



GOVERNMENT OF ASSAM
DIRECTORATE OF AGRICULTURE
Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)
Tel: 0361-2332215, e-mail: agri-dept@nic.in

No. AGRI/ESSTT/8573/2021-22/101

Dated Guwahati the 20 August, 2022

REQUEST FOR QUOTATION (RFQ)
RATE CONTRACT
FOR
SUPPLY OF STATIONERY ITEMS, CONSUMABLES, ETC. AT THE
DIRECTORATE OF AGRICULTURE, ASSAM, G.S. ROAD, KHANAPARA,
GUWAHATI- 781022

ISSUED BY
DIRECTOR OF AGRICULTURE, ASSAM
Agriculture Complex, Khanapara
G.S. Road, Guwahati- 781022

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No. AGRI/ESSTT/8573/2021-22/102

Dated Guwahati the 20 August, 2022

REQUEST FOR QUOTATION (RFQ)
For 'Rate Contract for Supply of Stationery Items, Consumables, etc.'

Sealed quotations are invited from interested & eligible bidders for 'Rate Contract for Supply of Stationery Items, Consumables, etc. at the Directorate of Agriculture, Assam, G.S. Road, Khanapara, Guwahati- 781022. Further details may be seen in the RFQ available at the url- <https://diragri.assam.gov.in/resource/tender>. The last date of submission is **3:00 P.M. on September 5, 2022**.

Sd/-
Director of Agriculture, Assam
G.S. Road, Khanapara- 781022

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DIRECTORATE OF AGRICULTURE
Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)
Tel: 0361-2332215, e-mail: agri-dept@nic.in

No. AGRI/ESSTT/8573/2021-22/101

Dated Guwahati the 20 August, 2022

SECTION I

REQUEST FOR QUOTATION (RFQ)
DETAILED PROCUREMENT NOTICE

- 1) The Director of Agriculture, Assam invites Request for Quotation (RFQ) from eligible & reputed firms/agencies for '**Supply of Stationery Items, Consumables, etc. on Rate Contract Basis at the Directorate of Agriculture, Assam.**'

Schedule & dates

#	Important Information
1)	RFQ Ref. No. : AGRI/ESSTT/8573/2021-22/78 dated Guwahati the July....., 2022
2)	Date of issue of RFQ : August 20, 2022
3)	Last date & time of receiving RFQ : September 5, 2022 upto 15:00 hours
4)	Time & date for opening of RFQ : September 5, 2022 at 15:30 hours.
5)	Address for submission of RFQ : Directorate of Agriculture, Assam, Krishi Bhawan, Khanapara Guwahati- 780022
6)	Website for downloading of RFQ document : https://diragri.assam.gov.in/resource/tender

- 2) The RFQ document is attached to this detailed 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. Bidders are requested to download the bid.
- 3) The sealed envelope should be superscribed as "*Request for Quotation for Supply of Stationery Items, Consumables, etc. on Rate Contract Basis at the Directorate of Agriculture, Assam; Not to be opened before September 5, 2022 at 15.30 hours.*"
- 4) A bidder requiring any clarification on the document may visit the office during office hours. No hard copy of the RFQ will be provided by the office to the bidder.
- 5) The Director of Agriculture, Assam shall not be held liable for any delay in the receipt of quotation.
- 6) The Director of Agriculture, Assam reserves the right to accept or reject any or all quotations either in part or in full and to annul the bidding process without assigning any reasons thereof.

Sd/-
Director of Agriculture, Assam
Khanapara, Guwahati- 22

SECTION-II

Letter of Quotation- Technical Part
(to be submitted on bidder's letterhead)

No. AGRI/ESSTT/8573/2021-22/101

Dated Guwahati the 20 August, 2022

Our reference no.....

Dated.....

To,

The Director of Agriculture, Assam
Khanapara- 781022

Sub: Supply of Stationery Items, Consumables, etc. on Rate Contract Basis at the Directorate of Agriculture, Assam.

Sir,

1) I/We, the undersigned, hereby submit our Quotation in two parts, namely:

(a) Technical Part; and

(b) Financial Part

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 supply in conformity with the RFQ document and in accordance with the Delivery Schedule as shall be mentioned in the Supply Orders and other related services, if required;

(c) Quotation Validity Period: Our Quotation shall be valid for a period of 45 days from the deadline fixed for submission of quotation;

(d) Eligibility: We meet the eligibility requirements and have no conflict of interest; we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the State/Central or any other organizational entities under the government or blacklisted or suspended by the Central or any State Government;

(e) 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 the laws against fraud and corruption in force in India namely, "Prevention of Corruption Act, 1988."

