





**REQUEST FOR QUOTATIONS**  
**Procurement of Goods under RFQ Procedures**  
**E-Procurement Notice**  
*(Two-Envelope with e-Procurement Bidding Process)*

**Purchaser:** The Director, Animal Husbandry and Veterinary Department, Assam

**Contract title:** Procurement of Veterinary Vaccines for Health Coverage Under Milk Value Chain, APART

**Name of the vaccine :** HS & BQ vaccine

**RFQ No:** VET/APART/PROC/VAC/Pt-II/2019-20/ 3690

**Date:** 29.09.2022

**Applicable Procurement Guidelines/Regulations Date:** July 2016

1. The Government of India has received financing from the World Bank in various currencies towards the cost of the **Assam Agri-Business and Rural Transformation Project (APART)** Project and intends to apply part of the proceeds towards eligible payments under the contract for which this request for quotations is issued. The **The Director, Animal Husbandry and Veterinary Department, Assam** invites quotations electronically from eligible bidders for the following goods.

Sl. No	Brief Description of the Vaccine	Specifications	Unit & Quantity	Delivery Period	Place of Delivery
1	HS & BQ vaccine	a. Formaline inactivated P. multocida and C. Chauvoei both adsorbed on Aluminum Hydroxide gel b. Shelf life: Minimum one year at the time of supply. c. Period of immunity: Not less than 9 months. d. Safe in pregnancy.	584740 doses	50% of the quantity is to be delivered within 45 days from the date of award of Contract. Remaining 50% is to be delivered after six months from the first delivery.	District A.H & Veterinary Officer, <b>(Districts):</b> 1) Nalbari, 2) Barpeta, 3) Kamrup 4) Morigaon, 5) Nagaon, 6) Golaghat 7) Jorhat, 8) Darrang, 9) Sonitpur 10) Lakhimpur 11) Cachar 12) Sivasagar 13) Hailakandi

2. The Bidders may submit Quotations for all items

3. This e-Procurement notice includes the terms and conditions applicable to submission of quotations; criteria for qualification, evaluation, and for award of supply order(s); and relevant forms to be filled by the bidders. Implementing Agency has not issued a separate RFQ document for this purchase. The e-Procurement notice including the terms and

conditions etc. can be downloaded free of cost by logging on to the website <http://assamtenders.gov.in> The bidders would be required to register in the website which is free of cost.

4. For submission of Quotation, the Bidder is required to have Digital Signature Certificate (DSC) from one of the Certifying Authorities authorized by Government of India for issuing DSC. Bidders can see the list of licensed CA's from the link ([www.cca.gov.in](http://www.cca.gov.in)). Bidders who have not obtained the user ID and password for participating in e-procurement in this Project, may obtain the same from the website: <http://assamtenders.gov.in>
5. Quotations, both Technical Part and Financial Part shall be submitted on <http://assamtenders.gov.in> on or before 14.00 hours on 21.10.2022 Any quotation or modifications to quotation received outside e-procurement system will not be considered. The electronic bidding system would not allow late submission of quotations. The 'Technical Part' of the Quotations will be opened online on 21.10.2022 at 14.30 hours<sup>1</sup>, this can also be viewed by the bidders online. The electronic summary of quotation opening of technical part will be generated and uploaded online.
6. If the Purchaser's office happens to be closed on the date of opening of the Quotations as specified, the 'Technical Part' of the Quotations will be opened on the next working day at the same time. The Financial Parts of the Quotations shall remain unopened in the e-procurement system, until the subsequent online opening, following the evaluation of the Technical Parts of the Quotations.
7. Other details can be seen in the RFQ document. The Purchaser shall not be held liable for any delays due to system failure beyond its control. A Bidder requiring any clarification of the RFQ Document may notify the Purchaser online or may visit the office of the Purchaser at the address given below.

**Nodal Officer, APART**  
**Directorate of Animal Husbandry and Veterinary, Assam**  
**Chenikuthi, Guwahati,**  
**Pin: 781003**  
**E mail : ahvdapart@gmail.com**



<sup>1</sup>Should be the same as for the deadline for receipt of quotations or promptly thereafter.

