

**Procurement of Plastic pallets
Through
Request For Quotation(RFQ)**





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

PURABI DAIRY REQUEST FOR QUOTATION (RFQ)

Ref No: WAMUL/RFQ/Pallets/21-22/01

Dated: 23/02/2022

WAMUL invites Quotations in sealed envelopes from eligible bidders of Plastics pallets as per the specification & other terms and conditions as detailed below:

Sl No	Brief Description of Goods	Technical Specification	Quantity (Nos)
1	Plastic pallets as per specification mentioned at Annexure-1	As per Annexure -1	150

You are requested to send your offer against the RFQ in sealed envelope latest by 12.00 hours 25.03.2022 addressing to "The Managing Director ,R.K.Jyoti Prasad Agarwala Road, Panjabari, Guwahati -781037 inscribing "Offer for supply of Plastic pallets". The price bid should be as per format given in Annexure -II

Terms and Conditions for Request for Quotation (RFQ)

1. Eligibility criteria of the bidder

1.1. The Bidder should be a Manufacturer/OEM/Dealers authorized by Manufacturer (Relevant Documents Required)

1.2. The bidder should have a valid GST registration certificate (Copy to be attached)

1.3. The bidder should have completed a total of 9 contracts for same/similar items in last 3 financial years (i.e. FY 2018-19, 2019-20 & 2020-21). Documents required: relevant P.O copies/work order completion certificate or equivalent). (In case of dealer , relevant document of principal manufacturer can also be considered)

1.4. Financial Turnover:

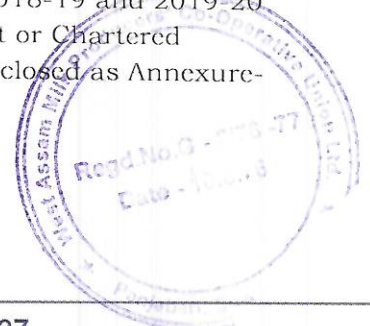
A. If the Bidder is a Dealer(authorized by manufacturer)

The bidder's Financial Turnover should be minimum of Rs. 6 Lacs in each of the last three financial years ending 31st March totaling to Rs 18 lakhs i.e (FY 2017-18, 2018-19 and 2019-20 or 2018-19, 2019-20 and 2020-21 will be considered) Audited balance sheet or Chartered Accountant certified copy to be enclosed as per specified format (Format enclosed as Annexure-III)

OR

B. If the Bidder is a Manufacturer

The bidder's Financial Turnover should be minimum of Rs.24 lakhs in each of the last three financial years ending 31st March totaling to Rs 72 lakhs i.e(FY 2017-18, 2018-19 and 2019-20 or 2018-19, 2019-20 and 2020-21 will be considered) Audited balance sheet or Chartered Accountant certified copy to be enclosed as per specified format. (Format enclosed as Annexure-III)



R.K. Jyoti Prasad Agarwala Road, Panjabari, Guwahati- 781 037
E-mail: purabimilk@gmail.com • Website: www.purabi.org, GST No. 18AAAJW0070G1Z6

2. Earnest Money Deposit (EMD): 6,000/- shall be submitted through demand draft in favour of "The 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. Bid submitted without the requisite EMD shall be summarily rejected. No Interest shall be paid by WAMUL on the EMD amount deposited by the bidders

3. Performance Security: The successful bidder shall furnish to WAMUL a performance security @10% of the contract value in the form of Bank Guarantee or a Bank Draft from any Nationalized/Scheduled Bank in favour of "The West Assam Milk Producers Cooperative Union Limited", payable at Guwahati-781037" within 30 days of award of contract .The PBG will 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 last 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 Schedule: Whole consignment should be delivered within 30 days after received of Purchase Order.

6. Price Bid

6.1. The Prices shall be quoted in Indian Rupees only

6.2. Freight: To be arranged by the supplier to be added in the invoice borne by WAMUL.

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

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

6.5. The contract shall be for the full quantity as described above quantity may be staggered depend upon the requirement.

7. Terms of Payment: 100% payment will be made within 30 days from the date of safe receipt & acceptance of goods by competent authority.

