



GOVT. OF ASSAM
DIRECTORATE OF AGRICULTURE
KRISHI BHAWAN: KHANAPARA: GUWAHATI-22
email:writeup.agrihortishow2023@gmail.com

RFQ No. DA/Agri-Horti Show/Souvenir 2023/102

Dated:22/11/2023

Notice

RFQ for Engagement of a Agency for Quality Printing and Time Bound Delivery of Souvenir for 8th Agri-Horti Show

1. The **Member Secretary, Souvenir Sub Committee**, 8th International Agri-Horti Show, on behalf of the **Director of Agriculture** intends to engage an **Agency** at the Directorate for **Quality Printing and Time Bound Delivery of the 8th Agri Horti Show Souvenir** and hence seeks quotations, for the same from the interested and eligible Agency for the following specifications:

Sl. No.	Item	Specification	Qty	Place of Delivery
1.	Printing of Souvenir for 8th Agri-Horti Show	1) Printed in ¼ Demy Size Paper	2000 copies	<i>Refer Page No. 5, Sl. no.11 for details of Place of Delivery</i>
		2) Number of pages per copy, including front & back covers	212	
		3) Inner pages in	130 GSM	
		4) Cover pages in	300 GSM with Glossy Lamination	
		5) Multi Color printing	With advanced / sophisticated printing facility	
		6) Binding and finishing	Machine Perfect	

2. In this connection, you are requested to submit Quotation in sealed envelope addressed to “**The Member Secretary, Souvenir Sub Committee, C/O: The Director of Agriculture, Krishi Bhavan, Khanapara, G.S. Road, Guwahati- 781022 (Assam)**” on or before **17.00 hours on 29th November, 2023**.
3. This Request for Quotation includes documents to facilitate preparation and submission of quotations, criteria for qualification, evaluation, and for award of contract; and relevant forms to be filled by the bidders.
4. The sealed envelope should be super scribed as “**Engagement of an Agency for Printing of Souvenir for 8th Agri-Horti Show**”;
5. The sealed envelope is not to be opened before **17.00 hours on 29th November, 2023**”.
6. Quotations received shall be opened on the same day, i.e. **17.15 hours on 29th November** in presence of the bidders or their representatives who choose to attend at the office of the undersigned.

Sd/-

Member Secretary, Souvenir Sub Committee
C/O: The Director of Agriculture,
Directorate of Agriculture, Khanapara

RFQ No. DA/Agri-Horti Show/Souvenir 2023/102 -A

Dated:22/11/2023

Copy to:

1. Notice Board of the Directorate of Agriculture, Assam, Khanapara, Ghy- 22.
2. Notice Board of the Directorate of H&FP, Assam, Khanapara, Ghy- 22.

Sd/-

Member Secretary, Souvenir Sub Committee
C/O: The Director of Agriculture,
Directorate of Agriculture, Khanapara



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RFQ No. DA/Agri-Horti Show/Souvenir 2023/102-

Dated:

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

To: 1. M/S.....
2. M/S.....
3. M/s.....

Sub: Request for Quotation for Engagement of an Agency for Quality Printing and Time Bound Delivery of Souvenir for 8th Agri-Horti Show

1. The **Member Secretary, Souvenir Sub Committee**, 8th International Agri-Horti Show, on behalf of the **Director of Agriculture** intends to **Engage an Agency for Quality Printing and Time Bound Delivery of Souvenir for 8th Agri-Horti Show** and hence seeks quotations, for the same from the interested and eligible **Press/Agency/Business House**
2. **The Member Secretary, Souvenir Sub Committee, C/O: The Director of Agriculture, Krishi Bhavan, Khanapara, G.S. Road, Guwahati- 781022 (Assam)** on or before **17.00 hours** on **29th November, 2023**
3. This Request for Quotation includes documents to facilitate preparation and submission of quotations, criteria for qualification, evaluation, and for award of contract; and relevant forms to be filled by the bidders.
4. The sealed envelope should be super scribed as **“Engagement of an Agency for Printing of Souvenir for 8th Agri-Horti Show”**;
5. The sealed envelope is not to be opened before **17.00 hours on 29th November, 2023**
6. Quotations received shall be opened on the same day, i.e. **29th November, 2023, 17.15 Hours** in presence of the bidders or their representatives who choose to attend at the office of the undersigned.

Member Secretary, Souvenir Sub Committee
C/O: The Director of Agriculture,
Directorate of Agriculture, Khanapara



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“Request for Quotation for Engagement of an Agency for Quality Printing and Time Bound Delivery of Souvenir for 8th Agri-Horti Show”

1. Scope of Work: Printing of Souvenir

Sl. No.	Item	Specification	Qty	Place of Delivery
1.	Printing of Souvenir for 8th Agri-Horti Show	1) Printed in ¼ Demy Size Paper	2000 copies	<i>Refer Page No. 5, Sl. no.11 for details of Place of Delivery</i>
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		3) Inner pages in	130 GSM	
		4) Cover pages in	300 GSM with Glossy Lamination	
		5) Multi Colour printing	With advanced / sophisticated printing facility	
		6) Binding and finishing	Machine Perfect	

2. Preparation and Submission of Quotation:

- a) Quotation shall be addressed to “**The Member Secretary, Souvenir Sub Committee, C/O: The Director of Agriculture, Krishi Bhavan, Khanapara, G.S. Road, Guwahati-781022 (Assam)**”
- b) 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 Engagement of an Agency for Quality Printing and Time Bound Delivery of Souvenir for 8th Agri-Horti Show**”; Not to be opened before **17.00 hours on 29th November, 2023**” The name of the bidder, address and contact no. should be mentioned on the reverse of the sealed envelope.
- c) 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.
- d) Quotation not accompanied by specified documents, self-declarations, signatures may be rejected by the office as non-responsive and may not be evaluated.
- e) All duties, taxes and other levies payable by the bidder under the contract shall be shown separately.