**Terms and Conditions**

1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or (ii) blacklisted or suspended by Central or any State Government Departments in India.
2. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on the e-procurement portal for information of all Bidders. Bidders should check on the e-procurement system, for any amendments to the terms and conditions.
3. **Documents:** The Quotation shall comprise two Parts, namely the Technical Part and the Financial Part. Both Parts shall be submitted simultaneously.
4. **The Technical Part of Quotation shall comprise the following:**
  - (a) Letter of Quotation– Technical Part;
  - (b) Delivery Period Offered: List of vaccines indicating Bidder's offered delivery period in the prescribed Form;
  - (c) Technical Specifications: confirmation that the offered Goods and Related Services conform to the required specifications;
  - (d) Evidence in accordance with Clause 8 establishing Bidder's qualifications to perform the contract, if its quotation is accepted;
  - (e) Performance Statement of supplies of similar goods made during the last 3 years, in the prescribed Format;
  - (f) Complete address and contact details of the Bidder having the following information:

Name of Firm

Address for communication

Telephone No(s): Office

Mobile No.

Electronic Mail Identification (E-mail ID)





- (g) **The Technical Part of Quotation shall not include any financial information related to the Quotation price.** Where material financial information related to the Quotation price is contained in the Technical Part of Quotation, the Quotation shall be declared non-responsive.
- (f) Checklist as per attached format.

**5. The Financial Part of Quotation shall comprise the following:**

The Price Schedule of the quoted items shall be submit online only (using the BOQ schedule format uploaded with the RFQ document).

**6. Quotation Prices**

- a) The contract shall be for the full quantity for all items or for full quantity of each item, as specified in the Price Quotation Form. Corrections, if any, can be carried out by editing the information before electronic submission.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) GST and any other taxes, which will be payable on the goods at the time of invoicing in connection with the sale, shall be shown separately. If these are only stated to be extra, such quotations are liable to be rejected. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.

- 7. Conformity of Goods:** the Bidder shall furnish as part of the Technical Part of Quotation, documentary evidence that the Goods conform to the technical specifications and standards, as relevant for example catalogue, warranty/ guarantee etc. of the





manufacturer. The bidder shall further provide the following documentary evidence (a-f): as per checklist attached. The scanned copies should be clearly visible online.

- a. Valid Trade License
- b. Valid PAN card.
- c. GST Registration Certificate of the firm with registration number shall be valid on the date of filing the tender.
- d. Manufacturer's Authorization Certificate for company's authorized distributors /dealer.
- e. Manufacturer's manufacturing license from the competent authority.
- f. A Certificate of In house quality control that the veterinary vaccines are manufactured as per-existing current pharmacopoeia (IP).
- g. Good Manufacturing Practice Certificate (GMP) from the competent authority conforming to the revised Schedule 'M' or 'T' of GMP Rule.
- h. Information brochure of the quoted vaccine.
- i. Affidavit for conviction certificate

**8. Qualification of the Bidder:**

- (a) Bidder should have supplied goods of similar type (& capacity) up to at least 100% quantity in any one of last 3 years. Details of supplies made during the last 3 years shall be submitted in the specified Proforma.
- (b) Supplies for any particular item in each quotation should be from one manufacturer only. Quotations offering supplies from different manufacturers for the same item in the quotation will be treated as non-responsive.
- (c) Bidder should submit complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 years.



9. **Validity of Quotation:** Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.
10. **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.
11. **Quotation Submission:** The Letter of Quotation – Technical Part & Financial part shall be submitted separately. The Technical Part should be fill, signed and Scanned copies of all other documents shall also be uploaded on the website.  
In the Financial Part Price Schedules shall be fill using the Format available online without any alterations. All blank spaces shall be filled in with the information requested.  
The hard copies of the bid documents no need to submit or will not accept any circumstances.
12. **Online Opening and Evaluation of Technical Parts of Quotations:** The 'Technical Part' of the Quotations will be opened online on the specified date and time. This can also be viewed by the bidders online and electronic summary of quotation opening of technical part will be generated and uploaded online. The Financial Parts of the Quotations shall remain unopened in the e-procurement system, until the subsequent online opening, following the evaluation of the Technical Parts of the Quotations.
- (a) The Purchaser shall examine the technical part of the quotation to determine whether the quotation (a) has been properly signed (Clause 10); b) meets the eligibility criteria (Clause 1); (c) conforms to all terms, conditions, technical specifications, expiry date, warranty/guarantee etc.; and (d) the bidder has accepted the delivery schedule (Purchaser's Requirement Form 1).
  - (b) Only Quotations that are both substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify for opening of the Financial Parts of their Quotations at the second online opening.
  - (c) Purchaser shall not notify Bidders who have failed to meet the Qualification Criteria or whose Quotations were considered non-responsive to the requirements in the RFQ document and their Financial Part of the Quotation shall not be opened.
  - (d) Simultaneously Bidders whose Technical Parts of Quotations meeting the requirement as per RFQ documents those bidders are treated as responsive and their Financial Part of Quotation will be opened online in due time.



