

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

**Request for Quotation (RFQ) for Stationary Item, Printing and Publicity etc for Agri-
Horti Show 2022-23 under Directorate of Agriculture, Assam, Khanapara-22**

**RFQ NO. Agri/ 8737(Part)/Chairman/AgriAgri-Horti-Show/Procurement /2022-23/ 01
Dated 25/11/2022**

**Directorate of Agriculture, Assam
Website: <https://diragri.assam.gov.in>**

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SECTION- I CRITICAL DATE SHEET

RFQREFERENCE NO.	Agri/8737(Part)/Chairman/AgriAgri-Horti-Show/Procurement /2022-23/ 01 Dated 26/11/2022
Date of paper advertisement	27 th Nov 2022
Start date & time to submit RFQ	28-11-2022 from 10.00 PM
Last date & time for submission of RFQ	4-12-2022 at 3.00 PM
Date & time for opening of RFQ	4-12-2022 at 5.00 PM
Place of opening of RFQ	Conference Hall of Directorate of Agriculture, Assam, Khanapara, Guwahati-6
Issue of reward	05-12-2022 at 10.00 PM
Address for Communication	Office of the Directorate of Agriculture, Assam, Khanapara, Guwahati-22


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SECTION- II
INVITATION TO RFQ

The **Chairman, Procurement Committee, Directorate of Agriculture, Assam, Khanapara, Guwahati-22** invites RFQ for stationary item, Printing and Publicity etc for Agri-Horti Show 2022-23 under Directorate of Agriculture, Assam, Khanapara-22. You are advised to go through the RFQ document carefully at <https://diragri.assam.gov.in> and understand various provisions contained therein.

The submitted proposal must comprise a '**Technical Offer**' only in properly sealed and signed envelope and deposit in the Tender Box kept for this purpose at the Ground Floor Reception at the **Directorate of Agriculture, Assam, G.S. Road, Khanapara, Guwahati- 22**.

The envelopes containing the Technical Offer will be opened on **4-11-2022 at 5.00 PM** in the office of the **Directorate of Agriculture, Assam**. The Technical Offers will be evaluated based on the qualification of the offers. Offers found to be fit and responsive will only be considered for selection of the firms. The proposal received after opening of the Tender Box i.e. after 3.00 PM on 4 Nov, 2022 will be rejected.


Chairman, Procurement Committee,
Directorate of Agriculture, Assam,
Khanapara, Guwahati-22

SECTION- III
PREPARATION OF BID

1. Enclose non-refundable fee of Rs. 1000/- in the form of DD in favour of Chairman, Procurement Committee, Directorate of Agriculture, Assam, Khanapara, Guwahati-22 along with RFQ proposal. Court Fee Stamp of Rs. 8.25 or IPO of Rs. 10.00 only is to be fixed with each of the RFQ proposals without which no RFQ proposal will be considered for acceptance.
2. The sealed and signed envelope containing the RFQ proposal (Technical offer only) super scribing 'RFQ proposal for printing and publicity work under Chairman, Procurement Committee, Directorate of Agriculture, Assam' with proper name, address, contact no. and e-mail id of the bidder is to be submitted on or before 3.00 PM of 4th Nov, 2022
3. Interested bidders and eligible bidders may download the RFQ documents from the website www.directorhorti.assam.gov.in as per the schedule given at **SECTION- I (CRITICAL DATE SHEET)**.
4. RFQ proposals not complete in all respects are liable to be rejected. **Chairman, Procurement Committee, Directorate of Agriculture, Assam** shall not be responsible for any delays & bids received late are liable to be rejected.
5. Intending bidders are advised to visit the website www.directorhorti.assam.gov.in up to **1 day** prior to the closing date of submission of RFQ proposal for any corrigendum/addendum/amendment.
6. Bids will be opened as per the date & time as mentioned at **Section I** above.
7. Interested bidders or its authorized representative may participate in the Bid opening process, if they wish to attend.
8. A bidder may withdraw bid after submission provided that written notice of withdrawal is submitted to the **Chairman, Procurement Committee, Directorate of Agriculture, Assam** prior to the deadline for submission of RFQ proposal. The RFQ is non-transferable.
9. Bids sent by e-mail/fax/Post/courier, etc. shall not be considered.
10. Withdrawal of an RFQ proposal after last date of submission of Bid shall attract forfeiture of the bidder's EMD.



