

E-5

**PROCUREMENT OF GOODS
THROUGH
REQUEST FOR QUOTATION
(RFQ)/SHOPPING PROCEDURES**

*Procurement of MN Mixture and Bio fertilizer for
Lower Pennaiyar sub basin in Viluppuram district*

RFQ No: 04/TNIAMP/AGRI/VPM/P II/GOODS/23-24

October 2023

REQUEST FOR QUOTATIONS
Procurement of Goods under RFQ/Shopping Procedures
Procurement Notice

Purchaser: Joint Director of Agriculture, Viluppuram

**Contract title: Procurement of MN Mixture and Bio fertilizer for
TNIAMP-IPT Demonstrations.**

RFQ No: 04/TNIAMP/AGRI/VPM/P II/GOODS/23-24

Date: 11.10.2023

Applicable Procurement Regulations Date: October 2023

1. The Government of India has received financing from the World Bank in various currencies towards the cost of the Tamil Nadu Irrigated Agriculture Modernisation Project and intends to apply part of the proceeds towards eligible payments under the contract for which this request for quotations is issued. The **Joint Director of Agriculture, Viluppuram** invites quotations from eligible bidders for the following goods.

Brief Description of the Goods	Specifications	Quantity In Kilo grams	Delivery Period	Place of Delivery	Installation Requirement if any
1. Groundnut Mn mixture	Specifications as Per FCO 1985 with minimum of Ferrous iron (as Fe)-3.8%, Manganese (as Mn)-1.46%, Zn (as Zn)4.20%, Borax (as B)-1.57%, Molybdenium (As Me)-0.07%	1037.5 Kg	Within 15 days from receipt of supply order/award of contract.	Within Viluppuram district and to be supplied to the destinations as specified in the Purchasers requirement form annexed with this.	Not Applicable
2. Carrier based Bio-Fertilizers 200 gm packing Azospirillum (Others)	Minimum standard- 5×10^7 cfu/gm Moisture-20-30% PH-6.5-7.2	900 Nos	Within 15 days from receipt of supply order/award of contract.	Within Viluppuram district and to be supplied to the destinations as specified in the Purchasers requirement form annexed with this.	Not Applicable

3. Carrier based Bio-Fertilizers 200 gm packing Rhizobium (Groundnut)	Minimum standard- 5×10^7 cfu/gm Moisture-20-30% PH-6.5-7.2	830 Nos	Within 15 days from receipt of supply order/award of contract.	Within Viluppuram district and to be supplied to the destinations as specified in the Purchasers requirement form annexed with this.	Not Applicable
4. Carrier based Bio-Fertilizers 200 gm packing Phospho bacteria	Minimum standard- 5×10^7 cfu/gm Moisture-20-30% PH-6.5-7.2	1730 Nos	Within 15 days from receipt of supply order/award of contract.	Within Viluppuram district and to be supplied to the destinations as specified in the Purchasers requirement form annexed with this.	Not Applicable

2. The Bidders may submit Quotations for the item.
3. This 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. The Procurement notice including the terms and conditions etc. can be downloaded free of cost by logging on to the website www.viluppuram.nic.in . In such cases the bidder would be responsible for ensuring that any agenda available in website is also downloaded and incorporated.
4. Quotations shall be submitted to *Joint Director of Agriculture, Collectorate Master Plan Complex, Viluppuram District – 605 602, Tamilnadu, India* on or before 4 pm on 26.10.2023. The Quotations will be opened (at the same address of quotation submission) on 26.10.2023 at 4.30 pm.
5. If the Purchaser's 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 and venue.
6. Other details can be seen in the RFQ document. The Purchaser shall not be held liable for any delays due to postal or any other reasons whatsoever. A Bidder requiring any clarification of the RFQ Document may visit the office of the Purchaser at the address given below.

*Joint Director of Agriculture
O/o Joint Director of Agriculture
Collectorate Master Plan Complex,
Viluppuram District – 605 602
Tamilnadu, India*

idagrivpm@gmail.com
agrivpm@nic.in

SS
11/10/2023
Joint Director of Agriculture,
Viluppuram.

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11/10

Date: 11.10.2023

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
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 www.viluppuram.nic.in portal for information of all Bidders. Bidders should check on the portal, for any amendments to the terms and conditions.

3. The Quotation shall comprise the following:

- (a) Letter of Quotation;
- (b) Delivery Period Offered: List of Goods & Related Services 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 6 establishing Bidder's qualifications to perform the contract, if its quotation is accepted;
- (e) Performance Statement¹ 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.
Facsimile (FAX) No.
Electronic Mail Identification (E-mail ID)
- (g) Price Schedule (Quotation)

4. 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.
- 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.

¹ Purchaser may delete this requirement in case of simple and regular off the shelf items.