13. **Online Opening and Evaluation of Financial Parts of Quotations:** The 'Financial Part' of the Quotations will be opened after evaluation and uploading the technical minutes. This can also be viewed by the bidders online, and electronic summary of quotation opening of financial part will be generated and uploaded online.
- (a) The Purchaser shall examine and confirm that Financial Part and Price Schedules are in accordance with the requirements specified in the RFQ document. If any of these documents or information is missing, the offer shall be rejected.
  - (b) The Quotations would be evaluated for all the items together.
  - (c) The evaluation shall be based on the total price of Goods and Related services at project site including GST and any other taxes, which will be payable on the finished goods at the time of invoicing.
14. **Award of contract:** The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- (a) Notwithstanding the above, the Purchaser 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.
  - (b) The bidder whose quotation is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
  - (c) 100% Payment shall be made or within 30 days after delivery of the goods. Payment of GST and other taxes payable for the vaccine at the time of invoicing, although already included in the total cost, will be at actual or the rate/amount of these taxes specified in the supply order, whichever is lower.
  - (d) After completion of delivery supplier need to submit the delivery details (district wise challan copies) within in 15 days. If not Purchaser have right to cancel the supply order without prior notice.





## **Quotation Forms**

# Letter of Quotation–Technical Part

*The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.*

RFQ No.: *[insert identification]*

Our Reference: No..... Dated.....

To:  
(Purchaser's name and address)

Subject: Supply of.....  
Sir,



1. 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 Schedules specified in the Schedule of Requirements the following Goods and Related Services *[insert a brief description of the Goods and Related Services]*;
- (c) **Quotation Validity Period:** Our Quotation shall be valid for the period of 30 days, from the deadline fixed for the Quotation submission;
- (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 World Bank or blacklisted or suspended 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 & Title of Signatory \_\_\_\_\_

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder \_\_\_\_\_

Address \_\_\_\_\_

Dated on \_\_\_\_\_

day of \_\_\_\_\_

*[insert date of signing]*



## **Financial Part**

**Refer to BOQ Form.**





# PROFORMA FOR PERFORMANCE STATEMENT\*

Proforma for Performance Statement (for a period of last 3 years)



RFQ No. \_\_\_\_\_

Name of the Bidder \_\_\_\_\_

Date of opening \_\_\_\_\_ Time \_\_\_\_\_ Hours \_\_\_\_\_

	<u>Order No. and date</u> (full address of Purchaser)	<u>Description and quantity of ordered Goods/ equipment</u>	<u>Value of order</u>	<u>Date of completion of delivery</u>	<u>In case of Equipment, state if the equipment been satisfactorily functioning? (Attach a certificate from the Purchaser/Consignee)</u>
1	2	3	4	5	6
			As per contract	Actual	
			5	6	8

\*This proforma shall be deleted if requirement of Performance Statement is deleted in Clause 4.

**Signature and seal of the Bidder**

## *Purchaser's Requirement*

### 1. LIST OF GOODS & RELATED SERVICES AND DELIVERY PERIOD

Line Item No.	Description of Goods and Related Services	Quantity	Physical unit	Final Destination (Project site)	Desired Delivery Period for completion of supply from the date of the Contract	Bidder's offered Delivery Period
1	H.S. + B.Q. Vaccine, Formaline inactivated <i>P. multocida</i> and <i>C. chauvoei</i> both adsorbed on Aluminium Hydroxide gel	3	Doses	District A.H & Veterinary Officer, (Districts): 1) Nalbari, 2) Barpeta, 3) Kamrup 4) Morigaon, 5) Nagaon, 6) Golaghat 7) Jorhat, 8) Darrang, 9) Sonitpur 10) Lakhimpur 11) Cachar 12) Sivasagar 13) Hailakandi	50% of the quantity is to be delivered within 45 days from the date of award of Contract. And remaining 50% is to be delivered six months from the first delivery	45 Days from the date of issue of Supply order

Note:

Delivery Period offered by the Bidder should be filled in Column 7 if not as per purchaser requirement.



## 2. TECHNICAL SPECIFICATIONS

Name of the Vaccine:

H.S. + B.Q. Vaccine : Formaline inactivated *P. multocida* and *C. chauvoei* both adsorbed on Aluminum Hydroxide gel

Shelf life: Minimum one year at the time of supply.

