

TENDER DOCUMENTS ALONG WITH SPECIFICATION AND DETAILED TERMS & CONDITIONS

No. ASOCA/T-10/Pt-3/2023-24/652

Dtd. 23/11/2023

**Name of Work: Purchase of Seed Certification Materials
for the Year 2023 - 2024**

**ASSAM SEED & ORGANIC CERTIFICATION AGENCY
R. K. Mission Road, Ulubari, Guwahati-781007**

ASSAM SEED & ORGANIC CERTIFICATION AGENCY

R. K. Mission Road, Ulubari, Guwahati-781007

E-mail: dirasoca@gmail.com

No. ASOCA/T-10/Pt-3/2023-24/652

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Sealed tender affixing court fees of Rs. 8.25 (Rupees eight and twenty five) only non- refundable is invited by the Director, Assam Seed & Organic Certification Agency, R. K. Mission Road, Ulubari, Guwahati-781007 for purchase of Seed Certification Materials. The Tenders shall be received up to twenty one days after publication of this advertisement and will be open on the same day at 02.00 p.m. The tender paper can be downloaded from <http://www.asoca.assam.gov.in>.

Sd./-

DIRECTOR

Assam Seed & Organic Certification Agency
R. K. Mission Road, Ulubari, Guwahati-7.

INSTRUCTIONS FOR BIDDERS

1. SALE OF TENDER PAPER

A complete set of bid documents (Tender format, specifications & detailed terms and conditions of supply) can be obtained from the **O/o Director, Assam Seed & Organic Certification Agency (ASOCA) R. K. Mission Road, Ulubari, Guwahati – 781007, Assam** during office hours on submission of a written application accompanied with a sum of Rs. 500/- (Rupees five hundred) only (non-refundable) towards the cost of tender paper in the shape of bank draft (drawn in favor of “Director, ASOCA, payable at Guwahati). The Tender paper can be downloaded from <https://asoca.assam.gov.in/>.

2. E.M.D

The bidder shall deposit the EMD amount Rs. 30,000/- (Thirty Thousand Only) in the shape of Bank Draft drawn in favor of **The Director, Assam Seed and Organic Certification Agency**, payable at **Guwahati**. The E.M.D of unsuccessful bidder will be refunded within 10 (ten) days from the date of finalization of tender on request.

3. VALIDITY OF TENDER

All the Tenders & Rates shall remain valid up to 1(one) year from the date of approval. However the validity may be extended if required by the Director, ASOCA. No extension of time shall be allowed under any circumstance during the process of tendering, unless and otherwise specifically extended by the Director, ASOCA.

4. BIDDER TO UNDERSTAND THE TENDER DOCUMENTS

The bidder shall carefully go through the tender documents and fully confirm himself/themselves that the terms and conditions contained herein are proper before submission of the tender. If the bidder finds discrepancies / omission / any doubt as to their meaning, he should inform in writing prior to 3 (three) days of the opening bid to the Director, Assam Seed & Organic Certification Agency, Guwahati.

5. NO CLAIM OR COMPENSATION FOR SUBMISSION OF TENDER

No bidder shall be entitled to claim any cost, charges, incidental expenses incurred by him in connection to his tender, in any case the Director, Assam Seed & Organic Certification Agency, Guwahati withdraw the invitation to tender without notice and without assigning any reason what-so-ever.

6. SUBMISSION OF DOCUMENTS/PARTICULARS ETC.

The bidder shall submit the following along with his offer. There will be two sealed cover (bids) i.e. **“Technical Bid”** and **“Financial Bid”**. The technical and financial bids are to be submitted separately in two separate sealed covers clearly mentioning “Technical bid” and “Financial bid”. Both the Technical Bid and Financial Bid Packets should be put inside one sealed packet super-scribing on the top **“Bid Documents for supply of Seed Certification Materials”**. Each page of the tender documents shall be signed by the bidder with his seal. The bidder shall sign the invitation of the tender, instruction to the tender, tender form, conditions of contract and Annexure etc. The financial bid if inserted in the technical bid envelope will be considered as rejected bid.

Technical Bid must contain the following documents:

- a) Complete tender documents duly signed i.e. invitations to tender, instruction to bidder, tender form, condition to contract tender paper (except offer price) bio-data etc. with seal.
- b) EMD amount as scheduled must be in the shape of DD (Minimum 3 month’s validity).
- c) The list of items with technical details of the materials or articles for which price has been quoted along with leaflets/book/booklet/photo/chart of the articles of the original manufacturing company is to be submitted. The technical specifications duly signed by the bidder should be submitted otherwise the tender will not be accepted.
- d) A self declaration should be submitted along with the technical bid that **“I have never been blacklisted by any State Govt. /Central Govt. or any State/Central Govt. PSU or any such type of corporate body of high repute.”**
- e) Further a declaration should also be submitted in the technical bid to the effect that **“The materials and documents furnished in the tender are correct and true to the best of my knowledge. If any documents and materials furnished with the tender are found false/ wrong, I shall be personally held responsible.”**
- f) Self attested Photocopy of up to date GST clearance certificate from the authority concerned.

