

**GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF FISHERIES, ASSAM  
MEEN BHAWAN, GUWAHATI-16**

**BID DOCUMENT**

**Conducting 40 nos. (Batches) Credit Linkage and Insurance to FPG/FPO Programme towards the APART 100% financial assistance under World Bank financed in Fisheries sector for FY 2021-22 to benefit 6000 nos. participants @ 150 participants per batch during the year 2021-22.**



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

**SHORT NOTICE INVITING QUOTATION**

No. AF(S) 232 /APART/2019-20/ 1132

Dated Guwahati the 5<sup>th</sup> February, 2022

The Director of Fisheries, Assam, Guwahati invites sealed quotation from eligible service provider NGO(must registered under NITI AAYOG)/ FISHFED empanelled service provider Fishery Co-operative Societies/ Service Provider Farmers Producer Company which is having vast experience for conducting the Training/ Workshop/ Awareness on Fisheries as well as credit mobilization and having reorganization from State/ National level for fisheries activities. The Bidder should have Certificate/ Recognition from Bank or Financial Institutes for conducting such programme in Assam.

The organization should apply in plain paper affixing court fees stamp of Rs 8.25 (Rupees eight and twenty five paise) only with all relevant documents along with EMD as valid Demand Draft from any Nationalized Bank in favour of Director of Fisheries, Assam, Guwahati-16 @ 2% (1% for SC/ST/OBC/MOBC) of the total estimated value (Rs 18,00,000/) for providing service in relation to Conduct 40 Insurance & Financial support camp to Fish farmers programmes towards the FY 2021-22 to benefit minimum 6000 nos. fish farmer/Fisher/Fisher woman @ minimum 150 participants per batch. The programmes will be at the approved Fisheries clusters under 15 APART Districts.

The quotation will be received upto 2.00 PM on 21-02-2022 and will be opened on the same day at 3.00 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 , the bids will be received upto the appointed time on the next working day and will be opened on the appointed time and location on the same day. Bid Document should be upload from the website <https://fisheriesdirector.assam.gov.in> from 07-02-2022 and a non-refundable fee in the form of Demand Draft from any Nationalized Bank/Scheduled Bank payable at Guwahati in favour of “**Director of Fisheries, Assam, Guwahati-16**” at the cost of Rs. 600/- (Rupees Six hundred only) should be enclosed along with the duly fill-up Bid document. .However, for any related information, one can contact the office the undersigned during office hours on working days from the date of publication till last date of submission of the NIQ during office hours.

Sd/-

Director of Fisheries,  
Assam, Guwahati

List of Important dates	
Obtaining of tender document	Directorate of Fisheries, Assam, Birubari-16
Last date and time of submission of tender documents	21/02/2022 up to 02.00 PM
Date and time of opening of tender	21/02/2022 at 03.00 PM
Tender EMD (in Rs.)	2% of total estimated cost (1% for ST, SC & OBC)

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.

The estimate for the programme (each) is earmarked as follows

- (1) Total nos. of participant in each programme: 150 Nos.
- (2) Total estimated amount for each programme : Rs.45,000/-

Sl. No.	Particulars	Quantity	Day	Rate (Rs)	Amount (Rs)
1	Hall arrangement including two banners	1	1	5000.00	5000.00
2	Hiring of Chairs	150	1	5.00	750.00
3	PA system	1	1	3000.00	3000.00
4	Stationary (Pad, Pen, etc to Participants)	150	1	20.00	3000.00
5	Tea & snacks	150	1	30.00	4500.00
6	Lunch	150	1	150.00	22,500.00
7	Local Transportation for arranging the programme	1	1	2000.00	2000.00
8	Honorarium to resource person	2	1	1000.00	2000.00
9	Others (Miscellaneous)	1	1	2250.00	2250.00
Total		<b>Rs. 45,000.00</b> (Rupees Forty Five Thousand only)			

Total batch=**40**

Total expenditure= Rs(40 x 45,000.00) =**Rs.18,00,000.00**  
(Rupees Eighteen Lakh 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
- (3) Based on field situation, number of interested trainees may be increased, but within the approved sanctioned amount only.

