

**PROCUREMENT FOR
Empanelment of ARC for Brand Building Activities of Purabi Milk &
Milk products.**

**THROUGH
REQUEST FOR QUOTATION (RFQ) UNDER WAMUL**





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

PURABI DAIRY

REQUEST FOR QUOTATION (RFQ)

Ref No: WAMUL/MKTG/RFQ/20-21/01

Dated: 12.11.2020

West Assam Milk Producers Cooperative Union Limited (WAMUL) invites Quotations in sealed envelopes from eligible Bidders as an Annual Rate Contract (ARC) for supply & installation of Branding material along with recce & installation as per the Specification and Other Terms & Conditions as detailed below:

Sl No	Brief Description of Services	Quantity (Sq.ft)	Specification & Format Quotation (2 nd Cover)	Remarks
1	Outlet Branding Material as per detailed Specification/Scope of Work/Terms & Conditions as Annual Rate Contract (ARC) basis for Purabi brand building activities	Unit rate	As per Annexure-I	PO/WO quantity has to be delivered in single delivery

Schedule of bidding:

You are requested to send your offer against the RFQ in sealed envelope on the basis of two envelopes (technical and financial envelopes), single stage tendering process and shall be having the following timelines addressing to "The Managing Director, R.K.Jyoti Prasad Agarwala Road, Panjabari, Guwahati -781037 inscribing "Offer for Outlet Branding Material as Annual Rate Contract (ARC) basis for Purabi brand building activities.

Sl. No.	Particulars	Date	Time
1.	Commencement of bid publishing	12.11.2020	12.00 hrs.
2.	Last date of submission of technical and financial bids	11.12.2020	12.00 hrs.
3.	Date of technical bid opening	11.12.2020	13.00 hrs.



Terms and Conditions for Request for Quotation (RFQ)

1. Eligibility criteria of the bidder

- 1.1. The Bidder Should have his/her own printing press capable of Undertaking printing, supply & installation of Glow Sign Board (GSB), Non-Lit Board (NLB), Flex Banners and Vinyl pasting or equivalent items etc.
- 1.2. The Bidder should have completed at least 3 Contracts of same/similar items (e.g Glow Sign Board (GSB), Non-Lit Board (NLB), Flex Banners and Vinyl pasting etc.) in each of last three years i.e 17-18,18-19,19-20 where summation of contracts executed should be equal or more than Rs.10 Lakhs in the last three years. (Relevant documents required: relevant PO/WO copies/Copies of Contract Completion Certificates/TDS deduction certificates/GST invoice copies or any other relevant documents used by the Clients to substantiate the claim for the value of contract)
- 1.3. The bidder's Financial Turnover for each the last three financial years ending 31st March (i.e. FY 2016-17, 2017-18 & 2018-19) should be equal or more than 50Lakhs. (Relevant Documents required last 3 years balance sheet, C.A certified copy to be enclosed as per the format enclosed at Annexure-II).
- 1.4. The bidder should have a valid GST registration certificate (Copy to be Enclosed)

2. Earnest Money Deposit (EMD): Earnest Money Deposit (EMD): The interested bidders have to provide a bid security of amounting to Rs.10,000.00 only (Ten Thousand only) should be paid by Demand Draft in favour of "West Assam Milk Producers Cooperative Union Ltd" payable at Guwahati. The EMD can be forfeited by the purchaser, if the bidder is not earnest about their bid and withdraw it before the validity period is over. The EMD of unsuccessful tenderers will be returned without any interest, after a decision is taken regarding the award of the contract

3. Performance Security: N/A

4. Validity of the Quotation: Quotation must be valid for minimum 120 days from the date of submission OF BID. 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. Delivery/Completion Time: Delivery/completion of work should be completed within the stipulated time provided by WAMUL's Authority at the time of issuing the PO/WO time to time.

6. Price Bid

6.1. The Prices shall be quoted in Indian Rupees only. Rate of quotation should be basic rate only. (GST% to be mentioned separately)

6.2. Freight: To be arranged by the supplier.

6.3. Packing, Forwarding, Freight, Insurance and other incidental charges shall be shown separately.



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

6.5. This RFQ shall be issued for awarding an Annual Rate Contract (ARC) only. However specific Purchase order/Work order shall be placed against the ARC as per actual requirement.

7. Terms of Payment: 100% payment within 30 days from the date of safe receipt & acceptance of goods/satisfactory completion of work approved by competent authority and submission of bill.

8. Liquidated Damages: If the bidder fails to deliver any or all the goods or perform the services within the time period(s) specified in the purchase order/contract, the WAMUL shall, without prejudice to its other remedies under the purchase order/contract, deduct from the purchase order/contract price, as liquidated damages, a sum equivalent to the following clauses which is applicable as per Order.

a) 0.5% of the full contract value for each completed week of delay

OR

b) ~~0.5% of the value of delayed items/services only, for each completed week of delay.~~

The total amount so deducted shall not exceed 10% of the purchase order/contract value. Once the maximum is reached, the WAMUL may consider cancellation/termination of purchase order/contract, and forfeiture of performance/ deposit bond

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 as specified at **Annexure-1** i.e financial bid will be opened for those bidders who is qualified in the 1st cover.

9.2. The quotation would be evaluated for each item separately under this ARC.

9.3. GST, Packing, Forwarding, Freight & Insurance charges in connection with sale of goods/service shall be considered in evaluation.

9.4. The Purchaser will award the contract to the bidder who has complied to our scope of work and eligibility criteria and which quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

9.5. 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.

9.6. 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 incorporate 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 confirm to the specifications/description given in the purchase order

12. Bidder should submit: Self attested copy of PAN, Self-attested copy of GST certificate, Self-attested copy of Trade License, Bank Account details on Letterhead of the firm, contact details.

13. 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.

Sd/-
Managing Director

 



Format of Quotation / Format of Financial Bid

Sl. No.	Description of Goods	Contents	Specification	Unit	SRF (Rs/ Sq ft) excl GST		STAR (Rs/Sq ft) excl GST		GST %	P&F, freight (In %/Rs)	SRP/Rs/ Sq ft		STAR/Rs/Sq ft		Total Amount (Incl. RECCE & installation, P&F, freight, insurance & all other Incidentals)	MOQ (W/M/MTL)	MOQ (Bidder)	
					Basic rate/Sq ft	GST	Basic rate/Sq ft	GST			Basic rate/ Sq ft (Incl RECCE & installation, GST, P&F, freight)	STAR rate/ Sq ft (Incl RECCE & installation, GST, P&F, freight)						
1	Glow Sign Board- Single side (With RECCE & Installation)	Electrical & Accessories	One tube light for every 4 sq. ft. along the length of the sign board. Tube lights has to be from Philips/Crompton/Wipro/Osram (ISI Mark); Overlap between 2 tube lights must be minimum 75 mm to prevent dark bands. The lighting should be uniform and even throughout the box. Wiring- Copper wire, size- 1.5/2.5 sq. mm from brands - Kalnaga/Finolex/Polycah/2.5 Sq. mm compulsory for boards which are over 10ft in width)	Sq. ft.													3nos per order (tentative)	
		Branding Material	Backlit Flex (15 OZ/510 GSM) Made in Korea, UV Coated, Solvent print (Single sided), Printing with Toyo/HP/Serial Ink with 18 months colour fading warranty															
2	Glow Sign Board- Both side (With RECCE & Installation)	Electrical & Accessories	One tube light for every 4 sq. ft. along the length of the sign board. Tube lights has to be from Philips/Crompton/Wipro/Osram (ISI Mark); Overlap between 2 tube lights must be minimum 75 mm to prevent dark bands. The lighting should be uniform and even throughout the box. Wiring- Copper wire, size- 1.5/2.5 sq. mm from brands - Kalnaga/Finolex/Polycah/2.5 Sq. mm compulsory for boards which are over 10ft in width)	Sq. ft.														
		Signage Cabinet	MS Square Pipe of 1" x 1" cross section, single main frames & stiffeners of 20 gauge thickness. The box frame gas to be covered from top, bottom & sides with 256SWG GI Spray painted/pre coated sheet, 28 gauge GI sheet for back panel															
3	Non lit Board (MLB) (With RECCE & Installation)	Branding Material	Backlit Flex (15 OZ/510 GSM) Made in Korea, UV Coated, Solvent print (Single sided), Printing with Toyo/HP/Serial Ink with 18 months colour fading warranty															
		Branding Material	MS Square Pipe of 1" x 1" cross section 3 kg Backlit Flex (10 OZ/340 GSM) Made in Korea, UV Coated, Solvent print (Single sided), Printing with Toyo/HP/Serial Ink with 18 months colour fading warranty	Sq. ft.														12nos per order (tentative)
4	Flex Banner (With RECCE & Installation)	Branding Material	Nonlit Flex (10 OZ, 340 GSM) with plastic eye lid	Sq. ft.													20 nos per order (tentative)	

