

অসম চৰকাৰ



সত্যমেব জয়তে

GOVERNMENT OF ASSAM

**DIRECTORATE OF AGRICULTURE, ASSAM,
KHANAPARA, GUWAHATI- 22**

**EXPRESSION OF INTEREST (EOI)
FOR
EMPANELEMENT OF AGENCY/FIRM FOR SUPPLY OF
FOOD ITEMS, STATIONERIES ETC. FOR
TRAINING PROGRAMMES/WORKSHOPS CONDUCTED UNDER
DIRECTORATE OF AGRICULTURE, ASSAM**

EOI Reference No: Agri/FMC/Training/2022-23/

Dtd. 12/07/2022



**GOVERNMENT OF ASSAM
DIRECTORATE OF AGRICULTURE
ASSAM, KHANAPARA, GUWAHATI-22
Email : agri-dept@nic.in**

No. Agri/FMC/Training/2022-23/

Date: 12/07/2022

Expression of Interest (EOI)

The Director of Agriculture, Assam invites Expression of Interest (EOI) for Empanelment of credible Firm/Agency for supply of food items, stationeries etc. for Training Programmes/workshops conducted under Directorate of Agriculture, Assam for the year 2022-23. The important dates governing the EoI can be seen below:

Date of release of EoI :	12/07/2022
Last date and time for submission of EoI :	26/07/2022 till 4.00 pm
Date & time of opening of EoI :	26/07/2022 at 4.15 pm
Place of opening of EoI :	Directorate of Agriculture, Assam, Krishi Bhawan, Khanapara, Guwahati-22, Assam

The EoI documents along with Terms and Conditions shall be available in the office of the undersigned from 12/07/2022 and this is also made available in the departmental website www.diragri.assam.gov.in.

Director of Agriculture, Assam
Khanapara, Guwahati - 22

Expression of Interest (EOI) for Empanelment of Firm/Agency for supply of food items, stationeries etc. for Training Programmes/Workshops conducted under Directorate of Agriculture, Assam

Introduction :

The Director of Agriculture, Assam is conducting various kinds of training programmes/workshops etc. for farmers and its own offices under different scheme at Headquarter level and District level. In order to empanel credible Firm/Agency for supply of food items, stationeries as well as to provide other necessary logistic support for various Training Programmes/workshops conducted under this Directorate, EoI is being floated by the Director of Agriculture, Assam.

Scope of Work :

1. The empanelled Agency/Firm have to supply required breakfast, lunch, dinner etc for the participants for the Training programmes/ workshop/Any other such programmes to be conducted under Directorate of Agriculture, Assam on the basis of work order issued to them
2. The empanelled Agency/Firm has to provide required stationery items to the participants for the Training programmes/workshop/Any other such programmes to be conducted under Directorate of Agriculture, Assam
3. The empanelled Agency/Firm has to arrange necessary vehicle for field visit if required for such programme
4. The empanelled Agency/Firm has to arrange necessary banner as per requirement for the for the Training programmes/workshop/Any other such programmes
5. The empanelled Agency/Firm has to arrange training hall, logging facilities for participants (hostel), training aids (projector etc.) if required for such programme.
6. If the Directorate of Agriculture organizes such kind of training programmes/workshops etc at field level (out side Guwahati city), the selected Agency/Firm may have to arrange necessary training hall, logging arrangement (Hostel) etc. for the participants.

Eligibility and Qualification Criteria for participating in the EoI:

1. The Agency/Firm intending to participate in the EoI should be a registered Company/Firm/Non profit organization/ LLP.
2. The Agency/Firm should have valid GST registration
3. The Agency/Firm should have minimum 10 years experience in supply of food, stationery articles and other logistic support etc. for training programme
4. The Agency/Firm should have minimum 5 years experience in supply of food, stationery articles and other logistic support etc. for training programme of Govt. Department.
5. The Agency/Firm should have minimum 7 years experience in supply of food, stationery articles and other logistic support etc. for training programme in the state of Assam

6. The Agency/Firm should have sufficient experienced manpower to conduct/handle such kind of assignment
7. The Agency/Firm having their own infrastructure facilities such as Training Hall, Hostel, training aids (such as projector) etc would be given preference
8. The Agency/Firm should have their own office situated in the state of Assam
9. The Agency/Firm should have minimum annual turnover of Rs 20 lakh in any one of the last three (3) financial years (2019-20,2020-21, 2021-22)
10. The Agency/Firm should not have been debarred/ blacklisted by any Govt. Department/ PSU/ Cooperative Society for corrupt and fraudulent practices and shall have to submit a declaration to this effect

Terms and Conditions:

