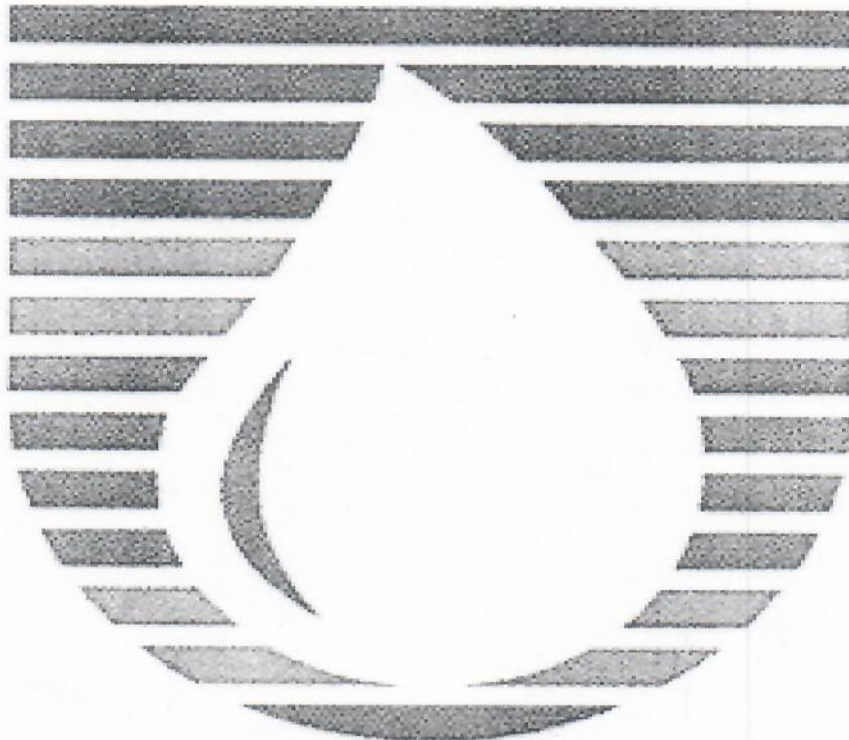


(Two-Envelope Short Tender Notice)

Hiring of Vehicles

Under World Bank Funded Assam Agribusiness and Rural Transformation Project



Purabi

February 2022

Handwritten signature and date: 07/02/22

Handwritten initials





The West Assam Milk Producers' Co-operative Union Ltd.

PURABI DAIRY

REQUEST FOR QUOTATION (RFQ)

Ref No: WAMUL/APART/LN2/Transport/21-22/02

Dated: 07-02-2022

Government of Assam (GoA), through the Government of India has received a line of credit for US\$200 million from the World Bank (W.B.) for implementation of the Assam Agribusiness & Rural Transformation Project (APART). The proposed Project Development Objective is to -increase value-added and improve resilience in the production and processing of selected agriculture commodities, focusing on small farmers and agro-entrepreneurs in targeted districts.

The APART Project in Assam state is being implemented by ARIAS Society, which is an autonomous society registered under the Societies Registration Act and the project is being implemented by various line department/agencies of Govt. of Assam.

West Assam Milk Producers Cooperative Union Limited (WAMUL) is an implementing agency for the Dairy Formal Milk sector under the APART project and intends to utilize a part of the credit towards services for implementing activities under the Dairy Formal Milk sector.

WAMUL invites Quotations in sealed envelopes from eligible bidders for providing pickup vehicles on daily basis as per annexure-1 the specification & other terms and conditions are as detailed below:

Sl No	Brief Description of Service	District/Zone of Operation	Period	Total Requirement
1	Hiring of Vehicle on daily basis	Kamrup Zone	As and when required. (Annual Rate Contract)	1 Nos
2		Barpeta Zone		1 Nos
3		Jorhat Zone		1 Nos
4		Nagaon-Morigaon Zone		1 Nos

Schedule of bidding: The bidding shall be done on the basis of two envelopes (technical and financial envelopes), single stage two cover tendering process and shall be submitted in separate envelopes having the following timelines:

Sl. No.	Particulars	Date	Time
1.	Commencement of bid publishing	07/02/2022	-
2.	Last date of submission of technical and financial bids	09/03/2022	12.00 hrs.
3.	Date of technical bid opening	09/03/2022	12.30 hrs.