Yours faithfully,

.....
(Authorized Signature)
Name of the authorized signatory

In the capacity of [insert legal capacity of person in the firm].....

Mobile no.....

Address.....

Dated on.....day of.....,.....[insert date of signing]

SECTION III

INSTRUCTION TO BIDDERS

The Directorate of Agriculture, Assam would be referred in the document as the 'purchaser' and the firm/agency participating in the RFQ would be referred to as 'bidder.'

1. This RFQ document is in connection with supply of stationery items, consumables etc. at the Directorate of Agriculture, Assam located at Agriculture Complex, GS Road, Khanapara- 22 for a period of **one (1) year** from the date of contract.
2. **Eligibility:** A Bidder
 - a. shall not participate in more than one Quotation;
 - b. shall not have any conflict of interest; and
 - c. should not have been blacklisted or suspended by Central or any State Government department in India in the last three (3) years.
3. **Clarification:** A prospective bidder requiring any clarification may write to the office before the closing date and time of bid submission to get clarifications on the quotation.
4. **Amendments or corrigendum to the Bidding document:** The bidders are advised to periodically browse the website- <https://diragri.assam.gov.in/resource/tender> for any addendum/corrigendum issued in connection with this bid and satisfy themselves before submission of the bid. Any addendum/corrigendum/modification shall only be uploaded on the website.
5. **Preparation of Quotation:**
 - a) Quotation shall be addressed to **"The Director of Agriculture, Assam, Agriculture Complex, Khanapara, G.S. Road, Guwahati- 781022 (Assam)."**
 - b) Price shall be submitted as per the format given at **Section- V** 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 **"Request for Quotation for Supply of Stationery Items, Consumables, etc. on Rate Contract Basis at the Directorate of Agriculture, Assam; Not to be opened before September 5, 2022 at 15.30 hours."** 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.
6. **The Quotation shall comprise the following:**
 - a) Letter of Quotation- Technical (Section-II) and Financial Part (Section-V);
 - b) Bid Security;
 - c) Evidence in accordance with Section-IV establishing Bidder's qualifications to perform the contract, if its quotation is accepted;
 - d) Complete address and contact details of the bidder (*on the letterhead*) having the following information:

Name of Bidder	
Registered address for communication in Guwahati/Assam	
Telephone No(s): Office	
Mobile No. of the authorized person	
Electronic Mail Identification (E-mail ID) of the agency	

7. **Bid Security:** The bidder shall furnish a bid security of **Rs. 5,000.00/- (Rupees Five Thousand)** only in the form of either a Demand Draft/Fixed Deposit/Term Deposit Receipt issued by a nationalized/scheduled bank in favour of the '*Director of Agriculture, Assam*' payable at Guwahati with 45 days validity beyond the bid validity period. Any bid not accompanied by the Bid Security shall be rejected by the Directorate as non-responsive. The Bid Security will be returned to unsuccessful bidders after submission of Performance Security by the successful bidder(s). **The bid security of the successful bidder(s) shall be returned upon submission of the performance security (ies).**
8. **The Bid Security may be forfeited –**
 - a) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Quotation form.
 - b) If the successful bidder fails to furnish performance security.
 - c) If the documents enclosed with the bid is found to be forged at a later stage.
9. **Bid Prices:**
 - (a) The rates quoted by the bidder shall be fixed for the duration of the contract (one year) and shall not be subject to adjustment/modification on any account.
 - (b) **Rates should be quoted for all the items mentioned in the bid.** Incomplete financial bid form may be rejected.
 - (c) Corrections, if any, shall be made by crossing out, initialing, dating and rewriting. Corrections done with correction fluid shall also be duly attested.
 - (d) Price evaluation shall be done item wise. The lowest rate shall be determined excluding GST, taxes, etc.
 - (e) GST and any other taxes, which will be payable on the items at the time of invoicing in connection with the service, shall be shown separately. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.
 - (f) While quoting the rates, the bidder must mention the brand/make/quality (whichever is applicable) for the items/articles for which the rates are quoted. The brand/make/quality should be of market standards and must confirm to the specifications mentioned in the bid. However, for evaluation purpose only the rates shall be considered and not the brand/make/quality. **The selected bidder shall have to supply items as per industry standards.**
 - (g) The Prices shall be quoted in Indian Rupees only.
11. **Validity of Quotation:** Quotation shall remain valid for a period not less than **45 days** after the deadline date specified for submission.
12. **Signing of Quotation:** The name and position held by person signing the quotation and related documents must be typed or printed below the signature.
13. **Conformity of Goods:** The Bidder may furnish as part of the Quotation, documentary evidence that the Goods conform to the technical specifications and standards, as relevant for example catalogue, warranty/ guarantee etc.
14. **Quotation Submission:** Bidders may submit their sealed envelopes containing the bids by post or by hand or drop in the box kept by the purchaser in the Establishment Branch (2nd Floor), Directorate of Agriculture, Assam. The copies of all the supporting documents shall be signed/self attested by the bidder. **The bidders are requested to avoid last minute submission.**
15. **Evaluation of Quotations:**
 - a) The Directorate of Agriculture, Assam 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) The quotations would be **evaluated item wise** and supply order shall be placed to the L1 bidder for those item(s).
- c) To determine L1 price, GST/taxes/etc. shall not be taken into account.
- d) Mere submission of quotation does not entitle a bidder for award of contract.

16. Award of contract:

- a) The Director of Agriculture, Assam 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) If two or more firms offer the same price for an item, in such scenario an approximate equal distribution of the supply order will be made among them during placing the order.
- c) Notwithstanding the above, the Director of Agriculture, Assam reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- d) The bidder whose quotation is accepted will be notified of the award of the contract by the Director of Agriculture, Assam prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the order.

17. Performance Bank Guarantee:

- a) The successful bidder(s) shall be required to submit a **Performance Bank Guarantee of Rs. 10,000.00 (Ten Thousand)** only in the form of Bank Guarantee/Fixed Deposit/Term Deposit from any Nationalised/Scheduled Bank, drawn in favour of *"The Director of Agriculture, Assam"*. **The Performance Security Deposit should have validity for at least 30 days beyond the contract period (13 months).**
- b) The Performance Bank Guarantee will be retained during the entire contract period by the Directorate of Agriculture, Assam and will be returned after the completion of the contract period.
- c) The Performance Bank Guarantee is liable to be forfeited to the Directorate of Agriculture, Assam without any prejudice to any other rights and remedies of the Directorate of Agriculture, Assam in case the successful bidder fails to undertake the supply work as per the terms and conditions given in the supply order during the term of the contract including the extended period, if any.

18. Contract Period: The Contract Period is for 01 (One) year, which may further be extended based on the mutual understanding & satisfactory service delivery by the supplier(s).

19. Payments:

- a) Payment will be made in full after the receipt of all the items for each supply order in good and satisfactory condition and after the same has been certified by the concerned authority of the Directorate of Agriculture, Assam. The bills should be raised in triplicate and should be addressed to the "Director of Agriculture, Assam" along with the necessary *challans* signed by the concerned authority of Directorate of Agriculture, Assam & order copies.
- 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 will be considered for supply of items mentioned in the quotation.

20. Delivery: The selected suppliers/firms shall ensure the quality of supplied material as per specifications given at the time of the supply order and will have to supply the items/articles immediately. If the items/articles are found to be inferior, the employer shall not make any payment to the supplier.

21. The bidder shall deliver items/consumables at the Directorate of Agriculture, Assam, Agriculture Complex, G.S. Road, Khanapara for which no transportation cost/incidental charges shall be paid by the office.

22. The Director of Agriculture, Assam reserves the right to discontinue the engagement of the selected vendor at any time. The decision of the Director of Agriculture, Assam in this regard shall be final and binding on the bidder.

23. If any supplied articles/items are found to be of inferior quality, the same shall be rejected outright and must be replaced with superior quality at the risk and responsibility of the selected bidder.
24. The bidders may be required to produce samples as and when called by the purchaser.
25. In case of non-fulfillment of any condition of the supply order, purchaser shall have the right to forfeit the performance security or debar from empanelment list or penalty may be imposed on the bills raised @ 0.5% per day of delay as may be decided by the Directorate of Agriculture, Assam.
26. In case of items not covered in the schedule of items, the rates may be obtained through mini competition amongst the empanelled vendors.

Note: Stationery/Consumables articles mentioned in the bid are of day-to-day use by the office. Experience Certificate/Work Order relating to supply of only Desktop Computers/Laptops/Printers/any other IT equipment, etc. shall not be considered. However, Stationery/Consumables articles together with IT equipment Work Order will be considered for evaluation.