1. The Agency/Firm intending to participate in the EoI should be a registered Company/Firm/Non profit organization/ LLP
2. The EoI should be submitted as per Scope and Terms and Conditions of the work as mentioned in EoI document
3. The bidder should fulfill the eligibility criteria as mentioned in clause 1 – 10 of eligibility criteria condition as above.
4. Each Bidder shall submit only one (1) proposal for the Job, in response to this EoI. Any Bidder who submits more than one EoI will be disqualified.
5. The Bidder shall be responsible and shall pay for all the costs associated with the preparation of his EoI and their Participation in the bidding process
6. **EoI processing fee : Rs 1000/- (non-refundable) (Rupees one thousand only)** in the form of Treasury Challan mentioning the Head of Account “0401-00-800-other receipt” towards EoI processing fee should be submitted along with EoI.
7. **Empanelment Security:** EoI must be accompanied by Empanelment Security amount of **Rs 25,000/- (Rupees twenty five thousand only)**, payable at Guwahati in favour of Director of Agriculture, Assam, Khanapara, Guwahati-22. Empanelment security will have to be in the form of Fixed Deposit/Term Deposit Receipt (TDR) and shall have to be valid for **one year** beyond the EoI submission last date. Empanelment security of non qualified bidder will be returned within one month from the date of finalization of empanelled bidder.
8. EoI should remain valid for a period of **one year** from the last date of submission of EoI application.
9. The Agency/Firm would be empanelled in accordance with their eligibility criteria and technical capabilities criteria of EoI document. Thereafter, as per need of training/workshop of Directorate of Agriculture, Assam, financial quotes will be solicited from the empanelled agencies.
10. The empanelled Agency/Firm will ensure proper transparency with Directorate of Agriculture, Assam at all levels.
11. The empanelled Agency/Firm will have to deliver their services as per Scope of Work mentioned this EoI document.

12. The empanelled Agency/Firm have to provide/arrange necessary stationery items, Food items, Banner etc. for the training participants
13. The empanelled Agency/Firm has to arrange necessary vehicle for field visit if required
14. The empanelled Agency/Firm has to conduct the training programmes/workshops etc. within the budget limit of the each programme.
15. The EoI document along with relevant documents should be submitted in a sealed envelope quoting on the top of the envelop “EoI for Empanelment of Firm/Agency for supply of food items, stationeries etc. for Training Programmes conducted under Directorate of Agriculture, Assam” and addressed to “The Director of Agriculture, Assam, Krishi Bhawan, Khanapara, Guwahati-781022” on or before 26th July’2022 till 4.00 p.m. which will be opened on the same day at 04:15 pm (IST) in presence of the bidders or their representatives who choose to attend at the office of the undersigned.
16. The Directorate of Agriculture, Assam shall not be liable for any delay in the receipt of quotations.
17. The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.
18. Before the deadline for submission of EoI, the purchaser may modify the EoI document by issuing in the departmental website www.diragri.assam.gov.in . The bidders are requested to visit this website regularly to see the latest update on this EoI if any.

Submission and Opening of Quotation:

- a) The EoI document along with relevant documents shall be signed by the bidder in all pages with official seal.
- b) Bidders shall ensure to drop their EoI in the tender box in the office of the “The Directorate of Agriculture, Assam, Krishi Bhawan, Khanapara, Guwahati-781022, Assam ” on or before 26th July’2022 till 4.00 pm..
- c) Any EoI received after the deadline shall be categorically rejected.
- d) The EoI shall be opened in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date.

Evaluation of EoI document:

- a) The EoI document received will be evaluated by an evaluation committee on the basis of eligibility criteria and technical capabilities of the bidder.
- b) Only those bidders whose Technical Proposal Score is Seventy (70) marks or more (out of 100) will be qualified for empanelment.
- c) The Technical scoring criteria of EoI will be as below:

Sl. No.	Technical Scoring Criteria	Total Marks	Minimum Cut of Mark
1	Bidders Profile	5	>=70 (70%)
2	Over all experience in providing logistic support in training programmes	10	
3	Experience in supply of food and stationery articles in training programme in the state of Assam	15	
4	Experience in supply of food and stationery articles in training programme of Govt. Department	20	
5	Experienced manpower to conduct/handle training programmes	15	
6	Existence of office set up in the state of Assam	10	
7	Own infrastructure facilities such as Training Hall, Hostel, training aids etc.	15	
8	Annual Turn over	10	
	Total	100	

Payment Terms and Conditions:

- a) The payment will be made only after completion of work and submission of proper bills/vouches to the concerned authority.
- b) The order will be placed subject to availability of fund.

