

**Project: Assam Agri-Business and Rural
Transformation Project (APART)**

RFQ No. :Vet/Chenikuthi/GIR/2021/3039

**Request for Quotation (RFQ)
For Supply of Cow Mats**

**Office of the Director
Animal Husbandry and Veterinary Department
Chenikuti, Guwahati- 781003, Assam
Tel: 0361-2668609
Email: assamvety@gmail.com**

January, 2022

**OFFICE OF THE DIRECTOR
ANIMAL HUSBANDRY AND VETERINARY DEPARTMENT
ASSAM, GUWAHATI-781003**

REQUEST FOR QUOTATION (RFQ)

For supply of Cow Mats

RFQ No.Vet/Chenikuthi/GIR/2021/3039

Dated Guwahati the 17th January, 2022

The Govt. of Assam through the Govt. of India, has received a loan from the International Bank for Reconstruction and Development (IBRD) towards the cost of 'APART'. The Office of the Director, Animal Husbandry and Veterinary Department now invites sealed quotations from reputed and eligible bidders for supply of 300 (three hundred) Cow Mats. Further details along with Technical Specification, Terms & Conditions, etc. may be seen in the detailed RFQ document available at the url- Last date of submission of the Quotation is 14.00 hours (IST) of 28th January, 2022. Information may also be obtained from the address given below during office hours.

**Office of the Director, Animal Husbandry and Veterinary Department,
Chenikuti, Guwahati- 781003, Assam**

Tel: 0361-2668609; website: <https://veterinary.assam.gov.in/>; Email: assamvety@gmail.com

Sd/-
Director
Animal Husbandry & Veterinary Department



**OFFICE OF THE DIRECTOR
ANIMAL HUSBANDRY AND VETERINARY DEPARTMENT
ASSAM, GUWAHATI-781003**

Tel: 0361-2668609 ; email: assamvety@gmail.com

RFQ No: Vet/Chenikuthi/GIR/2021/3039

Dated Guwahati 17th, January, 2022

REQUEST FOR QUOTATION (RFQ) FOR SUPPLY OF COW MATS

1. The Government of Assam (GoA) through the Government of India (GoI) has received financing from the World Bank towards the cost of 'Assam Agribusiness and Rural Transformation Project (APART)' and intends to apply part of the proceeds of this credit to eligible payments under the contract, for which this Request for Quotation (RFQ) is issued. The Office of the Director, Animal Husbandry and Veterinary Directorate now invites sealed Quotations from reputed & eligible bidders for supplying 300 (Three Hundred) Cow Mats at Gorukhuti Multipurpose Agriculture Project (GMAP), Sipajhar, Darrang, Assam.
2. The RFQ Document is attached to this 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. The Procurement notice along with the RFQ may be seen at the url <https://veterinary.assam.gov.in/>.
3. The Quotation shall be submitted in a sealed envelope addressed to **"The Director, Animal Husbandry and Veterinary Department, Chenikuti, Guwahati-781003, Assam"** on or before 14.00 **hours on 28th January, 2022.**
4. The Quotations will be opened on the same day, i.e., **28th January, 2022 at 14.30 hours** in presence of the bidders or their representatives who choose to attend at the office of the undersigned.
5. The sealed envelope should be superscribed as "Quotation for supply of Cow Mats; *Not to be opened before 28th January, 2022 at 14.30 hours*". If the office happens to be closed on the date of opening of the Quotations as specified, the Quotations will be opened on the next working day at the same time.
6. The *Director, Animal Husbandry and Veterinary* shall not be held liable for any delay in the receipt of Quotations. A Bidder requiring any clarification on the RFQ document may visit the office for the same. No hard copy of the RFQ will be provided by the office to the bidder.

**Sd/-
Director
Animal Husbandry & Veterinary Department**

QUOTATION FOR SUPPLY OF COW MATS

1. Scope of Work:

Sl.	Item	Specifications	Quantity
1	Cow Mats	Dimensions: 6-7 ft. x 4-5 ft. (Rectangular) Material: High Quality Rubber Pattern (Top): Chequered-Geometric Shapes/Diamond Shaped/Amoebic Pattern (Bottom): Drain Channel Thickness: 18-25 mm Weight: 15-25 Kg	300

2. **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.

3. **Clarification:** A prospective bidder requiring any clarification may visit the office before the closing date and time of quotation submission to get clarifications on the quotation.

4. **Amendments or corrigendum to the RFQ document:** The bidders are advised to periodically browse the url <https://veterinary.assam.gov.in/> for any amendments or corrigendum issued in connection with this Quotation.

