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**GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF FISHERIES  
ASSAM, GUWAHATI**

**SHORT NOTICE INVITING QUOTATION**

No. AF(S) 43/2018-19/10457

Dated Guwahati the 18<sup>th</sup> September 2018

Sealed quotation is hereby invited from eligible person/enterprises/firm/agencies/NGO in plain paper affixing court fees stamp of Rs 8.25 (Rupees eight and paise twenty five) only along with EMD as valid Demand Draft from any Nationalized Bank in favour of Director of Fisheries, Assam, Guwahati-16 @ 2% (Rs 12500.00) of the total estimated value for providing service in relation to (A) conduct of training of beneficiaries and farmers (B) Zonal workshops under the Department of Fisheries, Assam.

**Definition:**

- a) The purchaser is the "Director of Fisheries, Assam, Guwahati", hereinafter called "the purchaser"
- b) The Specifications, Terms & Conditions, & Other Details mentioned in this documents shall hereinafter be referred as the "bid documents"
- c) The person/enterprises/firm/agencies/NGO who is an aspirant participant to this NIQ shall hereinafter be referred as the "bidder"
- d) Unless otherwise stipulated the word "quotation", "tender" and "bid" shall have the same meaning
- e) Unless otherwise stipulated the word "quotationer", "tenderer" and "bidder" shall have the same meaning.

The quotation will be received upto **1.30 PM on 5/10/2018** and will be opened on the same day at 2.00 PM in the office of the undersigned in presence of Quotationer or their authorized representative. In the event of the specified date for the submission of bids being declared a holiday for the purchaser, the bids will be received upto the appointed time on the next working day and will be opened at the appointed time and location on the same day.

The Quotationer should submit the relevant documents in support of fulfillment of his eligibility criteria. The quotation must be delivered directly in the specified box in the Directorate of Fisheries, Assam, Guwahati or may be posted to the undersigned so that it reaches by the last date and time specified above. The undersigned will not take any responsibilities for late receipt of the quotation beyond the last date and time due to postal delay or any other reasons.

**List of Important Dates and Time**

Obtaining of tender document	To be downloaded from Official Website (fisheries.assam.gov.in).
Last date and time of submission of tender documents	05-10-2018 up to 01.30 PM
Date and time of opening of tender	05-10-2018 at 02.00 PM
Tender EMD (in Rs.) for both activity	2% (i.e. Rs 12,500/-) of total estimated cost (400000 + 225000 = 625000)

**Right to acceptance / rejection of bid:** The right of acceptance of bid rests with the Director of Fisheries, Assam who does not bind himself to accept the lowest bid and also reserves the right to reject any or all the bid(s) received without assigning any reason whatsoever. Any dispute, if arises in future, will be finalized by the Department of Fisheries, Government of Assam.



**(A) Activity - I : Training of beneficiaries/ farmers:**

- Total number of trainings: 5 (five)
- Duration of each trainings: 2 days
- Batch size i.e. no of trainees for each training: 50
- Places (zone-wise):
 

Upper Assam Zone	Majuli
Lower Assam Zone	Nalbari
Central Assam Zone	Guwahati
North Assam Zone	Dhemaji/Lakhimpur
South Assam Zone	Karimganj

• Estimated cost: **Rs 80,000.00** per batch of training totaling to **Rs 4,00,000.00**

• Model estimate:

Sl	Particulars	Unit cost (Rs)	No/ Unit	Amount (Rs.)
1	Banner	1000.00	1	1000.00
2	Training Allowance (including lumpsum travelling expenses and lodging)	500.00	50	25000.00
3	Training materials (pen, note pad, folder etc)	50.00	50	2500.00
4	Food, tea, snacks, refreshment to participant/trainees/ officials/ resource persons for 2 days	300.00	70	42000.00
5	Training arrangement	LS		8000.00
6	Miscellaneous expenditure including photography etc	LS		2500.00
<b>TOTAL</b>				<b>80000.00</b>

(Rupees eighty thousand only)

- Note:**
- (1) Total amount is inclusive of **service providers margin, tax etc**
  - (2) The **model estimate including all unit costs** mentioned above are **indicative** only, but within the approved amount of Rs 80000/- per batch.
  - (3) Based on field situation, number of interested trainees may be increased, but within the approved sanctioned amount only.