Annexure-1



Handwritten signature and initials in blue ink.

Sl. No.	Description of Goods	Contents	Specification	Unit	Basic rate/ Sq ft	GST%	P&F, freight (%/Rs)	Unit rate (Incl.RECCE & Installation GST,P&F, freight)	Total Amount (Incl.RECCE & Installation,GST%, P&F,freight, insurance & all other Incidentals)	MOQ (WAMUL)	MOQ (Bidder)
5	Pole (With RECCE & Installation)	For stationing GSB/NLB on the ground	Width-2.5 inch	Sq ft						Order quantity will be as per requirement	
6	Aluminium Roll Up Standee (With RECCE & Installation)	Width-3 feet	Height-6 feet	Sq ft						Order quantity will be as per requirement	

(Handwritten signature)



Sl. No.	Description of Goods	Contents	Specification	Unit	Basic rate/ Sq ft	GST%	P&F, freight (%/Rs)	Unit rate (Incl.RECCE & Installation GST,P&F, freight)	Total Amount (Incl.RECCE & Installation,GST%, P&F, freight, insurance & all other Incidentals)	MOQ (WAMUL)	MOQ (Bidder)	
7	VINYL PASTING (WITHOUT SUNBOARD) (With RECCE & Installation)	SOLVENT VINYL	LG VINYL/ ORACLE/ AVERY, TOKYO INK TO BE USED,100 MICRON	Sq ft								
		ECO SOLVENT VINYL	LG VINYL/ ORACLE/ AVERY, MIMAKI INK TO BE USED,100 MICRON	Sq ft								
8	VINYL PASTING (WITH SUNBOARD) (With RECCE & Installation)	SOLVENT VINYL	3 MM	Sq ft								
			5 MM									
		ECO SOLVENT VINYL	3 MM	Sq ft								
			5 MM									

[Handwritten signatures]



Sl. No.	Description of Goods	Specification		Unit	Basic rate/Sq ft	GST%	P&F, freight (%)	Unit rate (Incl. (With RECCE & Installation) GST, P&F, freight)	Total Amount (Incl. (With RECCE & Installation) GST%, P&F, freight, insurance & all other Incidentals)	MOQ (WAMUL)	MOQ (Bidder)
9	Singage (With RECCE & Installation)	ONE WAY VISION	PRINTING & PASTING	Sq ft							
		WALL PAINTING	PAINTING & LABOUR COST	Sq ft							
		VEHICLE PAINTING	PAINTING & LABOUR COST	Sq ft							

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Annexure-II

(Financial Details)

Letter Pad of CA Firm

TO WHOMSOEVER IT MAY CONCERN

We..... based on audited books of accounts for the financial year 2016-17, 2017-18, 2018-19 and verification of documents, records and information provided to us by the Management of

....., having its registered office at.....

..... Confirm the following:

Sl No	Financial Year	Turnover (Rs.)
1	2016-17	
2	2017-18	
3	2018-19	

Date:

Signature

Place

Seal/Stamp of CA Firm