## 1. General Terms and Conditions

- a) All the information must be submitted in English. The respective bidder shall sign on all reference, information and certificates etc.
- b) The organization should be service provider NGO(must registered under NITI AAYOG)/ FISHFED empanelled service provider Fishery Co-operative Societies/ Service Provider Farmers Producer Company which is having vast experience for conducting the Training/ Workshop/ Awareness on Fisheries as well as credit mobilization and having reorganization from State/ National level for fisheries activities.
- c) Should have Certificate/ Recognition from Bank or Financial Institutes for conducting such programme in Assam.
- d) Tax, if any, should be shown separately but should be included in the quoted rate. Evaluation will be done on the quoted rate inclusive of taxes.
- e) 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.
- f) The bidder should quote the rate for the items including all possible expenditures such as transportation, distribution etc. No extra amount, other than the estimated amount will be borne by the Department.
- g) The Quotationer must submit following documents along with the quotation :
  - i. GST Registration certificate
  - ii. Up to date valid Registraion
  - iii. PAN card and Bank details
  - iv. Experience Certificate.
  - v. Up-to date Income Tax Certificate
- h) In case of same rate quoted by more than one bidder, experience in similar activity shall be taken into consideration for evaluation, subject to fulfillment of all terms and conditions.
- i) 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.
- j) The program will be conducted under the supervision of concerned DFDO/ Branch Officer/ Nodal Officer / TEF/ ECF.
- k) 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 programme and accordingly intimate the service provider in advance:
  - Finalization and intimation to the trainees/participants & Resource persons
  - Preparation of detail programme schedule including date & time, titles, topics/ subject/ course curriculum, duration of each class etc as the case may be.
- l) 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
- m) The programme will be imparted at least 25% of invited resource persons from competent institutions, organisations or agency etc. Tenderer/ quotationer should complete all the program within the stipulated time of two months from the date of issue of order as per the schedule finalized in consultation with the departmental officer concerned.

- n) After successful completion of the programme the successful bidder shall submit bills/vouchers in triplicate along with original copies of the following within 15 days of completion of the program for necessary approval of payment.
- o) 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/participants address, signature & date, mobile no and e-mail address etc. duly countersigned by DFDO or his representative.
  - Agenda of Programme with detail about resource person , Details one page report from Dept End ,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 and signature by Dept end.

**2. Evaluation of Quotation:**

- a) The Authority shall evaluate and compare the Quotations determined to be substantially responsive, i.e. which,
  - i. are properly signed and sealed;
  - ii. have submitted the required documents and meet the criteria specified as indicated at Annex-I

**3. Award of Contract:**

- a) The Authority 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.
- b) Notwithstanding the above, the Authority reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- c) The bidder whose bid is accepted will be notified of the award of the contract by the Authority prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the order.

**4. Performance Security:**

- a) Within 5 days of receiving letter of acceptance, the successful bidder shall submit the Performance Security in the form of either a Deposit at Call or a Bank Draft from any Nationalised Bank, drawn in favour of "**The Director of Fisheries, Assam, Meen Bhawan, Guwahati-781016**" for an amount equivalent to 5% of the offered price.
- b) The Performance Security furnished by the successful bidder will be retained by the DoF, Assam up to 60 days from the date completion of the programme. The Performance Security instrument 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 stipulated period shall constitute sufficient ground for annulment of award and the Director of Fisheries may award the contract to the next lowest evaluated bidder.

**5. Payments:**

Upon satisfactory completion of Programme and subsequent approval by the Director of Fisheries, payment shall be initiated against the programme conducted. The payment shall be made only through electronic means after receiving the sanction and FLO from ARIAS Society.

**6. QUOTED PRICE**

- a) Corrections of the quoted rate, if any, shall be made by crossing out, re writing, initialing and dating.
- b) All duties, taxes and other levies payable under the contract shall be shown separately.

- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment/ modification on any account.
  - d) The Prices should be quoted in Indian Rupees only.
7. **Validity of Quotations:** Quotation shall remain valid for a period of 1 Years after the deadline date specified for submission.
8. **DELAY IN DELIVERY**
- a) In case there is delay in delivery beyond the stipulated period, there shall be reduction in price @ 0.5% of the value of delayed service per week of delay subject to a maximum of 10% of the total order value.
  - b) Once the maximum price reduction is reached, termination of the contract may be considered.
9. You are requested to provide your offer latest by **14.00** hours on **21<sup>st</sup> February, 2022**.
10. Notwithstanding the above, the Director of Fisheries, Assam reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract
11. We look forward for receiving your quotations and thank you for your interest in this project.

Sd/-  
Director of Fisheries, Assam  
Meen Bhawan, Guwahati

**Annex- I**  
**Format of Technical Proposal**

*(This Form must be submitted only using the Agency's Official Letterhead)*

To,  
The Director of Fisheries, Assam  
Meen Bhawan, Guwahati-16

I/We am/are submitting hereunder the Technical Quote in response to your Request for Quotations (RFQ) No. .... dated ....., 2020 for conducting the Credit Linkage and Insurance to FPG/FPO Programme towards the APART 100% financial assistance under World Bank financed in Fisheries sector for FY 2021-22 under APART' as envisaged in the Quotation. I/We have thoroughly read and understood all the terms and conditions as contained in the Quotation and agree to abide by them. My/Our quoted rates are indicated separately in the Financial Proposal (as per format at Annex-II).

**(A) Document/information to be submitted by the Bidder:**

Sl.	Information required	Documents to be submitted as proof with the Quotation in chronological order.	Bidder Comments
1.	The organization is registered under.....	Declaration on the letterhead about the status of the organisation.	At Appendix-.....
2.	Name of the President/ Secretary(s), Address Tel./ Mobile no. and E-mail id	Declaration in the letter head of the bidder	At Appendix-.....
3.	The Bidder should not have been blacklisted by any State/Central Govt. office/PSU.	Declaration in the letter head of the bidder	At Appendix-.....
4.	Experience Certificate/ Recognition	Details of the company/ organisation	At Appendix-.....
5.	PAN no.	Self attested copy of PAN	At Appendix-.....
6.	GST no.	Self attested copy of GST	At Appendix-.....
7.	Tax payment	Self attested copy of Tax payment	At Appendix-.....

*Note: The bidders shall have to provide information/document and indicate the same in the column 'Bidder's Comment'. The supporting documents/pages should be arranged as per the information sought.*

**Declaration:**

- a) I/We have read and understood the detailed terms & conditions mentioned in the quotation and shall abide by it in case being invited for the award of contract.
- b) It is hereby declared that particulars furnished above are true and correct as per my/our knowledge and belief. In the event of any particulars are found to be false, I/We shall be liable to such consequences/lawful actions as the Directorate of Fisheries, Assam wish to take.

Date:

Yours faithfully  
(Signature.....)  
(Address with contact Mobile No.)

**Annex- II**  
Format for submission of Financial Proposal  
*(This Form must be submitted only using the Agency's Official Letterhead)*

To,

**The Director of Fisheries, Assam**

**Meen Bhawan, Guwahati-16**

Sir,

I/We am/are submitting hereunder the Financial Quote in response to your Request for Quotations no. .... dated ....., 2022 for conducting 40nos of Credit Linkage Programme under APART for the Yr. 2021-22. I/We have thoroughly read and understood all the terms and conditions as contained in the RFQ and agree to abide by them.

Template to provide financial quotation for the assignment

No	Items	Rate	Quantity	Amount

Total amount (in Rs.)

Total amount (in words)

Note: Lowest bidder shall be decided on the amount quoted **inclusive** of GST, TDS and other taxes as applicable.

Yours faithfully,

Date:

(Signature)

Place

(Address with contact Mobile No.)