**(B) Activity - II: Zonal workshops**

- Total number of workshops: 5 (five)
- Duration of each workshops: 1 days
- Places (zone-wise):
 

Upper Assam Zone	Jorhat
Lower Assam Zone	Bongaigaon
Central Assam Zone	Guwahati
North Assam Zone	Tezpur
South Assam Zone	Silchar

- Total estimated cost: **Rs 2,25,000.00** (59000 + 43000 + 44000 + 48000 + 31000)
- Model estimate: as detailed below

Sl.	Item	1. Guwahati			2. Bongaigaon			3. Jorhat			4. Tezpur			5. Cachar					
		Unit	Rate (Rs)	Amount (Rs)	Unit	Rate (Rs)	Amount (Rs)	Unit	Rate (Rs)	Amount (Rs)	Unit	Rate (Rs)	Amount (Rs)	Unit	Rate (Rs)	Amount (Rs)			
	Number of participant =	120			80			80			100			50					
1	Venue and Hall arrangement (including hall rent) and PA system		L.S	14500		L.S	7000		L.S	7000		L.S	7000		L.S	5000			
2	Backdrop Flex Banner	1	L.S	1000	1	L.S	1000	1	L.S	1000	1	L.S	1000	1	L.S	1000			
3	Arrangement of Dias and followed by cleaning etc.		L.S	2500		L.S	2000		L.S	2000		L.S	2000		L.S	1000			
4	Felicitation to VIPs. special invitee etc. with Phulam Gamucha	10	200	2000	5	200	1000	5	200	1000	5	200	1000	5	200	1000			
5	Stationeries (Folder, khata, pen etc)	120	50	6000	80	50	4000	80	50	4000	100	50	5000	50	50	2500			
6	Refreshment	120	30	3600	80	30	2400	80	30	2400	100	30	3000	50	30	1500			
7	Packet lunch	120	180	21600	80	180	14400	80	180	14400	100	180	18000	50	180	9000			
8	Drinking water with glass		L.S	1000		L.S	1000		L.S	1000		L.S	1000		L.S	1000			
9	Still Photography		L.S	2000		L.S	2000		L.S	2000		L.S	2000		L.S	2000			
10	Transportation and movement etc		L.S	2000		L.S	6000		L.S	7000		L.S	6000		L.S	6000			
11	Misc. and unseen expenditure		L.S	2800		L.S	2200		L.S	2200		L.S	2000		L.S	1000			
<b>SUB TOTAL</b>				<b>59000</b>				<b>43000</b>				<b>44000</b>				<b>48000</b>			<b>31000</b>

**TOTAL (1+2+3+4+5) = Rs 2,25,000.00** (Rupees two lakh twenty five thousand only)

**Note:** (1) Total amount is inclusive of **service providers margin, tax etc** (2) The above estimate of a **model and indicative** only. Items of expenditure etc may be modified as per actual situation/ requirement but within the approved sanctioned amount.

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**Eligibility criteria:** The bidder(s) should fulfill following criteria

1. Tenderer/ quotationer should have registration under competent authority. (supporting documents of registration/ trade license as applicable to be furnished)
2. Should have minimum 3 years experience in conduct of similar activities. They should submit relevant documents (such as experience/ performance/ successful completion certificate etc from the authority concerned) in support of their claim.
3. Should have up-to-date GST clearance certificate, if applicable.
4. Should submit
  - Copies of PAN Card
  - Up-to-date Income tax clearance certificate (self attested copies)
  - Details of atleast 3 similar assignments executed in last 3 (three) years.
  - A copy of the NIQ duly signed by the authorized person in all pages with seal. This shall be treated as acceptance of all T&Cs by the bidder and as a part of the agreement for fulfillment of the contract.
  - Complete address, phone number, email address etc along with the tender/quotation
  - Any other and all documents relating to the T&C not specified above
5. The bidders are required to produce the original documents for verification by the Bid Evaluation Committee on the day of opening of bid, if asked for.

**General Terms and Condition:**

1. Interested bidders may download the bid document from the departmental website (fisheries.assam.gov.in). However for any related information/ technical complicity they can contact the office of the under signed during office hours on working days from the date of publication till the last date of submission of the NIQ
2. The bidder shall write **NIQ ref. number** on the top of the main envelop while submitting the tender.
3. **Financial bid should be submitted separately for Activity-I & Activity-II.** (However, would be evaluated together)
4. All the information must be submitted in English. The respective bidder shall sign on all reference, information and certificates.
5. Tax, if any, should be shown separately but should be include in the quoted rate. Evaluation will be done on the quoted rate inclusive of taxes.
6. The rate offered should be written both in figure and words (inclusive of all applicable taxes) and no crossing or overwriting shall be entertained in the Bid. In case of any discrepancy between quoted rates, the rate offered in words will be considered.
7. The bidder should quote the rate for the items including all possible expenditures such as transportation of the bidders. No extra amount, other than the estimated amount will be borne by the Department.
8. In case of same rate quoted by more than one bidder, experience in similar activity shall be taken into consideration for evaluation, subjected to fulfillment of all terms and conditions.
9. Evaluation will be done combinely for both the activities. Offered rate of all the items together (including tax) shall be considered for evaluation and not on single items.
10. For evaluation/ selection of the bidders, decision of the tender/purchase committee shall be final.
11. The undersigned reserves the right to reject incomplete tender. Conditional tenders will not be accepted. Bids not conforming to any provisions may be treated as non responsive and rejected
12. Payment terms: 100% on completion of entire allotted works. Payment will be made only after accord of FOC/ approval of fund release by the competent government authority
13. The bids shall remain valid for a period of one year (12 calenderer months) from the date of award of specified contract.
14. Necessary tax and levies, as applicable, shall be deducted from the payment as per procedure.
15. The bidder must be ready to accept required modification on the tentative job requirement as mentioned above depending on the situation and approval of the authority, which however will remain within the specified amount. Any such modifications shall be intimated/ discussed with the bidder in due course of time.
16. The training/workshop will be conducted under the supervision of concerned DFDO



17. The concerned District Fishery Development Officers or the Directorate of Fisheries, Assam or his authorized representatives shall be responsible for the following in relation to the training/workshop and accordingly intimate the service provider in advance:
  - Finalization and intimation to the trainees/participants & Resource persons
  - Preparation of detail training/workshop schedule including date & time, titles, topics/ subject/ course curriculum, duration of each class etc as the case may be
18. In accordance to the above, the service provider shall be in contact with the departmental officer concerned (to be assigned in the work order) for all arrangement.
19. Tenderer/ quotationer should complete all the trainings/ workshops within the stipulated time (preferably within November 2018) as per the schedule finalized in consultation with the departmental officer concerned. Training/ workshops completion period shall be mentioned in the formal work order.
20. The bidder is also expected to be ready to execute similar nature of works (conduct of meetings, workshops, seminars etc), if offered by the department in the coming days, within the validity period of this bid. In that case, the bidder shall be intimated in advance with details including amount allocated and a letter will be issued to submit their willingness.
21. After successful completion of the training/workshop the successful bidder shall submit bills/vouchers in triplicate along with original copies of the following **within 7 days** of completion of the training/workshop for necessary approval of payment. All these documents should be duly countersigned by the District Fishery Development Officers or the Directorate of Fisheries, Assam or his authorized representative)
  - Completion report
  - Date-wise venue-wise attendance sheet with trainee/prticipants address, signature & date, mobile no and e-mail address etc
  - Clear photographs of training/workshops (both as hard and soft copies). Hard copies should be pasted on plain white paper with proper marking for each photographs
  - Actual money receipt by the trainees with signature and date for the fixed training allowance (ref: SI 2 of the model estimate)

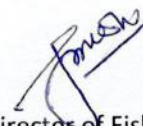
**Performance Security:-**

1. Within 3 (three) days of receipt of the notification of award by the contract, as a security for due performance of the contract, the supplier shall furnish performance security to the purchaser for an amount equivalent to 5% of the total contract value in the form of a Bank Guarantee from a reputed Nationalized Commercial Bank or in the form of any valid financial instrument with a validity for 12 months from the date of commissioning the contract. If the successful bidder, upon receipt of notification of award, fails to furnish the performance security within the stipulated time, the notification of award issued shall be automatically get withdrawn and cancelled.
2. Receipt of the performance Bank Guarantee together with acknowledgement of receipt of award from the bidder and the copy of the NIQ signed by the respective bidder will be deemed to have formed the agreement for the contract.

**Award of contract:**

- The officer inviting the bid will award the contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated price as will be accepted by competent authority. However, lowest evaluated price shall not be the sole criteria for award of contract.
- After fulfillment of criteria in the evaluation process and approval from competent authority the contract order will be issued in favour of successful bidder.

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 Director of Fisheries,  
 Assam, Guwahati



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Copy to:

- (1) The Addl Secretary to the Govt. of Assam, Fishery Deptt, Dispur for information.
- (2) The Director, Office of the Director of Information & Public Relation, Assam for information. This has a reference to the letter for advertisements vide this office letter No. AF(S) 43/2018-19/10456 dtd 18-9-2018.
- (3) The Joint Director of Fisheries, Assam, Guwahati, for information.
- (4) The Deputy Director of Fisheries (R) & DDO, Assam, Guwahati, for information
- (5) The Officer In-charge, Training, Directorate of Fisheries, Assam for information and necessary action as per the T&Cs of this NIQ.
- (6) The FAO, Directorate of Fisheries, Assam for information.
- (7) Mr B. Mazumdar, (Guwahati Correspondent), M/S Uneecops Technologies Ltd. for information with a request to upload the NIQ in downloadable format in the Departmental website (sent through e-mail).
- (8) Office Notice Board.

  
Director of Fisheries,  
Assam, Guwahati

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