SECTION-IV

ELIGIBILITY CRITERIA TO QUALIFY TECHNICALLY

Sl. no.	Eligibility Criteria	Supporting Document Required (Self attested)	Page no.
1)	The firm/agency must be in business for the past 3 years (i.e. 2019-20, 2020-2021 & 2021-22)	Certificate of registration/ Incorporation/Certificate by shops & establishment, etc.	
2)	The firm/agency should have experience of doing business with Central/State Govt./ Corporation/PSU in similar capacity for atleast three (3) years in each of the financial year 2019-20, 2020-2021 & 2021-22	Attach copies of Work orders/Completion Certificates for the period (Work Orders/Completion Certificates should cover FY 2019-20, 2020-2021 & 2021-22)	
3)	Annual turnover for each of the past three (3) financial year should not be less than Rs. 10 lakhs i.e. FY 2019-20, 2020-2021 & 2021-22	CA certificate for the FY 2019-20, 2020-2021 & 2021-22	
4)	The firm/agency should have not been blacklisted/debarred/suspended/banned from business dealing by any Ministry/Department of State/Central Government/PSU as on date of filing the responses of this RFQ.	Self declaration on official letterhead of the Agency as per Section VI	
5)	Principal place of Business in Guwahati/Assam	Complete registered address of the Agency with communication details.	
6)	The firm/agency should have valid Pan Card	Attach self attested copy of Pan Card	
7)	The firm/agency should have valid GST Registration	Attach self attested copy of GST details	
8)	Trade License	Attach up-to-date copy of trade license.	
9)	Bid Security of Rs. 5,000/-	Details of bid security to be provided by the agency	

SECTION-V

Letter of Quotation-Financial Part

(This proforma must be submitted using official letterhead of the agency only)

No. AGRI/ESSTT/8573/2021-22/101

Dated Guwahati the 20 August, 2022

Our reference no.....dated.....

To,

The Director of Agriculture, Assam
Khanapara- 781022

Sub: Supply of Stationery Items, Consumables, etc. on Rate Contract Basis at the Directorate of Agriculture, Assam..

Sir,

- i. I/We, the undersigned, hereby submit the second part of our Quotation, the Financial Part. In submitting our Financial Part, we make the following additional declarations:
- ii. Our price shall be valid for the period of 45 days from the deadline fixed for the Quotation submission;
- iii. The item wise price of all goods listed in the Financial Bid Form have been quoted, including GST/any unconditional discounts;

Yours faithfully,

.....
(Authorized Signature)

Name of the authorized signatory

In the capacity of [insert legal capacity of person in the firm].....

Mobile no.....

Address.....

Dated on.....day of.....,.....[insert date of signing]

Financial Bid Form

Sl.	Items	Specifications	Unit of measurement	Brand name to be mentioned by the bidder	Unit Rate exclusive of GST (In Rs)	GST		Total amount inclusive of GST
						In %	In Rs	
1.	File Board	14.5"x10"	No.					
2.	File Cover with printing	14.5"x10"	No.					
3.	Note Sheet (legal size)	80 GSM, 500 Sheet	Ream					
4.	Photostat Paper (A4 size)	75 GSM, 500 sheet	Ream					
5.	Photostat Paper (Legal size))	75 GSM, 500 sheet	Ream					
6.	Register (size 20 no.)	Bound/Ruled	No.					
7.	Register (size 16 no.)	Bound/Ruled	No.					
8.	Issue Register (Big size)	Bound/Ruled	No.					
9.	Receipt Register (Big size)	Bound/Ruled	No.					
10.	Stamp Pad with ink (Big size)	Best quality	No.					
11.	Cotton tag (10 inch)	Best quality	Bundle					
12.	Stapler machine (Big size)	24 Pin	No.					
13.	Stapler machine (Small size)	10 Pin	No.					
14.	Stapler Pin (Big size)	No. 24	Pkt.					
15.	Stapler Pin (Small size)	No. 10	Pkt.					
16.	Flag (Sticky Notes)	25mmx75mm	Pkt.					
17.	Marker pen	Black	No.					
18.	Highlighter pen	Mix Colours	No.					
19.	Correcting Pen	7 ml	No.					
20.	Glue Stick	15 gm	No.					
21.	Gum	30 ml	No.					
22.	Puncture machine (Single whole)	6.5x14x2.5 cm	No.					
23.	Puncture machine (Double whole)	10x11x5 cm	No.					
24.	Poker (Wooden Handle)	9 cm	No.					
25.	Paper weight	Standard size	No.					
26.	Calculator	12 digit	No.					
27.	Note Pad	20 pages ruled	No.					
28.	Ball Pen	Best Quality	No.					
29.	Red pen	Best Quality	No.					
30.	Black Pen	Best Quality	No.					
31.	Sketch pen	Black	No.					
32.	Pen Stand	Best quality	No.					
33.	Measuring Scale	Plastic 12"	No.					
34.	Ruler	Steel 12"	No.					
35.	Ruler	Wooden 12"	No.					
36.	Eraser	Best quality 12"	Pkt					
37.	Sharpener	Best quality 12"	No.					
38.	Stick folder	Best quality	No.					
39.	Plastic folder with button	31cmx22cm	No.					
40.	Pencil battery	AAA, 1.5V	No.					