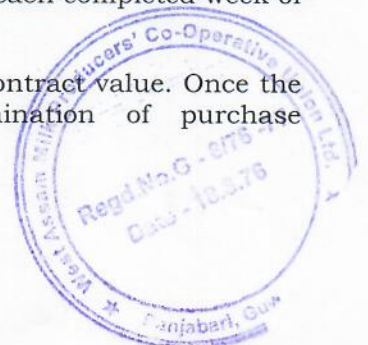
8. Liquidated Damages: If the bidder fails to deliver any or all the goods or perform the services within the time period(s) specified in the purchase order/contract, the WAMUL shall, without prejudice to its other remedies under the purchase order/contract, deduct from the purchase order/contract price, 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

9.2. The quotation would be evaluated for complete set of item under this RFQ.

9.3. GST, Packing, Forwarding, Freight & Transit Insurance charges in connection with sale of goods 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. Bidder: should 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, 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.

San Anjan Kalita
Group Head-Purchase

23.02.2022

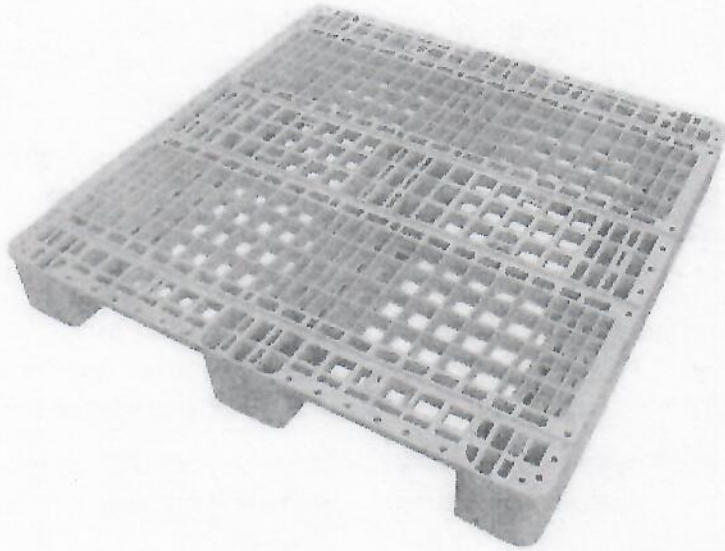
The West Assam Milk Producers Cooperative Union Ltd



Annexure 1

The specification and dimensions are mentioned below:

- Dimension: L-1200 x W-1000 x H-160 (mm)
- Material: HDPE/PP
- Static Load Capacity: 3000/4000 kg
- Top Deck: Perforated



**Annexure -2
Format of Quotation**

Sl. No.	Description Goods	Qty. In nos	Unit rate (In Rs)	Tax in unit rate (In Rs.)	Freight, Packing, Forwarding, Insurance or Other incidentals charge/unit	Tax (In Rs.) (On Freight, Packing, Forwarding, Insurance or Other incidentals charge)	Unit price inclusive of all (In Rs.)	Total Unit cost inclusive all (In Rs)	
	A	B	C	D= (C * Tax %)	E	F=(E * Tax %)	G=(C+D+E+F)	H= (G * B)	
								In Figure	In Words
1	Plastic pallets	150							

If

To be filled by the bidder



Stamp & Signature of the Bidder



Annexure-III
Letter Pad of CA Firm

Standard format

TO WHOMSOEVER IT MAY CONCERN

We..... based on audited books of accounts for the financial year 2017-18, 2018-19, 2019-20 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	2017-18/18-19	
2	2018-19/19-20	
3	2019-20/20-21	

Date:

Signature

Place

Seal/Stamp of CA Firm



Annexure-IV

3. Performance Security - 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 Supplier]* (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");

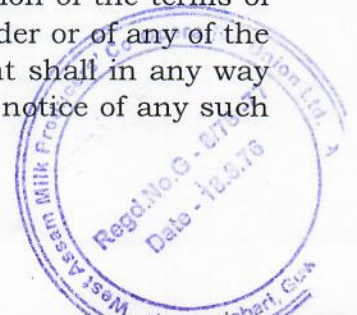
AND WHEREAS it has been stipulated by you in the said Contract that the Applicant shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

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 guarantee]* _____ *[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.

