

**GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER
BONGAIGAON**

**BID DOCUMENT
(RE TENDER)**

**Supply of Fertilizer
Under Project SAMPOORNA
for the year 2021-2022**

No. AFBNG.419/2021-22/226

Dt. 05.08.2021

**GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER
BONGAIGAON**

Notice inviting Bid

Sealed Quotation is hereby invited from Registered Fertilizer supplier and/or its Authorized Dealers or Agent or Fertilizer Suppliers in plain paper affixing court fees stamp of Rs. 8.25 (Rupees Eight & paisa twenty-five) only along with EMD as Demand Draft /Term Deposit/ FDR etc.from any Nationalized Bank in favour of District Fishery Development Officer, Bongaigaon for supply of Fertilizer under Project SAMPOORNA for the year 2021-22.The items to be supplied at the project sites or any convenient place as intimated by District Fishery Development Officer, Bongaigaon. The bidder must produce registration certificate from competent authority.

Bid Document may be collected from the District Fishery Dev. Officer, Bongaigaon from 05.08.2021 to 12.08.2021 during office hours. The same may be downloaded from Official website of Deputy Commissioner, Bongaigaon.

The Bid will be received up to 1.00 pm, 12.08.2021 and will be opened on the same day at 2.00 pm in presence of the quotationers / bidders or their authorized representative(s). Bid must be delivered directly in the specified box in the Office of the Deputy Commissioner, Bongaigaon or may be posted to the undersigned so that it reaches by the last date and time specified above. The undersigned will not take any responsibility for late receipt of the bid beyond the last date and time due to postal delay or any other reason.

Item	Districts where to supply	Quantity of Fertilizer (kg)	Estimated cost of Fertilizer (Rs)	EMD amount in Rs.	
				General (2% of estimated cost)	SC/ST/OBC/MOB C (1% of estimated cost)
1	2	4	5	6	7
i) Lime	Bongaigaon	4000 Kg	Rs. 60,000/- @ Rs.15/- kg	Rs. 1200/-	Rs. 600/-
ii) Urea		1200 Kg	Rs.12,000/- @ Rs. 10/- kg	Rs. 240/-	Rs. 120/-
iii) Single Super Phosphate		1500 Kg	Rs. 15000/- @ Rs. 10/- kg	Rs. 300/-	Rs. 150/-
iv) Cow dung		50000 Kg	Rs. 25000/- @ Rs. 0.50/- kg	Rs. 500	Rs. 250/-

Total Estimated Cost = Rs. 1.12 Lakh

The actual quantity to be supplied may be increased or decreased

List of Important Dates and Time

• Date of NIB (Re)	05.08.2021
• Obtaining of Bid document from the O/o. the District Fishery Dev. Officer, Bongaigaon	05.08.2021
• Last date and time of submission of Bid documents	12.08.2021 up to 1.00 pm
• Date and time of opening of Bid	12.08.2021 at 2.00 pm
• Earnest Money Deposit (in Rs.) for each package	2% of quoted cost for general and 1% for ST/SC/ OBC/ MOBC

Terms & Condition:

1. All the information must be submitted in English. The respective Bidder shall sign on all reference, information and certificates.
2. The Bidder should be Authorized Dealer/Registered fertilizer supplier for supply of fertilizer.
3. The bidder should have minimum one year experience in supplying fertilizer in Fishery Department/ line Department/ NGOs/ Societies/ other organization etc in Assam. This includes the year of 2020-21

4. Quoted Rate:

- The Bidder should quote the cost of fertilizer in terms of per kg price of fertilizer in Rupee it should not exceed the estimated cost.
- The Bidder should quote the rate for the item including transportation cost, packaging cost & delivery cost and no extra amount will be borne by the Department.

5. The Bidder is to supply the items within the specific period as directed in the supply order and these will have to be supplied at the project site or as directed by the District Fisheries Development Officer, Bongaigaon during award of Contract as per requirement in presence of District Fisheries Development Officer or his representatives.
6. The date of manufacturing, expiry date etc. is to be mentioned in the Packaging Bag of the feed and fertilizer.
7. The item after supply, if not found conforming good will be summarily rejected.
8. The randomly collected fertilizer sample during course of execution will be analyzed in any recognized laboratory by the Execution Committee, if felt necessary, and the cost for sample testing should be borne by the Bidder with no extra cost to the authority.
9. The Bidders are subjected to disqualification, if they have:
 - a) Made misleading or false representations in the forms, statements and attachments submitted in proof of the requirements.
 - b) Record of poor performance such as abandoning the assignment, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.
 - c) Indulged in unlawful means in obtaining/submitted Bids.
 - d) Been black listed/ their registrations cancelled by the competent authority.
10. Inputs will be distributed in Bongaigaon district covering all beneficiaries under the scheme.

11. ELIGIBILITY CRITERIA:

- a) Bidder whose Bid is accepted shall supply the full quantity of the items mentioned in the supply order within one month from the date of issue of supply order ensuring quality & description as per the approval failing which the EMD/PS deposited by the approved firm will be forfeited and the performance of the firm will be considered as unsatisfactory and Bid of the firm will not be entertained in future.
 - b) The Bidders are required to produce the original documents for verification by the Bid Execution Committee on the day of opening of Bid, when asked for.
 - c) The bidder should have work experience in supply of similar items in fishery department/ line department/ NGOs/ Societies/ other organization etc in Assam. Minimum one work experience during the period of 2017-18 to 2019-20 to be submitted (copy of completion certificate must be enclosed)
 - d) The Bidder should submit all necessary documents as specified in the NIB.
12. The EMD deposited by the unsuccessful Bidder will be refunded as early as possible after the Bid is finalized and the EMD of successful Bidder shall be retained with the authority and will be returned after successful completion of supply. The EMD will be forfeited, if the successful Bidder withdraws the Bid or does not supply the specified feed as per supply order of the quoted items within stipulated period.

13. SUBMISSION OF BID:

- a. Bid document should be submitted with signature of the Bidder in each page.

- b. The rate offered should be written both in figure and words and no crossing or overwriting shall be entertained in the Bid. Bidder should submit their rate in the Contractor format enclosed with NIB. In case of any discrepancy between quoted rate, rate offered in word will be considered.
- c. The proposal should contain the details called for, a letter intimating their acceptance of the Bid T&Cs as well as documents in support of the minimum eligibility criteria specified above.
- d. The Bidder is required to quote a firm offer in the price Bid, inclusive of all prevailing taxes, duties, transportation as applicable for the assignment.
- e. **All duties, taxes including GST and other levies payable by the Bidder under the contract, or for any other cause shall be included in the rates, prices submitted by the Bidder. Sales tax, purchase tax, turnover tax or any other tax on material in respects of this contract shall be payable by the Bidder and Execution Committee will not entertain any claim whatsoever in respect of the same.**
- f. For transportation of materials to the delivery site is the sole responsibility of the Bidder. Statutory traffic restriction during transport of materials to the site of work is to be taken in to consideration before Bidding.
- g. In case of any Bid where unit rate of any item/items appear unrealistic such Bid will be considered as unbalanced and in case the Bidder is unable to provide satisfactory explanation such a Bid is liable to be disqualified and rejected.

14. RIGHT TO ACCEPTANCE / REJECTION OF BID: The right of acceptance of Bid rests with the Execution Committee who do not bind themselves to accept the lowest Bid and also reserve the right to reject any or all the Bid(s) received without assigning any reason whatsoever. Any dispute arises in future will be finalized by the Execution Committee.

15. Rejected items shall be taken back by the Bidder at their own cost within 15 (fifteen) days of the notice of rejection and should be replenished within 15 days.

16. Bids imposing any extra conditions of their own will not be entertained.

17. No price escalation will be granted.

18. AWARD OF CONTRACT:

- a) The Execution Committee will award the contract to the Bidder whose Bid is determined to be substantially responsive to the Bidding documents and who offers the lowest evaluated price as will be accepted by competent authority.
- b) On acceptance of the Bid, the Bidder shall name in writing his accredited representative(s), would be responsible for taking instructions from the authority.
- c) The Execution Committee reserve themselves the right of accepting the whole or any part of the Bid and the Bidder shall be bound to perform the same at the rate quoted.
- d) After fulfillment of criteria in the evaluation process and approval from competent authority the L.O.I. (Letter of Intent) supply order will be issued in favour of successful Bidder.

19. VALIDITY OF BIDS:

- a) Bids shall remain valid for a period not less than 12 months or the period mentioned in the contract date after the dead line date for submission of Bid as specified in the NIB. A Bid valid for a shorter period shall be rejected by the department as non-responsive. The bidder (selected) must ready to supply the items in same T & C in any place of state if called for within the stipulated time of 12 months from the issue of order. Failing to do so, security deposit will be forfeited.
- b) In exceptional circumstances prior to expiry of the original time limit, the officer inviting the Bid may request the Bidder to extend the period of validity for a specified additional period. The request and the Bidders' responses shall be made in writing only.

20. PAYMENT PROVISION:

- a) No advance payment towards cost of feed will be made to the approved Bidder.
- b) The Bidder should produce delivery challan in Triplicate and invoice/ Bill in triplicate/ and duly certified by the District Fishery Development Officer, Bongaigaon or his authorized representative supported by Photographs, will be considered for making necessary payment.

- c) Payment will be made to the successful Bidder on receipt of the feed in good condition at the destination point duly certified by District Fishery Development Officer or his authorized representative.
- d) Payment will be made by the Executive Committee subject to availability of fund.

21. NO CLAIM OF COMPENSATION FOR SUBMISSION OF BID:

22. No Bidder shall be entitled to claim any expenses /charges incurred by him or incidental therein in connection with submission of Bid.

23. An undertaking as enclosed herewith must be submitted along with the Bid.

24. The Bid proposal completed and signed in all pages shall be submitted in a sealed envelope (**The 'NIB reference and package No' as stated in the beginning of this document must be written clearly on the envelop**) envelop must containing following documents for eligibility criteria

- a) Duly signed Bid document (should be signed in each & every pages)
- b) A passport size photograph of the bidder
- c) PAN Card
- d) GST/TIN registration and upto date clearance certificate
- e) EMD in shape of Demand Draft /Term Deposit/ FDR etc. from any Nationalized Bank in favour of **District Fishery Development Officer, Bongaigaon** for the value as specified above.
- f) IT returns for last three financial years. (up to date)
- g) Experience certificate/ work order, if any to be submitted.
- h) Performance certificate from not below the rank of Dist. level officer/ authorized officers to be submitted.
- i) Valid Company Registration Certificate/Authorized Dealer or Agent Certificate/Industrial License/Registration of the Supplier/ as the case may be.
- j) Detail Name, Address, Telephone No., Fax, E-mail ID of the Bidder/firm should be submitted
- k) Any other and all documents relating to the T&C not specified above.

25. Tender quoted Rate

The Bidder may quote the rate against the item to be supplied in compliance to the provision of the para 8 ("Quoted Rate" under "Terms and Condition") above.

26. Successful Bidder should sign an agreement and submit performance security deposit @ 5% of the quoted rate for issue of formal supply order.

Deputy Commissioner
Bongaigaon

UNDERTAKING

Ref:

1. Certified that I will not claim anything in any shape from the Authority if the supply order is curtailed or stopped at any stage for want of funds.
2. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
3. I am agree to abide this bid for a period of _____ days for the data fixed for receiving the same and it shall be binding on us and may be accepted at any time before the expiration of that period.
4. The above-mentioned points will form a part of the Contract Agreement.
5. I do here by accept all T& C as per the NIB

Authorized Signature

Date: _____

Name of Bidder/Firm : _____

Address : _____

Seal & Signature of the Bidder