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GOVERNMENT OF ASSAM

BIDDING DOCUMENT

For Retender

For the activities as service provider: (A) Conduct of Training and visit of farmers (B) Awareness programme in 26 districts and (C) Six zonal workshops under

RKVY-RAFTAAR, 2019-20



**OFFICE OF THE DIRECTOR OF FISHERIES
ASSAM, GUWAHATI-16**

Phone- 0361-2545104; Email: dirfishassam2019@gmail.com
Departmental Website: "https://fisheriesdirector.assam.gov.in"

GOVERNMENT OF ASSAM
DIRECTORATE OF FISHERIES
ASSAM, GUWAHATI-16

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For the following activities as service provider: (A) Conduct of Training and visit of farmers
(B) Awareness programme in 26 districts and (C) Six zonal workshops under
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SECTION - I

Invitation for Bid/ Notice Inviting Quotation (IFB/NIQ)

PRESS NOTICE

Sealed Quotations in plain paper/letter pad are re-invited by the undersigned from eligible person/enterprises/firm/agencies/registered society/NGO affixing non refundable court fee stamp of Rs. 8.25 (Rupees Eight and paisa twenty five) only for the following activities as service provider. Details of bidder/firm i.e., proper address, email id and whats-app mobile number etc. has to be printed on the quotation. The last date of submission of bid/quotation at the office of the undersigned is 20th August, 2020 up to 2.00 PM. The quotation will be opened on the same day at 2.30 pm where the bidders or their authorized representative may be present.

Name of the activity	Activity Summary	Estimated value (Rs)
(A) Conduct of Training and visit of farmers	(i) 25 nos. of trainee in one batch for 2 days programme (ii) Total 50 nos (batches) of programme throughout the State	Total Expenditure: (50*27,500)=Rs.13,75,000.00 (Thirteen lakh Seventy Five Thousand
(B) Awareness programme 26 districts	(i) 100 nos of participants in one batch for 1 day awareness programme (ii) Total 26 nos (batches) of programme throughout the State	Total Expenditure: (26*40,000)=Rs.10,40,000.00 (Ten lakhs Forty Thousand:
(C) 6(Six) zonal workshops	i) 100 nos of participants in one batch for 1 day workshop (ii) To be conducted at, Kamrup, Morigaon, Majuli, Cachar, Bongaigaon and Guwahati.	Total Expenditure: (6*1,50,000)=Rs.9,00000.00 (Nine lakhs)
Grand Total		Rs. 33,15,000.00 (Rupees Thirty Three Lakhs Fifteen Thousand) only

The Cost of Bid Document is Rs. 1000.00(Rupees One Thousand) only in the form of bank draft and EMD is Rs.66,300.00 in case of General Caste and Rs. 33,150.00 in case of SC/ST/OBC/MOBC bidder.

Intending bidders have to download the Bidding document from the website “<https://fisheriesdirector.assam.gov.in>” of the Deptt. of Fisheries, Assam from 5th August, 2020 up to 2.00 PM on 20th August, 2020.

Director of Fisheries
Assam, Guwahati
Dated 3rd August, 2020

Memo No. AF(S) 344/RKVY/2019-20/
Copy to:

- (1) The Jt.Secretary to Govt. of Assam, Deptt. of Fisheries for favour of kind information.
- (2) The Director Information & Public Relation, Assam, Dispur, Guwahati-6 for information with a request to publish the press notice in two consecutive issues of at least two widely circulated news paper [one English & one Assamese daily] on or before 5th August, 2020. This has the reference to earlier Press Notice No. AF(S) 344/RKVY/2019-20/12592 dated 6th November, 2019. Encl: Soft Copy.
- (3) The Executive Engineer, Fishery Deptt. for information.
- (4) Office Notice Board.

Director of Fisheries
Assam, Guwahati

SECTION - II

INSTRUCTION TO BIDDERS
(ITB)

1. Scope of Bid

- 1.1 The Director of Fisheries, Assam, Guwahati-16 invites bids from eligible person/enterprises/firm/agencies/registered society/NGO for the three activities as detailed in the table given in Press Notice / NIQ. The bidders are requested to read the tender document carefully and ensure compliance with all specifications / instructions herein. Non-compliance with specifications / instructions in this document may disqualify the bidders from the tender exercise. The Director of Fisheries, Assam reserves the right to select or to reject any quotation wholly or partly without assigning any reason thereof. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected
- 1.2 The Successful bidder will be expected to complete the activities by the intended completion period as specified. The due date shall be intimated beforehand to the awarded bidder by the authority.
- 1.3 Throughout this bidding document, the terms 'bid', 'quotation' and 'tender' and their derivatives (bidder / quotationer / tenderer, bid / quotation / tender, bidding / quoting / tendering, etc.) are synonymous.
- 1.4 The successful bidder after award of the contract will be termed as service provider.