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5. **Conformity of Goods:** Bidder shall furnish, documentary evidence that the Goods conform to the technical specifications and standards, as relevant for example catalogue, warranty/ guarantee etc. of the manufacturer.
6. **Qualification of the Bidder:**
- (a) Bidder should have supplied goods of similar type (& capacity) at least 100% quantity during the previous financial years.
 - (b) Bidder should possess a valid license permission issued by the competent authority.
 - (c) The average annual turnover of the bidder calculated during the last three financial years should be minimum of five crores per annum.
 - (d) The bidder should possess previous financial years participation in tenders for supply of similar items and should have been a successful tenderer and made 100 percent supplies.
The quotation shall comprise of Evidence establishing Bidder's qualifications to perform the contract, if its quotation is accepted. The bidder should submit the performance statement of supplies of similar goods made during the previous financial year in the prescribed format.
 - (e) Details of supplies made during the previous financial years shall be submitted in the specified Proforma.
 - (f) 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.
7. **Validity of Quotation:** Quotation shall remain valid for a period not less than 15 days after the deadline date specified for submission.
8. **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.
9. **Quotation Submission:** The Letter of Quotation shall be filled, signed and submitted along with the Price Schedules that shall be furnished using the Forms available in this document.
10. **Opening and Evaluation of Quotations:** The Quotations will be opened on the specified date, time and place.
- (a) The Purchaser shall examine the quotation to determine whether the quotation (a) has been properly signed (Clause 8); b) meets the eligibility criteria (Clause 1); (c) conforms to all terms, conditions, technical specifications, warranty/guarantee etc.; and (d) the bidder has accepted the delivery schedule (Purchaser's Requirement Form 1).
 - (b) Only Quotations that are substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify.
 - (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.

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11. **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 immediately/or within 15 days after delivery of the goods. Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/amount of these taxes specified in the supply order, whichever is lower.
 - (d) Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

Letter of Quotation

RFQ No.: 04/TNIAMP/AGRI/VPM/P II/GOODS/23-24

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

To:

Joint Director of Agriculture, Viluppuram

Subject: Supply of.....

Sir,

1. We, the undersigned, hereby submit our Quotation. 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) The total price of our Quotation, including any unconditional discounts offered is:
Total price of the Quotation *[insert the total price of the quotation including GST and any other taxes, which will be payable on the finished goods, in words and figures]*;
- (d) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none."]*
- (e) **Quotation Validity Period:** Our Quotation shall be valid for the period of 15 days, from the deadline fixed for the Quotation submission;
- (f) **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.
- (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.

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]*

FORMAT OF QUOTATION

Sl. No.	Description of Goods	Specifications	Qty.	Unit	Quoted Unit Rate ² at destination in Rs.	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties		
						In Figures	In Words	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
	TOTAL including all taxes and duties							

² Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

³ Indicate each applicable tax separately.

Note: Evaluation shall be done for each item .

** Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/amount of these taxes specified in the supply order, whichever is lower.*

We agree to supply the above goods in accordance with the technical specifications for a total contract price (including all taxes and duties) of Rs. (Amount in figures) (Rs... amount in words) within the period specified in the Request for Quotations.

We also confirm that the normal commercial warranty/guarantee ofmonths shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

Signature of Bidder

PROFORMA FOR PERFORMANCE STATEMENT*

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

RFQ No. _____ Date of opening _____ Time _____ Hours _____

Name of the Bidder _____

	<u>Order placed by</u> (full address of Purchaser)	<u>Order No.</u> and date	<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>
				As per contract	Actual	
				5	6	8
1		2	3	4		

*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 (to be provided by the Bidder)
1	2	3	4	5	6	7
	[insert description of Goods]	[insert quantity of item to be supplied]	[insert physical unit for the quantity]	[insert place of Delivery]	[insert the number of days from the date of the Contract]	[insert the number of days from the date of the Contract]
1	Groundnut Mn mixture	175	Kgs.	AEC, Koliyanur	15 Days	
		125	Kgs.	AEC, Kanai	15 Days	
		150	Kgs.	AEC, Kandamangalam	15 Days	
		112.5	Kgs.	AEC, Mugaiyur	15 Days	
		475	Kgs.	AEC, Tiruvannainallur	15 Days	
	Total	1037.5				
2	Carrier based Bio-Fertilizers	600	Nos.	AEC, Mugaiyur	15 Days	
	200 gm packing Azospirillum (Others)	300	Nos.	AEC, Tiruvannainallur	15 Days	
	Total	900				
3	Carrier based Bio-Fertilizers	140	Nos.	AEC, Koliyanur	15 Days	
	200 gm packing Rhizobium (Groundnut)	100	Nos.	AEC, Kanai	15 Days	
		120	Nos.	AEC, Kandamangalam	15 Days	
		90	Nos.	AEC, Mugaiyur	15 Days	
		380	Nos.	AEC, Tiruvannainallur	15 Days	
Total		830				

1	2	3	4	5	6	7
4	Carrier based Bio-Fertilizers 200 gm packing Phospho bacteria	140	Nos.	AEC, Koliyanur	15 Days	
		100	Nos.	AEC, Kanai	15 Days	
		120	Nos.	AEC, Kandamangalam	15 Days	
		690	Nos.	AEC, Mugaiyur	15 Days	
		680	Nos.	AEC, Tiruvonnainallur	15 Days	
	Total	1730				

.Note :

1. All details should be filled in by Purchaser except for Colum 7.
2. Delivery Period offered by the Bidder should be filled in Column 7 by the Bidder.

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. Prices are based on destination.

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 15days of delivery; and acceptance of the goods/equipment.
- 8. Other terms and conditions are as under:
.....
.....

(Purchaser)

Date:

Place:

Name:

Designation:.....

Modify as appropriate for individual cases