- g) Self attested Photocopy of the PAN card.
- h) Self attested Photo copy of the valid deed of partnership and certificate of registrations as a Firm/Society/ or certificate of incorporation if any.
- i) Authorization certificate from the manufacturer of material certifying the samples. (5 Nos.).
- j) Valid proof of any orders received in printing of seed certification tags as specified herein from various Government / Semi Government / PSU f. The satisfactory supply order/certificate issued by any competent authority of the above organization should be enclosed with the tender. Other than the rate quoted, priority will be given on the basis of those proof/credential certificates.

7. SUBMISSION OF SAMPLES

Tender should accompany samples in a separate container superscripted as **“SAMPLES FOR SEED CERTIFICATION MATERIALS”** as mentioned below.

- a) 2 (two) Nos. specimen tags of each class i.e. Foundation (White) Certified (Satin Blue).

8. PRICE/FINANCIAL BID

The bidders are to quote the offer price only in the scheduled format attached herewith the tender documents in a separate sealed cover. First the Technical bid shall be opened and eligibility of the bidder shall be ascertained. Those bidders who do not qualify in technical bid, their tender shall be rejected and financial bid shall not be opened.

- a. All the information in the tender shall be written in English. Information in other language shall be accompanied by translation in English. Failure to comply with this may led to rejection of the tender.
- b. The tender form shall be filled in clearly and typed in Capital/Block letters.
- c. The tender form should be neatly filled up without any overwriting and should be signed by the bidder, otherwise the tender shall be liable for rejection.

9. OFFER PRICE

- a. The rate should be offered for the unit as specified in the tender schedule. The price is to be quoted should be excluding GST, but including costs like container cost, packing, handling and forwarding etc. While furnishing the Tax Invoice, the basic price and taxes to be mentioned separately with GST code.
- b. One rate shall be offered for one item. Submission of multiple rates against one item will

be considered as a demerit. In case, those are really of different qualities or brand to be offered against one item and all of them confirm to the minimum standard and specifications of the required items, then more than one rate can be considered. But it is necessary that in such specific quality, brand make and model etc. shall be clearly mentioned.

10. VALIDITY OF OFFER PRICE

The rates quoted must be valid up to one year from the date approval by the Director, ASOCA. However, validity may be extended if required/necessary by the Director, ASOCA.

11. SPECIFICATIONS

The detailed specification of the seed certification materials has been mentioned as **Annexure "A"** which should be strictly adhered, failing which the tender will not be taken into consideration.

12. QUANTITY AND DELIVERY SCHEDULE

The detail quantity of requirement of Seed Certification materials and supply location has been mentioned with delivery schedule in **Annexure "B"** The Director, ASOCA reserves the right to increase or decrease the quantity if necessary/required.

13. OPENING OF TENDER

Tenders will be opened on the scheduled date, time in presence of the bidder or one of their authorized representatives and members of the tender committee. In case the due date for tender submission and opening of tender happens to be a holiday or the office closed due to some reason, the tender will be opened on the next working day.

14. The tender received beyond the due date and time will be liable for rejection.

- a. **Non-submission** of documents/particulars by bidders, not giving full particulars/not complying with any requirements as mentioned in above paragraphs shall be considered as incomplete and liable for rejection.
- b. The successful bidder who fails to supply the items within the time limit or as per terms and conditions, will be "**black listed**" and will be debarred to participate in future tenders of the Directorate.

15. Canvassing in any form is strictly prohibited and the tender(s) submitted by bidder(s) who to resort to canvassing will be liable for rejection.

16. PAYMENT SYSTEM

- a. The payment will be made after successful completion of the supplying good

condition as per specification in tender. The payment of money payable to contractor will be through the Cheque **(A/C payee only)/ NEFT/RTGS**. The remittance charges shall be borne by the bidder where applicable.

- b. Payment will be made only after receipt of the articles as per specification, demonstration and receipt of the bills with stock entry certificate by receiving officer.
- c. No payment will be effected against LR/RR or through bank for the consignment.
- d. The final payment may be made subject to the availability of fund.

17. DELIVERY PERIOD

The supply of seed certification materials should be completed within 15 (Fifteen) days or as per supply order. Any supply after the expiry of delivery period is to be authenticated by the Director.

18. The undersigned reserves the right to accept or reject any or the entire tender papers without assigning any reason thereof.

19. The authority shall not be held responsible for any postal delay and incidental expenses will not be allowed.

20. Sub-Contracting

No subcontracting will be entertained and if noticed action will be initiated for cancellation of supply order issued, and EMD/Security deposit will be forfeited as the case may be.

Sd./-

DIRECTOR

Assam Seed & Organic Certification Agency
R. K. Mission Road, Ulubari, Guwahati -781007

TERMS & CONDITIONS

1. Rate should be quoted for each of the materials both in figure and words. Rate should be exclusive of GST but inclusive of all other charges if any.
2. GST taxes if applicable should be shown separately against each of the articles.
3. Delivery should be made in for office hours.
4. Sample of different kind of articles must be accompanying the quotation.
5. Any quotation without EMD or without the aforesaid documents & sample of articles will be rejected outright.
6. Rate once accepted will be remained valid for 1(one) year. However the validity may be extended if required by the Director, ASOCA.
7. The Agency is not bound to accept the lowest quotation and reserve the right to reject any or all quotation without assigning any reason thereof. Moreover, the authority has the right for accepting of the quoted items depending on the quality of the products.

DECLARATION BY THE BIDDER

I have read and understand the Tender Terms and Condition relevant to tender Bid reference No.....Dated and I have submitted the Bid in accordance with the terms and condition of the above referred notification and tender documents.

The information furnished in the Bid are true and factual and I clearly understand that our tender is liable for rejection, if any information furnished is found to be not true and not factual at any point of time department will have right to initiate action deemed fit.

Place:.....

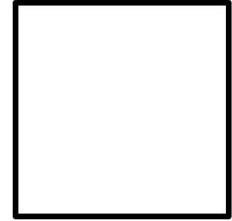
Date:.....

Seal and Signature of the Bidder

TENDER FORM (Financial Bid)

To,

THE DIRECTOR, ASSAM SEED & ORGANIC CERTIFICATION AGENCY
(ASOCA), GUWAHATI



Tender for supply of seed certification materials during 2023-24.

I/We hereby tender for the supply of the seed certification materials at the under mentioned price(s) against schedule.

Item No.	Class/ Description of materials / articles with make & model	Rate (Rs.)	Quantity (nos.)	Total price without GST (Rs.)	GST (Rs.)	Total price including GST (Rs.)	Remarks
1	2	3	4	5	6	7	8
2							
3							
4							

Seal and Signature of Bidder

Primary Criteria for rejection of Bid (To be filled by authority)

Sl. No	Particulars	Remarks
1.	Court fees of Rs. 8.25	
2.	EMD Amount	
3.	Validity of EMD (3months)	
4.	Self declaration	
5.	Self attested photo copy of up to date GST clearance certificate.	
6.	PAN (Self Attested)	
7.	Farm Registration	
8.	Authorization certificate of the concerned company in original.	
9.	Signature of Bidder in each tender paper	
10.	Conformity with specification.	
11.	Sample of each quoted items	
12.	Passport size photo.	
13.	Valid proofs of any order received, work completion from various Govt./ Semi Govt./PSU.	
14.	Self attest in each documents by the Bidder.	

ANNEXURE- 'A'

SPECIFICATION OF SEED CERTIFICATION MATERIALS (Both Foundation & Certified), ASOCA.

Specifications for Tags

I.

Sr No.	Tag & Material Required Specification		No of units required
1	a) Tag Size	150mmX75mm	7 lakhs
	b) Tag colour:	Satin Blue	
	c) Paper Quality & Thickness:	Printing and Supply of Seed Certification tags with colour (#d6f3fe) of 150 mm X 75 mm size with Satin Blue and Black colour printing & perforation along with emblem. The material should be made up of thermally bonded high-density polythene fibres and it should be highly tear and water resistant, Chemical resistant. The material should be minimum 55 GSM and thickness of about 160 micron like 1056D.	
	d) Colour of letters to be printed	Black	
	e) Colour of serial number to be printed	Red	
	f) Logo Dimension	1.35 X 1.35 cm	

II.

Sr No.	Tag & Material Required Specification		No of units required
1	2	3	4
	a) Size:	150mmX75mm	1 lakhs
	b) Tag colour:	White	
	c) Paper Quality & Thickness:	Printing and Supply of White Seed Certification tags of 150 mm X 75 mm size with Black Colour printing & perforation along with certification agency logo. The material should be made up of thermally bonded high-density polythene fibres and it should be highly tear and water resistant, chemical resistant. The material should be minimum of 55 GSM and thickness of about 160 microns like 1056 D	
	d) Colour of letters to be printed	Black	
	e) Colour of serial number to be printed	Red	
	f) Logo Dimension	1.35 X 1.35 cm	

ANNEXURE 'B'

Quantity and Delivery Schedule

Sl. No.	Tags	Nos. of Quantity	Delivery Location & Schedule
1	Foundation Tag (White)	1.0 Lakh	Directorate of ASOCA, R. K. Mission Road, Ulubari, Ghy-7 (Any working days between 11A.M.—3P.M.)
2	Certified Tag (Satin Blue)	7.0 Lakh	