Period of immunity: Not less than 9 months.

Safe in pregnancy.

### Other Requirements:

- a. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination.
- b. While supplying the vaccines, the cold chain must be maintained. Temperature Monitoring Card should be provided in each box of the vaccine. Any breach in cold chain at any stage will lead to rejection of stores at the cost of the bidder.
- c. Veterinary vaccines supplied as mentioned in the bid shall be tested, if found necessary, by the indenting officer from any institute approved by the undersigned.
- d. Loose supplies/damaged packing/tempered or damaged labeled supplies shall not be accepted under any circumstances.
- e. Post-Despatch Checking: The quality of vaccine after despatch may be checked at the time of supply to District Veterinary Head Quarter by



**CHECK LIST TO BE SUBMITTED BY THE BIDDER**

Sl.No	Description	Remark	Page No.
1.	Valid Trade License	Yes/No	
2.	Valid PAN card	Yes/No	
3.	GST Registration Certificate of the firm with registration number shall be valid on the date of filing the tender.	Yes/No	
4.	Manufacturer Authorization as per enclosed	Yes/No	
5.	Manufacturing license of Veterinary vaccines from the competent authority	Yes/No	
6.	A Certificate of In house quality control that the veterinary vaccines are manufactured as per-existing current pharmacopoeia (IP).	Yes/No	
7.	Information brochure of the quoted vaccine.	Yes/No	
8.	Performance statement as per RFQ document	Yes/No	
9.	Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 years.	Yes/No	
10.	Affidavit regarding correctness of information furnished with bid document	Yes/No	
11.	Affidavit for conviction certificate	Yes/No	
12.	Bid documents duly seal & signed	Yes/No	
13.	Check list duly signed	Yes/No	

The above details have been checked by me and found correct

Place:

Date:

Signature of the bidder

(Seal)





ATTACHMENT

OFFICE OF .....

PURCHASE/SUPPLY ORDER

To:

M/s

.....  
 .....  
 .....



Dear Sirs,

Sub: Supply of .....

Ref: Request for Quotation no..... dated .....

1. Your quotation no.....of .....(Date) for the supply of ..... **has been accepted. You are requested to supply** the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Serial. No	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	GST*	Total Price (Rs.) including all taxes and duties
1						
2						
3						
4						
5						
			Total			

\*GST and similar other taxes and duties applicable on finished goods. Indicate each applicable tax separately.

2. Delivery Period: .....days from the date of issue of this supply order.

3. Place of delivery .....

4. Consignee Address: .....
5. GST and other taxes and duties, if any will be reimbursed at actual rates paid on the date of supply or the rate/amount shown in 1. above, whichever is lower.
6. Standard Manufactures commercial Warranty/Guarantee shall be ..... months from the date of delivery and acceptance.
7. Payment shall be made on delivery or within 20 days of delivery; and acceptance of the goods/equipment.
8. Other terms and conditions are as under:  
.....  
.....

Date:

(Purchaser)

Place:

Name: .....

Designation: .....



Modify as appropriate for individual cases

ANNEXURE - 1

**MANUFACTURER'S AUTHORIZATION FORM\***



Ref No. ....

Dated .....

NIT No.: .....

To

.....

.....

.....

Dear Sir,

We ..... who are established and reputed manufacturers of  
.....(Name and description of goods offered)  
having factories at .....(Address of factory) do hereby authorize M/s  
..... (Name and address of Agent) to submit a bid,  
and sign the contract with you for the goods manufactured by us against the above NIT.

We hereby extend our full guarantee and warranty as per Terms and Conditions of  
Contract for the goods and services offered for supply by the above firm against the NIT.

Yours faithfully,

(Name)  
(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. It should be included by the Bidder in its bid

**ANNEXURE - 2**  
**AFFIDAVIT**  
**DECLARATION**



I/ We \_\_\_\_\_ the Proprietor/ Authorized  
Nominee of the Firm M/s. \_\_\_\_\_ hereby declare that,  
our Firm/ Products have not been black listed/ suspended / not been declared sub  
standard / spurious during the last three years.

That, I am / we are well acquainted with the facts about the firm / products / I may be  
punished as per the law for any wrong information, misleading facts provided in this  
regard.

Place :

Date :

Signature of the Bidder with Seal

NB: Declaration is to be uploaded in the form of Affidavit from the Notary Officer.