Terms and Conditions for Request for Quotation (RFQ)

1. Eligibility criteria of the bidder

1.1. The Bidder should have completed at least 2 contracts for transportation services in the last 3 financial years. (Relevant Documents Required: Client list, relevant PO copies/Bills/Invoices etc. (FY 2018-19, 2019-20 and 2020-21)

1.2. The bidder financial turnover in each of the last three financial years ending 31st March i.e. FY: 2017-18 2018-19, 2019-20 or 2018-19, 2019-20, 2020-21 will be considered) should be equal or more then. Rs.17 Lacs. (Balance sheet or CA Certified copy along with ITR to be enclosed as per the specific format)

1.3 The bidder should have a valid GST Registration Certificate

1.4 The Vehicles must have necessary permit(s) as required under Motor Vehicle Act or any other regulation(s), rules, laws etc. of the statutory Govt authority to run as hired vehicles in Assam. Pollution Testing Certificate, Insurance, Registration Certificate (RC), Fitness Certificate to be enclosed, PAN Card Xerox copy, and GST Registration Certificate to be enclosed.

2. Scope of Work

2.1 Maintenance of the vehicle shall be provided by the contractor/service provider at his own cost to keep the vehicles in sound mechanical condition and physical conditions

2.2 Employment of driver and payment of wages to the driver of the vehicles provided against the contract shall be in sole responsibility of the service provider, the rate quoted shall deem to include all associated costs for salary/wage, statutory dues, accommodation and local conveyance of driver engaged by the service provider. No Additional amount shall be payable on such account.

2.3 The vehicle will be parked at the place of work i.e. Veterinary Executive Office/Area Coordinators Office as per convenience of the project objective.

2.4 An alternate vehicle shall be ready for immediate replacement if the existing vehicle faces breakdown

2.5 In extreme cases of the service provider failing to provide transportation, WAMUL may make alternate arrangements at the risk, cost and responsibility of the service provider. Repetition of such cases of failure for more the 3 times during the period of the contract shall make the contract liable to be terminated with forfeiture of the security deposit.

3. Performance Security The successful bidders shall furnish to the WAMUL a performance security @3% of the contract value in the form of Bank Guarantee or a Bank Draft from any Nationalized/Scheduled Bank in favor of "The West Assam Milk Producers Cooperative Union Limited, Payable at Guwahati within 30 days of initiating the service and shall be valid till the contract completion period .The Performance Security furnished by the successful bidder will be retained by the office up to the entire contract period and returned within 60 days of expiry of the contract. The PBG held by the office till it is returned to the successful bidder will not earn any interest.

Failure of the successful bidder to furnish Performance Security within the period stipulated shall constitute sufficient ground for annulment of award and the Office may make the award to the next lowest evaluated bidder. The Performance bank Guarantee Format is enclosed at Annexure-IV.

4. Validity of the Quotation: Quotation must be valid for 120 days from the due date of Submission .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.



5. Completion Time: 1 Year Annual Rate Contract (on as and when required hire basis) which may be extended depending upon performance of service during the contract period.

6. Price Bid

6.1. The Prices shall be quoted in Indian Rupees only

6.2. No price negotiating will be done with any bidder, the purchase order will be issued to the lowest responsive bidder.

6.4. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation

6.5. **Documents: The Quotation shall comprise two Parts, namely the Technical Part and the Financial Part. Both Parts shall be submitted simultaneously.**

i) The Technical Part of Quotation shall comprise the following

a) Letter of Quotation – Technical Part (RFQ)

b) Description of service -Annexure -I

c) Vehicle statutory documents

d) Relevant documents to comply the eligibility criteria

e) 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)

Bidder shall submit: Self attested copy of PAN, Self-attested copy of GST, Self-attested copy of Trade License, Bank Account details on letterhead of the firm and the Bid document.

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

ii. The Financial Part of Quotation shall comprise the following:

(a) Letter of Quotation - Financial Part (Scaled Quotation) attached Annexure

(b) Price Schedule as per specified format (BOQ) Attached Annexure-II

7. Terms of Payment: Payment for hiring, Toll and fuel charges of vehicles will be done based on actual number of days of services and actual distance travelled. Rate of fuel will be actual prevailing rate of fuel on the date of journey. Payment shall be made within 30 days upon submission of bills on monthly basis. Payments shall be subject to tax deducted at source as applicable.

8. Liquidated Damages: N/A

9. Evaluation of Quotations and Award of Contract:

9.1. The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed; and Conform to the terms and conditions, and specifications

9.2. The quotation would be evaluated separately for each operational zone under this RFQ.

9.3. GST, charges in connection with the services shall be taken into account in evaluation.

9.4. 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.

9.5. No price negotiation will be done with any bidder. The purchase order will be issued to the lowest responsive bidder

9.6. 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.

9.7. The bidder whose bid 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.

10. Cancellation of Contract: WAMUL shall be free to cancel the order either in full or in part, in the case of non-delivery of material/non completion of installation within the stipulated delivery period.