Documents to be submitted along with RFP :

- i) Self attested & stamped copy of this EOI document as a token of acceptance of terms & conditions of this EOI document.
- ii) Duly filled up application form as per **Annexure I**
- iii) Covering Letter as per prescribed format in **Annexure-II**.
- iv) Copy of PAN and GST Registration certificate.
- v) Copy of Company/Firm/ Non profit organization/ LLP registration certificate.
- vi) Annual Turn over certificate from CA for last three (3) financial years (2019-20,2020-21, 2021-22)
- vii) Bidder's profile
- viii) IT return for last three (3) financial years (2018-19, 2019-20,2020-21, 2021-22)
- ix) Audited balance sheet of last three (3) financial years (2019-20,2020-21, 2021-22)
- x) Bank account details of the Applicant Agency (copy of cancelled cheque/ passbook).

- xi) EoI processing fee of Rs 1000/- (in the form of treasury challan)
- xii) Empanelment Security amount of Rs 25,000/- in the form of FD/TDR
- xiii) Short write up in providing logistic support in training programmes for last 10 years.
- xiv) Experience Documents in providing logistic support in training programmes
- xv) Experience Documents in supply of food and stationery articles etc. in training programme in the state of Assam
- xvi) Experience Documents in supply of food and stationery articles etc. in training programme of Govt. Department
- xvii) Valid office address proof
- xviii) List of own infrastructure facilities such as Training Hall, Hostel etc (if any)
- xix) List of manpower and expert staff available for handling training programmes
- xx) Self Declaration on letter head of the Applicant Agency that it has not been debarred/ blacklisted by any Govt. Department/ PSU/ Cooperative Society for corrupt and fraudulent practices



Director of Agriculture, Assam
Khanapara, Guwahati - 22

Annexure I

APPLICATION FORMAT

Empanelment of credible Firm/Agency for supply of food items, stationeries etc. for Training Programmes/workshops conducted under Directorate of Agriculture, Assam *(If necessary, separate sheet may be used)*

SN	Particulars/ Criteria	To be filled up by applicant	Documents to be enclosed
1.	Name of Bidder		Covering Letter with General particulars of the applicant as per Annexure II
2.	Status of Bidder (Company/Firm/Non profit organization/ LLP etc.)		
3.	Registered address:		
4.	Name of Scheme/project for which EoI is submitted		
6.	Company/Firm/Non profit organization/ LLP. & date		Company/Firm/Non profit organization/LLP Registration certificate
9.	GST Reg. No.:		Copy of GST Registration certificate
10.	PAN:		Copy of PAN
11.	ITR for last 3 (three) Financial Years (2019-20,2020-21, 2021-22)		ITR copy
12.	Annual Turn over in last three (3) financial years (2019-20,2020-21, 2021-22)	2019-20 : 2020-21: 2021-22:	Annual Turn over Certificate from CA for each F/Y
14.	Over all experience in providing logistic support in training programmes		One page note, duly signed
15.	Experience in supply of food and stationery articles etc. in training programme in the state of Assam	Yes/No If yes Nos. of years of Experience -----	Experience certificate from the client
16.	Experience in supply of food and stationery articles etc. in training programme of Govt. Department	Yes/No If yes Nos. of years of Experience -----	Experience certificate from the client
18.	Experienced manpower to conduct/handle training programmes		List of manpower available
19.	Own infrastructure facilities available such as Training Hall, Hostel, training aids (like projector) etc (if any)		List of Infrastructures available along with their location

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 with seal: (Authorized Signatory)

Annexure-II

Format for Covering Letter Empanelment of credible Firm/Agency for supply of food items, stationeries etc. for Training Programmes/workshops conducted under Directorate of Agriculture, Assam (Covering letter should be on the Letter Head of the organization)

Ref.No. _____ Date: _____

From: (Insert name and address of the Company/Firm/Non profit organization/ LLP)

To: The Director of Agriculture, Assam
Khanapara, Guwahati-22

Dated: the ___ day of _____ 2022

Sub: **Application for Selection of Firm/Agency for supply of food items, stationeries etc. for conducting Agricultural Development Officers (ADOs) Training Programme**

Ref: Notice No. _____ Dtd. _____

Dear Sir,

I, Shri/Smt _____ being an authorized signatory, on behalf of _____ (name of Company/Firm/Non profit organization/ LLP) hereby submit our application for engagement 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 credible Firm/Agency for supply of food items, stationeries etc. for Training Programmes/workshops conducted under Directorate of Agriculture, Assam and as a token of our acceptance, I put my signature in all pages of our application along with other related documents and Terms & Conditions for Selection submitted herewith. We ensure that we will be abide by the guidelines, modalities, provisions etc. made by your government for the said empanelment.

We are pleased to submit herewith our application and EoI processing fee & Empanelment security deposit for the EoI mentioned above. The detail of security deposit is mentioned herewith for your kind information-

1. EoI processing fee amount :
 - i) Date:
 - ii) Treasury Challan No.
2. Empanelment Security amount:
 - i) Date:
 - ii) Receipt No.

Thanking you,

Yours faithfully,

Signature: (Authorized Signatory)

Date:

Place: