

**PROCUREMENT OF FURNITURE -WORKSTATION/DESK  
THROUGH  
REQUEST FOR QUOTATION (RFQ) UNDER WORD BANK-APART**



**Purabi**





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

## PURABI DAIRY

### REQUEST FOR QUOTATION (RFQ)

Ref No: WAMUL/Department/RFQ /APART/13

Dated: 20/11/2018

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.

The 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 procuring Furniture -Desk under ERP for implementing activities under the Dairy Formal Milk sector.

WAMUL invites Quotations in sealed envelopes from eligible bidders for supply of Furniture-Workstation/ Desks as per the specification & other terms and conditions as detailed below:

Sl No	Brief Description of Goods	Technical Specification along with Delivery Schedule	Qty (Nos)	Place of Delivery	Delivery period	Installation required if any
1	Supply of Furniture – Workstation/Desk	As per Annexure-1		Purabi Dairy ,Panjabari,Guwahati-37	30 days from date of receipt of PO	Yes

You are requested to send your offer against the RFQ in sealed envelope latest by 14.00 hours 12<sup>th</sup> December 2018, addressing to "The Managing Director, WAMUL, R.K.Jyoti Prasad Agarwala Road, Panjabari, Guwahati – 781037 inscribing "Offer for supply of Furniture - Workstation/Desk". The price bid should be as per format given in Annexure -2

#### Terms and Conditions for Request for Quotation (RFQ)

##### Scope of Work

1. Supply& installation of Workstation/Desks at Purabi Dairy,Panjabari,Guwahati-37
2. The bidder should provide a warranty for 18 months from the date of received of materials or 12 months from date of installation of materials, whichever is earlier.

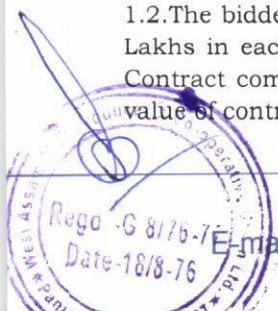
##### **1. Eligibility criteria of the bidder**

1.1. The Bidder should be Manufacturers [Dealers authorized by Manufacturers (Relevant documents required) may also quote having necessary Quality certification like ISO 9001:2008 & ISO 14001:2004 and BIFMA certification. All products /components should conform to the relevant BIS standards.

1.2.The bidder should have successfully delivered at least 3 orders for same/similar items each of value 20 Lakhs in each of the last 3 years.(Relevant documents required: Client list, relevant PO copies, Copies of Contract completion certificates and TDS certificates used by the clients to substantiate the claim for the value of contract executed)

R.K. Jyoti Prasad Agarwala Road, Panjabari, Guwahati- 781 037

E-mail: purabimilk@gmail.com • Website: www.purabi.org, GST No. 18AAAJW0070G1Z6



1.3. The Bidder's Financial Turnover for the last three financial years ending 31<sup>st</sup> March (i.e FY 2015-2016, 2016-2017, 2017-2018) and should be more than 100 Lakhs. (Relevant documents required)

1.4. The bidder should have valid registration under various Acts that may be applicable for the contract proposed. (Relevant documents required).

1.5 The bidder should not be black listed by any Central /State Govt. Department or any cooperative societies.

## **2. Earnest Money Deposit (EMD) :**

2.1. The interested bidders have to provide a bid security of amounting to Rs 15,000/- which will be presented in the form of a demand draft drawn in favour of "The West Assam Milk Producers' Cooperative Union Limited, payable at Guwahati". Bid security without any interest will be returned to the bidders within 4 weeks from the date of finalization of the successful bidder. Bid submitted without the requisite EMD shall be summarily rejected.

## **3. Performance security:**

Within 30 days of the receipt of the notification of the Award of the Order from the WAMUL the successful bidder shall furnish to the WAMUL a performance security for an amount of 5%(five percent) of the total bid value in the form of Bank Draft from any nationalized Bank in favour of "The West Assam Milk Producers' Cooperative Union Limited, Guwahati-781037". The Performance Security furnished by the successful bidder will be retained by the office up to 365 days after successful installation of the work. 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.

**4. Validity of the Quotation:** Quotation must be valid for 90 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 & Installation Time:** Delivery & installation of the entire material should be completed within 30 days from the date of receipt of PO.

## **6. Price Bid**

6.1. The Prices shall be quoted in Indian Rupees only.

6.2. Freight: To be arranged by the supplier.

6.3. Packing, Forwarding, Freight, 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.

**7. Terms of Payment:** Up to 30 % of the contract value against Bank Guarantee (Bank Guarantee format will be provided to the successful bidder by WAMUL) and balance payment will be made within 30 days after successful delivery & installation of materials.

**8. Warranty:** The warranty should be valid for 18 months from the date of dispatch or 12 months from date of installation of materials, whichever is earlier/or manufacturer's warranty.

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

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



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

#### 10. Evaluation of Quotations and Award of Contract:

10.1. 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

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

10.3. GST, Packing, Forwarding, Freight & Insurance charges in connection with sale of goods shall be taken into account in evaluation.

10.4. 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.

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

10.6. 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.

10.7. 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 incorporate in the supply order.

**11. 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.

**12. 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

**13. 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

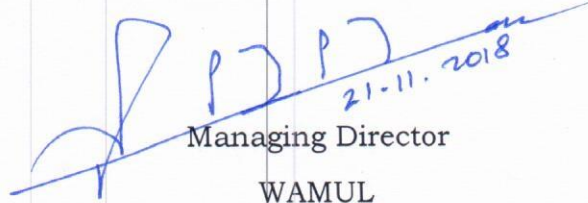
**14.** For any dispute/legal issues, the jurisdiction is at Guwahati Only

Sealed 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 "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.

