal & signature below.*

Seal & Signature: (Authorized Signatory)

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## Annexure-1: Format for Covering Letter for Empanelment of Manufacturers of Agricultural Machinery

(Covering letter should be on the Letter Head of the Manufacturer)

Ref. No. \_\_\_\_\_ Date: \_\_\_\_\_

From: (Insert name and address of Manufacturer)

To: The Chief Engineer, Agriculture, Assam  
Khanapara, Guwahati-22

Sub: Application for Empanelment of Manufacturers of Agricultural Machinery

Ref: Notice No. Agri/ Engg/ \_\_\_\_\_ Dtd. \_\_\_\_\_

Dear Sir,

I, Shri/Smt \_\_\_\_\_ being an authorized signatory on behalf of M/S \_\_\_\_\_ (name of Manufacturer) hereby submit our application for Empanelment as per notice issued by you vide No. referred above. We confirm that neither we nor any of our Affiliate has submitted any application other than this application directly or indirectly in response to the aforesaid Notice.

We give our unconditional acceptance to the Terms & Conditions for Empanelment of Manufacturers of Agricultural Machinery and as a token of our acceptance, I put my signature in all pages of our application long with other related documents and Terms & Conditions for Empanelment submitted herewith. We ensure that we will abide by the Guidelines, modalities, provisions etc. for community procurement, circulated time to time against different Schemes for the year, 2021-22 and shall be binding on us.

We are pleased to submit our application and Empanelment Security for the following Agricultural Machinery:

SN	Name of Agricultural Machinery	Empanelment Security details
1		Rs. 1,00,000/-
2		(Rupees One Lakh) only
3		FD/TDR No: .....
..		Date: .....
..		Bank name: .....
..		Branch: .....
..		

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2021

Thanking you,  
Yours faithfully,

Signature: (Authorized Signatory)

Date:

Place:

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**Annexure-2: Format for 'Letter of Authorization for Authorized Signatory'  
(To be on non-judicial stamp paper of Minimum Rs. 100/-)**

Attach a passport size photograph of authorized signatory

Know all men by these presents, We (name and address of the registered office of the manufacturer as applicable) do hereby constitute, appoint and authorize Mr./Ms. (name & residential address) who is presently employed with us and holding the position of \_\_\_\_\_ as our true and lawful authorized signatory, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to submission of our application for Empanelment of Manufacturers of Agricultural Machinery in response Notice No. Agri/ Engg/ \_\_\_\_\_ Dtd: \_\_\_\_\_ by the Chief engineer, Agriculture, Assam on behalf of the Director of Agriculture, Assam including signing and submission of the application and all other documents related to registration, including but not limited to undertakings, letters, certificates, acceptances, clarifications, guarantees or any other document which the Authority/ Purchaser may require us to submit. The aforesaid authorized signatory is further authorized for making representations to the Authority/ Purchaser and providing information / responses to representing us in all matters before Authority/ Purchaser and generally dealing with Authority/ Purchaser in all matters in connection with Empanelment.

We hereby agree to ratify all acts, deeds and things done by our said authorized signatory pursuant to this Authorization and that all acts, deeds and things done by our aforesaid authorized signatory shall be binding on us and shall always be deemed to have been done by us. All the terms used herein but not defined shall have the meaning ascribed to such terms under the process of Empanelment.

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Signed by the within named  
(Insert the name of the executants company)  
through the hand of  
Mr \_\_\_\_\_  
duly authorized by the Board to issue such Authority  
Dated this \_\_\_\_\_ day of \_\_\_\_\_

Accepted

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Signature of Attorney  
(Name, designation and address of the Authorized Signatory)

Attested

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(Signature of the executant)  
(Name, designation and address of the executant)


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Signature and stamp of Notary of the place of execution  
Common seal of \_\_\_\_\_ has been affixed in my/our presence pursuant to Board of Director's  
Resolution dated \_\_\_\_\_  
WITNESS

(Signature) Name \_\_\_\_\_ Designation \_\_\_\_\_

(Signature) Name \_\_\_\_\_ Designation \_\_\_\_\_

## Annexure-3: List of Agricultural Machinery

SN	Name of Agricultural Machinery	Brief Description	Tentative quantity (Nos.) for 2021-22
1	Potato Digger	Tractor/ Power Tiller driven below 20 BHP	80
2	Mini Dal Mill	Electric / Engine Operated 5 HP to 10HP output, 2MT to 5MT per day.	43
3	Power Knapsack Sprayer	Above 16 liter capacity (> 1.0hp Engine)	2000
4	Solar Drier	Floor area of about 400 to 1000 sq feet.	15
5	Mini Oil Mill	Electric / Engine Operated 5 HP to 10 HP output, 2MT to 5MT per day.	346
6	Potato / Banana chips making units	Electric / Engine Operated 5 HP to 10 HP output, 2MT to 5MT per day.	69
7	Ginger Processing Units	Electric / Engine Operated 5 HP to 10 HP output, 2MT to 5MT per day.	69
8	Spice Processing Units	Electric / Engine Operated 5 HP to 10 HP output, 2MT to 5MT per day.	69
9	Maize Sheller	Electric / Engine Operated 5 HP to 10 HP output, 2MT to 5MT per day.	40

  
 Chief Engineer, Agriculture  
 Assam, Khanapara, Guwahati-22