2. Source of Funds:

The Director of Fisheries, Assam, Guwahati is going to procure the supply work under RKVY (Rashtriya Krishi Vikash Yojana).

3. One Bid per Bidder

- 3.1 Each bidder shall submit only one bid for one package. A bidder who submits or participates in more than one Bid will cause all the proposals with the Bidder's participation to be disqualified.

4. Cost of Bidding

- 4.1 The bidder shall bear all costs associated with the preparation and submission of this Bid, and The Director of Fisheries, Assam, Guwahati will in no case is responsible and liable for those costs. No Bidder shall be entitled to claim any expenses /charges incurred by him or incidental therein in connection with submission of Bid. The bidders has to submit the tender fee/cost of bid document and EMD as detailed in cl.19.6

5. Clarification of Bidding Documents

- 5.1 A prospective bidder requiring any clarification of the bidding documents may contact the office of the undersigned during office hours before last date of submission of the bids.

6. Amendment of Bidding Documents

- 6.1 Before the deadline for submission of bids, The Director of Fisheries, Assam, Guwahati may modify the bidding documents by issuing addenda.
- 6.2 Any addendum thus issued shall be a part of the bidding documents and shall be published in the website as information to all the purchasers of the bidding documents. The Director of Fisheries, Assam, and Guwahati will assume no responsibility for not viewing the website by the bidders.
- 6.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, The Director of Fisheries, Assam, Guwahati may, at his discretion, extend as necessary the deadline for submission of bids, in accordance with Sub – Clause 14.2 below.
- 6.4 All amendments issued will be published on the website – “<https://fisheriesdirector.assam.gov.in>”. It is the prerogative of the contractors

to visit the aforementioned site for corrigendum, addendum and amendment notices.

These notices have to be read in conjunction with the tender document and have to be signed and submitted manually along with the bid.

7. Language of the Bid

All documents relating to the bid shall be in the English Language.

8. Documents Comprising Bid

8.1 The bid to be submitted by the bidder shall include the following:

- i) Duly signed Bid document (should be signed on each & every pages)
- ii) Cost of Bid Document and EMD/Bid Security in the form specified in Clause 11
- ii) Qualification Information, supporting documents, Certificates, undertaking as specified. (should be signed on each & every pages)
- iii) Undertaking that the bid shall remain valid for the period specified in Clause 10.1
- iv) Form of Bid/Quotation (neatly filled and signed).

9. Currencies of Bid and Payment

9.1 The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees. All payments shall be made in Indian Rupees.

10. Bid Validity

10.1 Bids shall remain valid for a period not less than **180 days** after the deadline date for bid submission specified in Clause 14. A bid valid for a shorter period shall be rejected by The Director of Fisheries, Assam, Guwahati as non-responsive. In case of discrepancy in bid validity period between that given in the undertaking pursuant to Clause 10 and undertaking submitted by the bidder, the later shall be deemed to stand corrected in accordance with the former and the bidder has to provide for any additional security that is required.

10.2 In exceptional circumstances, prior to expiry of the original time limit, the Director of Fisheries, Assam, Guwahati may request that the bidders may extend the period of validity for a specified additional period. The request and the bidder's responses shall be made in writing. A bidder may refuse the request without forfeiting his bid security. A bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of his bid security for a period of the extension, and in compliance with Clause 11 in all respects.

10.3 Deleted.

10.4 Bid evaluation will be based on the bid prices without taking into consideration the above correction.

11. Bid Security/EMD

11.1 The Bidder shall furnish, as part of his Bid, a Bid Security in the amount as shown in the Table of NIQ for this particular work. The bid security shall be in favour of the **Director of Fisheries, Assam, Guwahati**, payable at Guwahati in the following forms:

- a) Fixed Deposit Receipt/TDR/Draft/Banker's cheque issued by any Nationalized /Schedule Indian Bank.

(Bid security for bidders under SC/ ST/OBC/ MOBC categories will be half of the Bid security specified for Gen caste).

11.2 Bid Security issued as security for the bid shall valid for 45 days beyond the initial validity of the bid.

- 11.3 Any bid not accompanied by an acceptable Bid Security and not secured as indicated in Sub-Clause 11.1 and Sub Clause 11.2 above shall be rejected by the Director of Fisheries, Assam, Guwahati as non-responsive.
- 11.4 Unless there is any challenge on the bid/ bid process in any court of law, the Bid Security of unsuccessful bidders will be returned within 28 days of the end of the validity period specified in Sub clause 10.1.
- 11.5 The Bid Security of the Successful Bidder will be discharged when the bidder has signed the Agreement and furnished the Performance Security.
- 11.6 The Bid Security/EMD may be forfeited
 - a) If the Bidder withdraws the Bid after Bid opening during the period of Bid Validity, or
 - b) If the Bidder does not accept the correction of the Bid Price, pursuant to Clause 18, or
 - c) In the case of a successful Bidder, if the Bidder fails within the specified time limit to:
 - i) Sign the Agreement; or
 - ii) Furnish the required Performance security.

