

# **TENDER DOCUMENTS ALONGWITH SPECIFICATION AND DETAILED TERMS & CONDITIONS**

**TENDER NOTICE No. ASSCA/T-10/Pt-2/2019-20/21**

**Name of Work : Purchase of Seed Certification Materials for the Year-2020-21**



**ASSAMSTATE SEED CERTIFICATION AGENCY**

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

# **ASSAM STATE SEED CERTIFICATION AGENCY**

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

E-mail : dirassca@yahoo.com.

No. ASSCA/T-10/Pt-2/2019-20/21

Dtd. 21-05-2020

Sealed tender affixing court fees of Rs.8.25 (Rupees eight and twenty five) only non refundable are invited by the Director, Assam State Seed Certification Agency, R. K. Mission Road, Ulubari, Guwahati-781007 for purchase of Seed Certification Materials. The Tenders shall be received up to seven days after publication of this advertisement. The tender paper can be downloaded from the **Website –<http://www.assca.assam.gov.in>**-.The downloaded tender paper should be submitted along with the cost of tender paper.

Sd./-

**DIRECTOR**

Assam State Seed 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 office of the Director, Assam State Seed Certification Agency (ASSCA) 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 favour of “Director, ASSCA , payable at Guwahati).The Tender paper can be downloaded from the Website – <https://assca.assam.gov.in/> tender .The downloaded tender documents on submission should be accompanied with a Demand Draft for Rs.500/- (Rupees five hundred ) only drawn in favour of “Director, ASSCA , payable Guwahati.

### **2. E.M.D**

The bidder shall deposit the EMD amount Rs.10,000/-(Ten thousand) in the shape of Bank Draft drawn in favour of Director, ASSCA, payable at Guwahati. The E.M.D of unsuccessful bidder will be refunded within 10 (ten) days from the date of finalisation of tender on request.

### **3. SECURITY DEPOSIT**

a) Successful bidder has to deposit 5% of the total amount of orders value as Security Money within 15 (Fifteen) days of receipt of supply order. After furnishing the Security Deposit, the order placed will be considered as valid and supply should be completed within the specified time/ as per the purchase order. The security deposit will be released to the bidder after expiry of at least one year from the date of completion of the supply. The Director reserves the right to forfeit the security money if the items supplied by the supplier is found to be substandard and not as per specification and violation of terms and conditions of tender. The bidder shall not be entitled to claim for any interest against the security deposit.

b) The E.M.D of successful bidder (herein after refer to as the contractor) will be refunded only after deposit of security money.

c) If the contractor does not furnish the amount of security deposit within a period of 15 days from the date of qualifying his Bid submitted, the E.M.D shall be forfeited in respect of items for which order placed.

#### **4. VALIDITY OF TENDER**

a) All the Tenders & rates shall remain valid up to one year from the date of approval. However the validity may be extended if required by Director, ASSCA.

b) No extension of time shall be allowed under any circumstance during the process of tendering, unless and otherwise specifically extended by the Director, ASSCA.

#### **5. 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 therein 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 7 (seven) days of the opening bid to the Director, Assam State Seed Certification Agency, Guwahati.

#### **6. 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 State Seed Certification Agency, Guwahati withdraw the invitation to tender without notice and without assigning any reason what-so-ever.

#### **7. 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.**

**i)** 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.

**ii)** EMD amount as scheduled must be in the shape of DD (Minimum 3 months validity).

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.

**iii)** A Self declaration should be submitted in the technical bid that “I have never been black listed by any State Govt/Central Govt. or any State/Central Govt. PSU or any such type of corporate body of high repute ”

**iv)** 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”

**v)** Self attested Photocopy of up to date GST clearance certificate from the authority concerned.

**vi)** Copy of money receipt in support of purchase of tender paper from office or DD in case downloaded tender paper.

**vii)** Self attested Photocopy of the PAN card.

viii) Self attested Photo copy of the valid deed of partnership and certificate of registrations as a Firm / Society/ or certificate of incorporation if any.

ix) Authorisation certificate of the concerned company in original to sell for the above items.

x) Valid proofs of any orders received from various Govt. / Semi Govt. / PSU for supply of the same. 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.

xi) Price Approval of DGS&D if any.

x) Valid Trade Licence in Assam.

## **8. SUBMISSION OF SAMPLES**

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

2 Nos. ( two numbers) specimen tags of each class i.e. Foundation (White) Certified (Azure Blue).

## **9. PRICE/ FINANCIAL BID**

The bidders are to quote the offer price only in the scheduled format mentioned with 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 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.

## **10. OFFER PRICE**

a) The rate should be offered for the unit as specified in the tender schedule. The price 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 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.

## **11. VALIDITY OF OFFER PRICE**

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

## **12. SPECIFICATIONS**

The detail specification of the seed certification materials has been mentioned in the Annexure –A which should be strictly adhered to failing which the tender will not be taken into consideration.

## **13. 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 ASSCA reserves the right to increase or decrease the quantity if required.

#### **14. 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 opening and submission happens to be a holiday or the office closed due to some reason, the tender will be opened on the next working day.

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

**15. I.** 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.

II. 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.

**16.** 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.

#### **17. PAYMENT SYSTEM**

The payment will be made after successful completion of the supply in good condition as per specification in tender. In case of payment of money payable to contractor will be through the Cheque (A/C payee) . If payment is to made through Bank draft, the remittance charges shall be borne by the bidder.

i) 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.

ii) No payment will be effected against LR/RR or through bank for the consignment.

iii) The final payment may be made subject to the availability of fund.



**18. DELIVERY PERIOD**

The supply of seed certification materials should be completed within 30(thirty) days or as per supply order. Any supply after the expiry of delivery period is to be authenticated by the Director.