SECTION- IV

BIDDER INFORMATION SHEET
(in Bidder's Letterhead)

Sl. No.	Particulars	Bidder Information (to be filled by the Bidder)
1.	Name of the Firm	
2.	Address of the Office of the Firm	
3.	Email id of the Firm	
4.	Whether the Firm is a Proprietary Firm/Joint Venture/Partnership Firm. (copy of their group registration certificate in case of partnership firm, joint venture agreement in case of joint venture and court affidavit in case of proprietary establishment to be enclosed)	
5.	Registration No. of the firm (copy to be enclosed)	
6.	Past experiences of similar works/services (proof to be enclosed along with completion certificate)	
7.	PAN/TIN/VAT/GST Registration No. as applicable (copy to be enclosed)	
8.	Name of the authorized person on behalf of the firm engaged for the EOI	
9.	Telephone/Mobile number of the authorized person and other telephone numbers of the firm	
10	Trade license (copy to be enclosed)	

I/We have fully read the terms & conditions of the EOI document and agreeable to me/us.

Signature:
Name:
Date:
Place:
Seal of the firm:

SEAL OF THE FIRM



SECTION - V
GENERAL TERMS AND CONDITIONS

1. The bid document may be downloaded from the website www.diragri.assam.gov.in .The hard copies shall be issued by the tendering authority against submission of fee in form of DD in the name of Director of Agriculture, Assam, Khanapara, Guwahati-22
2. Bidders are required to visit the website www.diragri.assam.gov.in regularly. Any changes/modifications in tender document will be intimated by corrigendum/addendum through this website only.
3. While submitting the RFQ proposal, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the bid is liable to be rejected. If any bidder stipulates any condition of his own, such conditional proposal is liable to be rejected.
4. In case, any holiday is declared by the Government on the date of opening of the RFQ, the RFQ will be opened on the same working day at the same time. **Chairman, Procurement Committee, Directorate of Agriculture, Assam**, reserves the right to accept or reject any or all the RFQ proposals.
5. The material will not be acceptable in case it is not in acceptable quality as per terms of the contract and is liable to be rejected.
6. The panel of qualified bidders shall initially be valid for a period of one year from the date of approval of the empanelment by the Chairman of the Tendering Committee.
7. In case of any dispute, the decision of the '**Chairman, Procurement Committee, Directorate of Agriculture, Assam**' shall be final and binding on all concerned.
8. Bid will be opened in the presence of bidders/authorized representatives who choose to attend on the specified date and time as stipulated in the bid document.
Demand Draft of Rs. 1,000.00 in the name of Director of Agriculture, Assam, Khanapara, Guwahati-22 for RFQ fee, FDR or TDR of any Nationalized Bank for EMD of Rs. 0.20 Lakh pledge to Director of Agriculture, Assam, Khanapara, Guwahati-22 and Court Fee stamp of Rs. 8.25/- / IPO of Rs. 10.00 in favour of 'Director Agriculture, Assam, Khanapara, Guwahati-22 are to be submitted along with the RFQ.
9. The EMD of the unsuccessful bidders shall be returned after the acceptance of empanelment letter by the successful bidder(s).
10. The EMD of the successful bidder will be forfeited if the bidder fails to sign Contract Agreement within the given time with the purchaser.
11. The EMD of a bidder may be forfeited if the bid is withdrawn after the last date of submission.
12. All the pages of bids submitted must be signed by the bidder as a token of acceptance of all the terms and conditions of the standard.
13. The **Chairman, Procurement Committee, Directorate of Agriculture, Assam** can withdraw/terminate the empanelment of any empanelled bidder at any time on account of services not found satisfactory.
14. The date of issue of supporting documents enclosed with the RFQ should be clearly visible.