5. Preparation and Submission of Quotation:

a) Quotation shall be addressed to "**The Director, Animal Husbandry and Veterinary Department, Chenikuti, Guwahati- 781003, 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 supply of Cow Mats; Not to be opened before 28th January 2022 at 14.30 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-Financial Part

b) **Qualification Criteria 1:** Document (s) to demonstrate that the firm is in business for the last 3 years (i.e. 2018-19, 2019-20 & 2020-21);

c) **Qualification Criteria 2:** Details of similar assignments carried out during the last 3 years (i.e. 2018-19, 2019-20 & 2020-2021) with supporting documents. *[Attach supply order of minimum 01 (one) work]*

d) Complete address and contact details of the Bidder in their letter head having the following information:

Name of Firm:.....

Address for communication:

Telephone No(s): Office.....; Mobile No:.....

Electronic Mail Identification (E-mail ID):.....

e) GST Registration Certificate

f) PAN card & Bank details

7. **Conformity:** Bidder shall furnish as part of the Quotation, documentary evidence to substantiate that the Cow Mats to be supplied conform to the laid down technical specifications & standards, as relevant e.g. brochure, catalogue, warranty/ guarantee etc. of the manufacturer.

8. Quotation Prices

- a) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment/modification on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
 - b) Corrections of the quoted rate, if any, shall be made by crossing out, re-writing, initialing and dating.
 - c) 'Discount' or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.
 - d) All duties, taxes and other levies payable under the contract shall be shown separately.
 - e) The Prices should be quoted in Indian Rupees only.
9. **Right to Vary Quantities:** Director, Animal Husbandry & Veterinary reserves the right at the time of award of contract to increase or decrease the quantity of service specified in the schedule of requirements without any change in price of the offered quantity keeping the other terms & conditions intact.
10. **Validity of Quotation:** Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.
11. **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.
12. **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.
13. **Literature:** Wherever applicable, literature like catalogs, instructions, operating manuals, etc. shall be enclosed with the Quotation. The documents should be in English language.
14. **Warranty & Maintenance:** The Cow Mats supplied shall be under warranty at least for one (1) year and thereafter shall be under Annual Maintenance Contract (AMC) for three (3) years.
15. **Evaluation of Quotations:**
- a) The Office of the Director, Animal Husbandry and Veterinary Department 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.
16. **Award of contract:**
- a) The Office of the Director, Animal Husbandry and Veterinary Department 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) Notwithstanding the above, the Director, Animal Husbandry and Veterinary Department 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 Director, Animal Husbandry and Veterinary Department prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
17. **Delivery:** The bidder shall complete delivery of Cow Mats **within four (4) days** from the date of issue of the work Order. The bidder will be solely responsible for delivering the Cow Mats to the mentioned address and this office will not bear any cost associated with the shipment, transport and delivery of the items.
18. **Place of Delivery:** Gorukhuti Multipurpose Agriculture Project (GMAP), Sipajhar, Darrang, Assam.
19. **Contact Person:** Maj. Avinash, Head, Eco Task Force, Phone: 9560300879/ Dr Satyender Nath, Block Veterinary Dispensary, Gorukhuti, Sipajhar, Darrang, Phone: 9854039229
20. **Payments:**
- a) Payment shall be made upon satisfactory supply of the items mentioned in the quotation and on certification of the concerned officer of the Block Veterinary Dispensary, Sipajhar or District Veterinary Office, Darrang under the Directorate of Animal Husbandry and Veterinary.
 - 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.

Letter of Quotation-Financial Part

(This form must be submitted only using the official letterhead of the firm/agency).

RFQ No.

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

To,

The Director
Animal Husbandry and Veterinary Department
Chenikuti, Guwahati- 781003, Assam, India

Sub: Quotation for Supply of Cow Mats.

Madam,

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) **Conformity:** We offer to provide service in conformity with the RFQ document and in accordance with the specifications specified in the RFQ document;
 - (c) **Quotation Validity Period:** Our Quotation shall be valid for the period of 30 days, from the deadline fixed for the Quotation submission;
 - (d) **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."
 - (e) 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.
 - (f) 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 State Project Director, ARIAS Society wish to take.

Sl.	Item (a)	Specifications of item (b)	Quantity (c)	Unit cost in Rs (d)	Total cost in Rs. (e)=(c)x (d)	GST in Rs (f)	Total cost incl. GST in Rs. (g)=(e)+(f)
1	Cow Mats	Dimensions: 6-7 ft. x 4-5 ft. (Rectangular) Material: High Quality Rubber Pattern (Top): Chequered-Geometric Shapes/Diamond Shaped/Amoebic Pattern (Bottom): Drain Channel Thickness: 18-25 mm Weight: 15-25 Kg	300				
Total Amount (In Rs.)							

Total amount (in Rs.).....

(Note: The lowest evaluated responsive 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 Bidder _____

Telephone no. _____ email id _____

Address _____

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