Sl.	Items	Specifications	Unit of measurement	Brand name to be mentioned by the bidder	Unit Rate exclusive of GST (In Rs)	GST		Total amount inclusive of GST
						In %	In Rs	
41.	Alpin	100 gm	Box					
42.	Paper Clip	7x6 x7 cm (plastic)	Box					
43.	Binder Clip	32 mm	Pkt.					
44.	Log Book	Register (size 40 no.)	No.					
45.	Peon Book	Hardbound 80 pages	No.					
46.	Cutter	18 mm	No.					
47.	Scissors	8x50x1 cm (stainless steel)	No.					
48.	Lock & Key	Best quality	No.					
49.	Guard file	Legal size	No.					
50.	Adhesive Tape (large)	2" Brown/White	No.					
51.	Dust Bin	5 litres	No.					
52.	Plastic Folder	Legal Size	No.					
53.	Heavy Duty Stapler Machine (Big)	28x15x5 cm	No.					
54.	Heavy Duty Stapler Machine (Big) Pin	1000	Pkt.					
55.	Room Freshener	Best quality	No.					
56.	Hand wash	200 ml	No.					
57.	Chair Cushion	35.6x34.3x11.4 cm	No.					
58.	Towel (Big Size)	29x59 inches	No.					
59.	Towel (Small Size)	12x18 cm	No.					
60.	Hand Sanitizer	500 ml	No.					
61.	Harpic	500 ml	No.					
62.	Floor Jharu	Best quality	No.					
63.	Toilet Brush	20.3x10.2x20.3 cm (Plastic)	No.					
64.	Floor Mopper	48x26x29 cm	No.					
65.	Phenol	1 litre	No.					
66.	Bucket	14 ltr.	No.					
67.	Plastic Mug	Round (1 litre)	No.					
68.	Cleaning Mop	Long handle, microfibre	No.					
69.	HP Laserjet	88A	No.					
70.	Printer Cartridge	88A Universal	No.					
71.	HP Laserjet	77A	No.					
72.	HP Laserjet	18A	No.					
73.	HP Laserjet	12A	No.					
74.	HP Laser	103a	No.					
75.	HP Laserjet	110A	No.					
76.	HP Laserjet	P1007	No.					
77.	HP Laser	P1108	No.					
78.	HP Laserjet	P1106	No.					
79.	HP Laserjet Pro	MFP M429 fdw	No.					
80.	HP Laserjet	56A-Cf256A	No.					
81.	Cartridge	CC388AC	No.					
82.	Cartridge	Canon 337	No.					
83.	Cartridge	Canon 328	No.					
84.	Cartridge	TR 2365	No.					
85.	Cartridge	SHARP 237AT	No.					

.....
(Authorized Signature)

Dated on _____ day of _____, 2022 [insert date of signing]

SECTION VI

UNDERTAKING

(This must be submitted in the official letterhead of the agency)

To,

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

Sub: Undertaking for not being blacklisted.

Sir,

This is inform you that my/or agency/firmhas not been blacklisted by Central/State Government/PSU in the last three (3) years and there has been no litigation presently with any Government agencies.

Yours faithfully,

.....
(Authorized Signature)

Name of Signatory _____

In the capacity of _____ [insert legal capacity of person signing the Bid]

Name of the bidder _____

Address _____

Telephone no. _____

e-mail id _____

Dated on _____ day of _____, 2022 [insert date of signing]