SECTION- VI

A. SPECIAL TERMS AND CONDITIONS FOR GROUP 'A' WORKS (Paper printing, flex printing etc.)

Printing firms having up to date registration certificate from Printing & Stationery Department, Govt. of Assam are only eligible to submit bids for empanelment for printing works.

1. List of machineries own by the bidder for multicolor printing works along with other machineries is to be furnished.
2. All original documents must be shown whenever it is necessary.
3. Minimum average annual turnover must not be less than Rs. 0.50 Core for last three consecutive financial years (Proof to be enclosed).
4. Financial soundness certificate from any commercial/nationalized bank should be enclosed.
5. Proof of having an office of the bidder firm at Guwahati must be submitted.
6. All printed text will be in Assamese and English language. This included DTP, layout & Designing, draft printout for proof reading etc.
7. The printing firm will be responsible for making dummy copies according to the instructions of the Office of the Director of agriculture Assam, Khanapara, Guwahati-22 and get it approved by the concerned officer.
8. The printing firm shall be responsible for all loss, destruction, damage or deterioration of the printed materials for any cause whatsoever at any stage of printing or in the course of transit to purchaser.
9. High quality of reproduction will have to be ensured by the firm. For improperly printed copies, poor binding. Poor colour scan, late delivery, penalty ranging from 2% to 10% of the total value of the work may be imposed as decided by the Director of Horticulture & FP, Assam.
10. CD having the printing copy in PDF format will have to be supplied by the bidder along with the printed copy to the purchaser. No additional payment will be made to the bidder for such CD having the printed copy in the PDF format.
11. In case, if any other work arises during the course of time, which is not mentioned in this bid, the rates for the same may be invited from the empanelled firms and the lowest rate has to be accepted by all and will be valid during the rate contract period.
12. It would be necessary to show sample/ proof of the each printed item before the same is printed and approval of the purchaser has to be obtained before the final printing.
13. In case of emergent cases supplier/printing firm will make necessary arrangements to provide the printed materials at possible shorter notice and also to open press beyond working hours, holidays, Sunday etc. The printed items will be delivered at the Office of the Director of Agriculture, Assam, Khanapara, Guwahati-22 or as directed by the purchaser.
14. The cost quoted will be fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be entertained by the Directorate.
15. The quotation shall not include any conditions attached to it and any such conditions proposed (along with the quotation) shall be rejected summarily.
16. The quotation shall be submitted in sealed envelope and in accordance with terms of this RFQ.
17. A confirmation letter/ undertaking from the Prospective Supplier to provide timely delivery of quality services.



B.SPECIAL TERMS AND CONDITIONS FOR GROUP 'C' WORKS

(for Road shows & Social media management)

1. Conceptualize, create & execute awareness generation and promotional campaign ideas for various outreach activities like Road Shows.

SECTION- VII SCOPE OF WORKS Group 'A'

Sl. no.	Particulars	Specifications
1	Certificate	¼ Demy size multicolour points on 300 GSM Art paper with good quality framing.
2	Identity card	13 cm X 9 cm with standard I-card holder and lanyard (printed).
3	Executive I-Card	8 cm X 5.5 cm multicolour points on PVC card with waterproof Ziplock, vertical ID card holder.
4	Car Pass (300 nos)	Size 5.5 inch X 5.5 inch round shape, multicolor, Stickers with provision of serial number and car registration Number. (Design will be shared after finalization of Tender process).
5	Money Receipt Book (25 nos.)	Size 4 inch X 8 inch having 1 counterfoil, black & white, 25 pages per book with provision of Serial Number. (Design will be shared after finalization of Tender process).
6	Flex printing	13 ounce flex printing in solvent, with wooden frame (Rate to be quoted for Sq ft.)
		13 ounce flex printing in solvent, without wooden frame (Rate to be quoted for Sq ft.)
7	Standy	(6 ft X 3 ft) size (Rate to be quoted for Sq ft.)
8	Still photography of the different events of the show for entire 3 days with album mounting	Album Size: 31 cm X 40 cm, 1000 nos of copies with laminated album (Rate to be quoted Per album).
9	Documnetary on Agri Hort show with narration	Videography (20 minutes duration)
10	Office Stationary	
	A. Writing Pad (at least 20 pages content)	8.5 inch X 5.5 inches (A5 Size)
	B.Dot pen	Standard
	C.White Board	3 ft X 5 ft
	D.White Board Marker	Erasable marker of various colours.

