



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

PURABI DAIRY

REQUEST FOR QUOTATION (RFQ)

Ref No: WAMUL/Extn promotional/RFQ /APART/ 7

Dated: 14 /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.

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 goods for implementing activities under the Dairy Formal Milk sector.

WAMUL invites Quotations in sealed envelopes from eligible manufacturer/printers for supply of Brochures, Posters, Stickers and Danglers as per the specification & other terms and conditions as detailed below:

Sl No	Brief Description of Goods	Technical Specification	Quantity (In Nos)
1	Brochure-1	As per Annexure -1	50000
2	Brochure -2		120000
3	Posters 1 lot of 55000 Nos and 1 lot of 10000 Nos		65000
4	Stickers (Self Adhesive) 2 lots of 40000 stickers each.		80000
5	Danglers with Nylon thread		50000

You are requested to send your offer against the RFQ in sealed envelope latest by 14.00 hours 5th December 2018 addressing to "The Managing Director ,R.K.Jyoti Prasad Agarwala Road, Panjabari, Guwahati – 781037 inscribing "Offer for supply of Brochures, Posters, Stickers and Danglers" . The price bid should be as per format given in Annexure-.2.



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 and supplying of Brochures, Posters, Self-adhesive stickers and Dangers.
- 1.2. The bidder should have completed at least 2 contracts for Stationery items including Brochures, Posters, stickers, Boards and banners etc each of value more than Rs 8 lakh in 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)
- 1.3. The Bidder's Financial Turnover for each the last three financial years ending 31st March (i.e FY 2015-2016, 2016-2017, 2017-2018) and should be more than 90 Lakhs (Relevant documents required)
- 1.4. Copies of Contract completion certificates and TDS certificates used by the clients to substantiate the claim for the value of contract executed. (Relevant documents required)
- 1.5. The bidder should have valid registration under various Acts that may be applicable for the contract proposed. (Relevant documents required)

2. Earnest Money Deposit (EMD) :

- 2.1. The interested bidders have to provide a bid security of amounting Rs 17000 (Seventeen thousand only) 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 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: NA

4. **Validity of the Quotation:** Quotation must be valid for 90 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. **Delivery/Completion Time:** Delivery of the entire material should be completed within 45 days from the date of PO at Purabi Dairy, Guwahati.

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:** 100% payment within 30 days from the date of safe receipt & acceptance of goods/satisfactory completion of work

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 INDIVIDUAL items under this RFQ.

9.3. GST, Packing, Forwarding, Freight & 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 alongwith the offer letter.

Sd/-Managing Director
West Assam Milk Producers Cooperative Union Ltd



**Annexure -1
Technical Specification**

Technical Specification		
1	Brochure-1	Size -Double crown 1/8 - (9.5" x 7") - 4 pages Multi-colour printing both side Art Paper 130 GSM
2	Brochure -2	Size- ¼ Demy- (8.5" x 11") -4 pages Art Paper 130 GSM Multi-Colour both side printing
3	Posters	Size - Demy (17" x 22") Printing - 1 side Art paper 170 GSM Multi-colour printing
4	Stickers	Self-Adhesive Size -1/12 th of Double crown -(6" x 7") Sticker Paper Multicolour printing
5	Dangler	Size ¼ Demy - (8.5" x 11") with die cutting Art paper 300 GSM Printing on Both sides and both sides lamination Eyelid to be provided Nylon thread(18") to be provided with each dangler

Handwritten signature



**Annexure -2
Format of Quotation**

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

To be filled by the bidder

Stamp & Signature of the Bidder