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

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

Sd./-  
DIRECTOR  
ASSAM STATE SEED CERTIFICATION AGENCY  
R. K. MISSION ROAD, ULUBARI, GUWAHATI-7.

**Following are the terms and conditions which will given in the contract.**

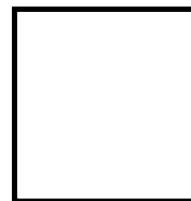
1. Rate should be quoted for each of the materials both in figure and words. Rate should be exclusive of GST but inclusive of all other charges if any.
2. GST taxes if applicable should be shown separately against each of the articles.
3. Delivery should be made in for office hours.
4. The concern party quotating rate must be registered unit in GST on which documentary/ evidence are to be submitted in-viable with the quotation.
5. Sample of different kind of articles must be accompany the quotation.
6. Any quotation without EMD or without the aforesaid documents & sample of articles will rejected outright.
7. Rate once accepted will be remained valid for 1(one) year. However the validity may be extended if required by Director, ASSCA.
8. 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 had the right for accepting of the quoted items depending on the quality of the products.

**DECLARATION BY THE BIDDER**

1. 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.
  
2. 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 Bidder



## **TENDER FORM (Financial Bid)**

To

THE DIRECTOR, ASSAM STATE SEED CERTIFICATION AGENCY (ASSCA)  
GUWAHATI

### **Tender for supply of seed certification materials during 2019-20.**

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

<b>Item No.</b>	<b>Class of Description of materials /articles with make &amp; model</b>	<b>Rate</b>	<b>Quantity</b>	<b>Total price before tax</b>	<b>Tax</b>	<b>Total price including tax</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
2							
3							
4							
5							
6							
7							
8							

**Seal and Signature of Bidder**

**Check List : (To be filled by the Bidder)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Furnished (Yes-Y/No-N)</b>	<b>Page No. in the Submitted Tender Documents</b>
1	Tender Fee		
	DD		
	Amount (Rs. 10,000/-)		
	DD with Date		
	Name of the Bank		
	If, valid Caste Certificate submitted (Rs. 5000/-)		
	Validity		
2	Name of the Items – List		
3	Duly signed hard copy of the technical Bid		
4	Duly signed Bid form and price schedule provided in the bidding documents submitted		
5	Bid validity conforming to the provisions in the Bidding		
6	Manufacturer/Company/Distributor/Dealer		
7	If Distributor/Dealer, Authorization Certificate from Manufacturer		
8	Authorization/Power of Attorney to sign		
9	Valid License for sale of the Product		
10	Name of the Manufacturer of Product		
11	Manufacturing License		
12	Conformity of the Product of Specification		
13	Product Registration (CIB) Number-Submitted		
14	Valid Trade License in Assam with validity		
	Attested copy of the PAN card & Company's TAN Card		
15	GST Registration Certificate (Attested copy)		
16	Existing Sale Centre in Assam with Address.		

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

Particulars	Remarks
i. Court fees of Rs. 8.25 (Y/N)	
ii. EMD Amount Valid for 3 (three) months.	
iii. Validity of EMD (3 months)	
iv. Self declaration	
v. Self attested photo copy of up to date GST clearance certificate.	
vi. Copy of money receipt in support of purchase of tender paper from Director, ASSCA.	
vii. PAN (Self Attested)	
viii. Farm Registration	
ix. Authorization certificate of the concerned company in original.	
x. Signature of Bidder in each tender paper	
xi. Confirmity with specification.	
xii. Trade License with validity	
xiii. Sample of each quoted items	
xiv. Passport size photo.	
xv. Valid proofs of any order received from various Govt./Semi Govt./PSU.	
xvi. Self attach in each documents by the Bidder.	
xvii. Price Approval of DGS & D (if any)	

## ANNEXURE A

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

Size	Length -15 cm Breadth 7.5 cm
Paper	<b>Front side :</b> Embedded Multi Colour Image Mark Paper with High Tear & Water Resistant: Customized Multi Colour Image Mark Logo of ASSCA should be embedded in the paper while manufacturing of the paper to enhance the security feature. Please ensure that the logo is distinctively embedded in the paper as per the approved design and should not be just printed on either side of the paper. The logo should not imprint during photo copying. <b>Back Side :</b> Logo with lamination.
Paper Quality	It shall be made of durable material such as thick paper, paper with cloth lining, wax coated paper, plastic coated paper etc.
Printing	Printing of Performa on one side.
Tag Colour	White (as per ISI-104) for foundation & Azure Blue (ISI-104) for certified.
Numbering	Series and serial nos. Should be printed legibly and clearly on left top of tag. The serial number shall be from 0000001 to 1000000 in each series.
Packing	Tags should be packed with Rubber bands containing 100 nos. Each & then be packed in bundle which contains 10 each in polythene packet. Further 10,000 (Ten Thousand) numbers of tags should be packed in plastic bags indicating the serial Number of the tags. A specimen of the printed tag should be attached on the packet of each bundle showing the serial number of tags from so. & so. .... in that bundle.
GSM Paper	150 GSM weight handmade paper
Print	Black Ink.

**ANNEXURE B**

**Quantity and Delivery Schedule**

Sl. No.	Tag	Nos. of Quantity	Delivery Location & Schedule
1	Foundation Tag (White)	1,50,000 (One Lakh Fifty Thousand)	Directorate of ASSCA, R. K. Mission Road, Ulubari, Ghy-7 (Any working days between 11 A.M.—3 P.M.)
2	Certified Tag (Azure Blue)	3,00,000 (Three Lakh)	-Do-