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	E.A-4 Size Paper	
	F. Legal size paper	
11	Food coupon	Size: 3.5 inch X 2 inch
12	Executive Folder	A-4 Size Jute Executive Folder, Material- JUCO, Color-Black/Brown
13	Mementos	Standard Quality.
14	Gamusa	Pat
15	Gamusa	Cotton

Group 'B'

Sl. No.	Particulars	Specifications
A.	Outreach Activities	
1.	Floral Road show 5 nos banners for 5 nos vehicles	3' x 5' size

**SECTION- VIII
EVALUATION CRITERIA**

Bid Component	Details to be filled by Bidder
1. PAN Card	
2. GST Registration certificate with updated GST clearance certificate	
3. Updated Trade License and Firm Registration Certificate	
4. Financial soundness certificate from concerned Bank	
5. Annual average turnover certified by CA for the last 3 consecutive years	
6. Profit and loss statement with balance sheet certified by CA for the last 3 consecutive years	
7. RFQ fee details	
8. EMD details	
9. Undertaking that the firm has not been banned / black listed by any State/Central Govt. Department/PSU/any other agencies	

The services/goods to be provided and quoted have to be in compliance with specifications mentioned in SECTION-VII. Any quote with different specification shall NOT be considered and rejected (at any stage). The financial bids of bidding parties will be considered and the L1 bid from among the qualifying bidder (i.e. with compliance to specifications mentioned) will be accepted.

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**SECTION- IX
PRICE SCHEDULE**

(Amount in Rs.)

Sl. no.	Particulars	Unit price	GST rate	GST amount	Total amount without GST	Total amount with GST	Total amount in word
1	Certificate						
2	Identity card						
3	Executive I-Card						
4	Car Pass (300 nos)						
5	Money Receipt Book (25 nos.)						
6	Flex printing						
7	Standy						
8	Still photography of the different events of the show for entire 3 days with album mounting						
9	Documnetary on Agri Hort show with narration						
10	Office Stationary						
	A. Writing Pad (at least 20 pages content)						
	B.Dot pen						
	C.White Board						
	D.White Board Marker						
	E.A-4 Size Paper						
	F. Legal size paper						
11	Food coupan						
12	Executive Folder						
13	Mementos						
14	Gamusa						
15	Gamusa						

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Group 'B'

(Amount in Rs.)

Sl. No.	Particulars	Unit price	GST rate(in%)	GST amount	Total amount without GST	Total amount with GST	Total amount in word
A.	Outreach Activities						
1	Floral Road show 5 nos banners for 5 nos vehicles						

**SECTION- X
PAYMENT**

- 1) The payment will be made on successful delivery of the ordered materials with full satisfaction of the receiving officer by observing all formalities of specification, terms and conditions and satisfactory report of the supplied items with full satisfaction of the receiving officers.
- 2) No split bill will be accepted. Bills submitted in triplicate must be accompanied with all related papers as per terms and condition of the tender along with duly received challans having valid stock entry.
- 3) Payment will be made through RTGS method to the supplying firm on submission of bills in duplicate along with GST number, Bank details such as Current/Saving account, Account Number, IFSC Code, Branch and Bank Name.
- 4) No advance payment would be made. Taxes, as applicable would be deducted from the bills of the agency as per laws in force.

Signature of the Accepting Officer:.....

Name:.....

Mobile No.

Seal of the firm.....

This RFQ is not an agreement and is neither an offer by Directorate to the prospective suppliers. The issue of this RFP does not imply that the Department is bound to select a Bidder or to appoint the Selected Bidder, and the Directorate reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.. The Applicant hereby agrees that they shall not have any right claim, authority whatsoever over the submitted information/reports/pitches/data or other material to the Directorate. The Applicant further agrees and undertakes that the Directorate may use the aforesaid information/ data/ reports/ pitches/ data or other material at its sole discretion and the applicant shall not have any objection whatsoever in Directorate using the same.