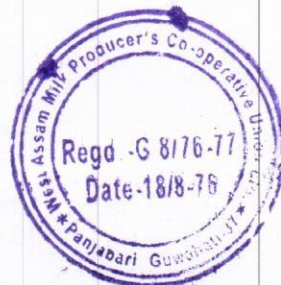


  
21-11-2018  
Managing Director  
WAMUL

## Annexure I

## Detailed Specifications of Workstation/Desk

Sl No.	Description	Unit	Quantity
	<b>CABIN DESK</b>		
1	<p>MAIN TABLE : 1800W X 750D X 750HT SIDE TABLE: 1200 W X 450D X 750 HT Specification: Material of key board and drawer: Pre-laminated Particle Boards (wood product) of Grade II Type II of IS 12823 Latest. Table top : 25mm thick Pre-laminate particle board (wood product) of grade II type II of IS12823 latest finished with 2mm edge lipping. Supported on - Gable end and modesty panel- Edge to be branded with PVC Tape of 2mm thick with the help of Hot Melt Glue Wire Management : Grommet Hole provided on Side table top MOBILE PEDESTAL 2D+1F SIZE: 400W x 450D x 640HT Pedestal : Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units are made mobile with the use of castors. The drawer units are provided recessed handle and suitable locks. CPU TROLLEY AND KEYBOARD TRAY</p>	Set	4
2	<p>MAIN TABLE : 1500W X 750D X 750HT SIDE TABLE: 1050 W X 450D X 750 HT Specification: Material of key board and drawer: Pre-laminated Particle Boards (wood product) of Grade II Type II of IS 12823 Latest. Table top : 25mm thick Pre-laminate particle board (wood product) of grade II type II of IS12823 latest finished with 2mm edge lipping. Supported on - Gable end and modesty panel- Edge to be branded with PVC Tape of 2mm thick with the help of Hot Melt Glue Wire Management : Grommet Hole provided on Side table top MOBILE PEDESTAL 2D+1F SIZE: 400W x 450D x 640HT Pedestal : Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units are made mobile with the use of castors. The drawer units are provided recessed handle and suitable locks. CPU TROLLEY AND KEYBOARD TRAY</p>	Set	6
3	<p>MAIN TABLE : 1200W X 750D X 750HT SIDE TABLE: 1050 W X 450D X 750 HT Specification: Material of key board and drawer: Pre-laminated Particle Boards (wood product) of Grade II Type II of IS 12823 Latest. Table top : 25mm thick Pre-laminate particle board (wood product) of grade II type II of IS12823 latest finished with 2mm edge lipping. Supported on - Gable end and modesty panel- Edge to be branded with PVC Tape of 2mm thick with the help of Hot Melt Glue Wire Management : Grommet Hole provided on Side table top MOBILE PEDESTAL 2D+1F SIZE: 400W x 450D x 640HT Pedestal : Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units are made mobile with the use of castors. The drawer units are provided recessed handle and suitable locks. CPU TROLLEY AND KEYBOARD TRAY</p>	Set	2
	<b>WORKSTATIONS</b>		



4	<p>MAIN TABLE : 1200W X 600D X 750 MM HT  TABLE TOP  SIDE TABLE : 1050 W x 450D x 750 HT  Partition: NEO 50, Height 1200 mm  Specification:  Table top : 25mm thick Pre-laminate particle board finished with 2mm edge lipping.  Partion: 50 mm Fabric magnetic &amp; Glass Marker tiles are provided in between the two table.  Support : MS Brackets and gable ends  Wire Management : Grommet Hole provided on table top. Raceway provided below table top for Power and Skirting Level for Data.  MOBILE PEDESTAL 2D+1F  SIZE: 400W x 450D x 640HT  Pedestal : Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units are made mobile with the use of castors. The drawer units are provided recessed handle and suitable locks.  CPU TROLLEY AND KEYBOARD TRAY</p>	Set	5
5	<p>MAIN TABLE : 1350W X 600D X 750 MM HT  TABLE TOP  SIDE TABLE : 1050W x 450D x 750 HT  Specification:  Partition: NEO 50, Height 1200 mm  Table top : 25mm thick Pre-laminate particle board finished with 2mm edge lipping.  Tile Finishes:  Main Partition : Partition is made of 50mm thick NEO based system with fabric above and lamiante below the table top. Fabric magnetic and glass markers are provided for each workstation  Wire Management : Grommet Hole provided on table top. Raceway provided below table top for Power and Skirting Level for Data.  MOBILE PEDESTAL 2D+1F  SIZE: 400W x 450D x 640HT  Pedestal : Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units are made mobile with the use of castors. The drawer units are provided recessed handle and suitable locks.  CPU TROLLEY AND KEYBOARD TRAY</p>	Set	25
Total Quantity			42

**Note:** Make of workstation/Desk: Godrej/Featherlite/Spacewood/Durian/equivalent

*BH*

*Dhiman*



**Annexure -2**

**Format of Quotation**

Sl. No.	Description of Goods	Qty.	Unit (In Rs)	GST%	Quoted Unit (In Rs) inclusive of GST Rate (In Rs.)	Total price inclusive of quantity & GST (In Rs)	Freight, Packing, Forwarding, Insurance or Other incidentals (In Rs)	Total Unit cost inclusive all (In Rs)	
								In Figure	In Words

To be filled by the bidder

Managing Director WAMUL

Stamp & Signature of the Bidder