11. Rejection: WAMUL reserves the right to reject the goods either in part or full if at the time of delivery, it is noticed that the goods supplied do not conform to the specifications/description given in the purchase order

12. For any dispute/legal issues, the jurisdiction is at Guwahati Only.

Quotation can be submitted in person on or before the due date and time specified above. Such quotation should be dropped in the tender box only kept at the Office of the "West Assam Milk Producers Cooperative Union Limited, Juripar, Panjabari-Guwahati-781037"

Alternatively, the bidder can submit the quotation by registered post so as to reach the above address on or before the due date and time specified above. Quotation received after due date and time will not be considered and WAMUL shall not be liable or responsible for any postal delays.

The completed RFQ document duly signed on all the scanned signed pages by WAMUL should be submitted by the bidder along with the offer letter.



Managing Director

West Assam Milk Producers Cooperative Union Ltd



Technical Specification and Zone details

Liquid Nitrogen & AI Accessories Transportation under APART Project

Zone No.	1 st Zone	2 nd Zone	3 rd Zone	4 th Zone
District Name	Barpeta	Kamrup	Jorhat	Nagaon-Morigaon
Load Capacity	1.50 MT	1.50 MT	1.50 MT	1.50 MT
Type of Vehicle	Mahindra Bolero Pick up/ Tata Pick up van/ Ashok Leyland-Dost	Mahindra Bolero Pick up/ Tata Pick up van/ Ashok Leyland-Dost	Mahindra Bolero Pick up/ Tata Pick up van/ Ashok Leyland-Dost	Mahindra Bolero Pick up/ Tata Pick up van/ Ashok Leyland-Dost
Estimated no. of days of hiring **	22	24	20	22
Estimated monthly distance **	4200	3900	4250	4200

** The Vehicle should be fitted with a working GPS Module

** **Note:** The estimated days of hiring and estimated distance covered are provided only for tender evaluation. The actual number of days of hiring and distance travelled may vary on either side to any extent. Payment shall be made on actual no. of days of hiring and distance travelled in a month.




Annexure II

FORMAT OF QUOTATION FOR PROVIDING TRANSPORT SERVICE

1. Name of Agency/Company/ Transporter :

ZONE-1 (Barpeta)			
Details of Hired Vehicles (Make/ Model/ Regn No.)	Daily hire charges (Rs. per day) (Inclusive of GST %)	Mileage (Km per Ltr Diesel)	Remarks, if any

ZONE-2 (Kamrup)			
Details of Hired Vehicles (Make/ Model/ Regn No.)	Daily hire charges (Rs. per day) (Inclusive of GST %)	Mileage (Km per Ltr Diesel)	Remarks, if any

ZONE-3 (Jorhat)			
Details of Hired Vehicles (Make/ Model/ Regn No.)	Daily hire charges (Rs. per day) (Inclusive of GST %)	Mileage (Km per Ltr Diesel)	Remarks, if any

ZONE-4 (Nagaon-Morigaon)			
Details of Hired Vehicles (Make/ Model/ Regn No.)	Daily hire charges (Rs. per day) (Inclusive of GST %)	Mileage (Km per Ltr Diesel)	Remarks, if any

2. Registration/Trade License/PAN/GST No of Agency/ Company :
3. Details of Current Engagement (Supported by Documents/Order) :
4. Quotation shall be submitted with above mentioned format:
5. Incomplete form will be rejected. Company reserves the right to reject any or total applications without assigning any reason.




Annexure-III

Performance Bank Guarantee - Bank Guarantee

[Guarantor letterhead or SWIFT identifier code]

Performance Guarantee No.....*[insert guarantee reference number]*

Date.....*[insert date of issue of the guarantee]*

To: _____ *[name of Purchaser]*

_____ *[address of Purchaser]*

WHEREAS _____ *[name and address of Supplier¹]* (hereinafter called "the Applicant") has undertaken, in pursuance of Contract No. _____ dated _____ to execute _____ *[name of Contract and brief description of Goods and related Services]* (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Applicant shall furnish you with a Bank Guarantee by a recognized nationalised bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Applicant such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Applicant, up to a total of _____ *[amount of guarantee²]* _____ *[in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ *[amount of guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Applicant before presenting us with the demand.



We further agree that no change or addition to or other modification of the terms of the Contract or of the Goods and related Services to be supplied thereunder or of any of the Contract documents which may be made between you and the Applicant shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until (i.e.) 60 days following the Completion date of the Contract including any warranty obligations, and any demand for payment under it must be received by us at this office on./ or before that date.

Signature and seal of the guarantor _____

Name of Bank _____

Address _____

Date _____

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.



Letter of Quotation-Financial 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 the second part of our Quotation, the Financial Part. In submitting our Financial Part we make the following additional declarations:

(a) Our Quotation shall be valid for the period of 120 days from the deadline fixed for the Quotation submission;

(b) 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];***

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]