3. The Quotation shall comprise the following: (The bidder must submit mandatorily copies of the following self attested documents along with the Quotation)-

- a) Letter of Quotation
- b) **Qualification Criteria 1:** Firms in business of similar services for the past 2 (two) years (Trade License/Certificate of Incorporation/ Registration certificate).
- c) **Qualification Criteria2:** Details of similar assignments (minimum 1 work order) carried out with Govt. Departments/ Govt. Undertaking/ Govt. Entities/PSU/Reputed Corporate organization earlier with supporting documents.
- d) Complete address and contact details of the Bidder having the following



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information:

- i) Name of Firm:
- ii) Address for communication:
- iii) Telephone No(s):Office & Mobile No.:
- iv) E-mail ID:
- e) GST Registration Certificate
- f) PAN Card.

4. Quotation Prices

- a) The rates quoted by the bidder shall be fixed for period of minimum 180 days from the date of submission of the quotation.
- b) GST and any other taxes, which will be payable on the services at the time of invoicing in connection with the sale, shall be shown separately. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.
- 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) The Prices shall be quoted in Indian Rupees only.

5. Validity of Rates: valid for a period of minimum 180days from the date of submission of the quotation.

6. 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.

7. 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.

8. Evaluation of Quotations:

- a) The Member Secretary, Souvenir Sub Committee, C/O: The Director of Agriculture, Directorate of Agriculture, Khanapara, 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.

9. Award of contract:

- a) The Member Secretary, Souvenir Sub Committee, C/O: The Director of Agriculture, Directorate of Agriculture, Khanapara 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.



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- b) Notwithstanding the above, the Member Secretary, Souvenir Sub Committee, C/O: The Director of Agriculture, Directorate of Agriculture, Khanapara 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 Member Secretary, Souvenir Sub Committee, C/O: The Director of Agriculture, Directorate of Agriculture, Khanapara prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
- d) The purchaser reserves the right at the time of contract award to increase or decrease the quantity of activities specified in the Scope of Work, without any change in unit price or other terms and conditions. Furthermore, the purchaser does not guarantee procurement of any minimum quantity from the successful bidder during the specified period of the contract.

10. Payments:

- a) Payment shall be made after satisfactory delivery of the Goods and certified by the concerned officer of the Directorate of Agriculture. **(Chairman & Member Secretary, Souvenir Sub Committee, 8th International Agri Horti Show)**
- 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.

11. Place of Delivery: The Director of Agriculture, Krishi Bhavan, Khanapara, G.S. Road, Guwahati- 781022 (Assam)

- 12. Adjustment:** Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by the Directorate of Agriculture. The unit price shall prevail and the total price shall be corrected, in case of any discrepancy. If the supplier does not accept the final price based on re-computation and correction of errors, its quotation will be rejected.

13. Miscellaneous:

- a) The Member Secretary, Souvenir Sub Committee, C/O: The Director of Agriculture, Directorate of Agriculture, Khanapara is not bound to accept any quotation, nor award a contract/work order, nor be responsible for any costs associated with supplier's preparation and submission of quotation, regardless of the outcome or the manner of conducting the selection process.
- b) No variation or modification of the terms and conditions of the contract shall be made.

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Annexure-I

Letter of Quotation- Financial Part

(This form must be submitted only using the official letter head of the Firm/Agency).

RFQ No.:

Bidder Reference: No.....Dated.....

To,

**The Member Secretary, Souvenir Sub Committee
C/O:The Director of Agriculture,
Directorate of Agriculture, Khanapara**

Sub: Quotation for Engagement of an Agency for Quality Printing and Time Bound Delivery of Souvenir for 8th Agri-Horti Show

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) **Validity of Rates:** Our rates shall be valid for the period of 180 days, from the deadline fixed for the Quotation submission;
 - (c) **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."
 - (d) 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.
 - (e) 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 Member Secretary, Souvenir Sub Committee, C/O: The Director of Agriculture, Directorate of Agriculture, Khanapara wish to take.



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Sl.	Name (a)	Items (b)	Quantity (c)	Units	Unit cost in Rs. (e)	Total cost in Rs. (f)=(c)x(e)	GST (g)	Total cost incl. GST in Rs. (h)=(f)+(g)
1	Printing Works	Souvenir for 8th Agri-Horti Show	2000 copies	Copies of Souvenir				

Total amount (inRs.).....

Total amount (inwords).....

(Note: Lowest 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 the Bidder _____

Telephone no. _____ email id _____

Address _____

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