12. Format and Signing of Bid

- 12.1 Deleted.
- 12.2 The bid shall be typed or written in indelible ink and all the pages shall be signed by the bidder/person duly authorized to sign on behalf of the Bidder, pursuant to Sub-Clause 19.6. All the pages of the bid document, certificate furnished in support of qualification information and others must also be signed by the bidder/authorised person. Any pages of the bid where entries or amendments have been made shall also be initialed by bidder/authorised person signing the bid.
- 12.3 The Bid shall contain no alterations or additions, except those to comply with instructions issued by The Director of Fisheries, Assam, Guwahati, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialized by the person or persons signing the bid.

13. A) SUBMISSION OF BID:

- 13.1 Bid document along with all necessary documents should be submitted with signature of the Bidder on each page and should be in a sealed envelope. 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.
- 13.2 The rate offered should be written both in figure and words and no crossing or overwriting shall be entertained in the Bid. Bidder should submit their rate in the Form of Bid enclosed with bid document. In case of any discrepancy between quoted rates, the rate offered in word will be considered.
- 13.3 deleted
- 13.4 The Bidder is required to quote a firm offer in the price Bid (Form of Bid) and BOQ, inclusive of all prevailing taxes, including GST, duties, cess, and any other tax etc as applicable for the assignment.
- 13.5 In case of any Bid where unit rate of any item/items appear unrealistic such Bid will be considered as unbalanced and in case the Bidder is unable to provide satisfactory explanation such a Bid is liable to be disqualified and rejected.
- 13.6 deleted
- 13.7 deleted

B) Sealing and Marking of Bids

- 13.8 The Bidder shall seal the hard copy of the Bid in envelope
- 13.9 Bid to be opened on date&time as specified in NIQ.
The contents of Bid will be as specified in Clause 8.1
- 13.10 The envelopes containing the Bid shall
 - b) Be addressed to The Director of Fisheries, Assam, Guwahati.
 - c) Bear the identification, i.e., “NIT reference”, “name of work” and “package no.” etc.

- 13.11 In addition to the identification required in Sub-Clause 13.1, the envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late, and if the Evaluation Committee declares the Bid as non-responsive pursuant to Clause 17.
- 13.12 If the outer envelope is not sealed and marked as above, The Director of Fisheries, Assam, Guwahati will assume no responsibility for the misplacement or premature opening of the bid.
- 13.13 Any document, if found not readable / illegible will not be considered for evaluation & summarily rejected.

14. Deadline for Submission of Bids

- 14.1 Complete Bids must be received by The Director of Fisheries, Assam, Guwahati at the address specified above not later than the date&time indicated in IFB/N.I.Q. In the event of the specified date for the submission of bids declared as holiday on the date of receipt of the bids as specified the bids will be received and opened on the next working day at the same time and venue
- 14.2 The Director of Fisheries, Assam, and Guwahati may extend the deadline for submission of bids by issuing an amendment in accordance with Clause 6, in which case all rights and obligations of The Director of Fisheries, Assam, Guwahati and the Bidders previously subject to original deadline will then be subject to the new deadline.

15. Late Bids

- 15.1 Any Bid received late by The Director of Fisheries, Assam, Guwahati after the deadline prescribed in Clause 14 will be returned unopened to the bidder.

16. deleted

17. Bid Opening

- 17.1 The Tender Committee will open all the Bids received (except those received late), in the presence of the Bidders or their representatives who choose to attend at time, date and the place specified in N.I.T in the manner specified in Clause 24 and 17.3. In the event of specified date of Bid opening being declared a holiday on the date of receipt of the bids as specified the bids will be received and opened on the next working day at the same time and venue.
- 17.2 deleted
- 17.3 The envelope containing the Bid shall be opened. The inner envelope marked, "Cost of Bidding Document downloaded from internet" will be opened first and if the cost of the Bidding document is not there or incomplete, the remaining bid documents will not be opened and bid will be rejected. The amount, form and validity of the Bid security furnished with each bid will be announced. If the bid security furnished does not conform to the amount and validity period as specified in the Invitation for Bid, and has not been furnished in the form specified in Clause 11, the remaining bid will be returned to the bidder.
- 17.4 i) Subject to confirmation of the bid security by the issuing Bank, the bid accompanied with valid bid security will be taken up for evaluation with respect to the Qualification Information and other information furnished in Part I, if the bid pursuant to Clause 8.1.
- ii) Deleted
- iii) Deleted
- iv) The Tender Committee will finalize the list of responsive bidders, whose quoted rates are eligible for consideration.
- 17.5 deleted
- 17.6 At the time of opening of Bid, the names of Bidders responsive in accordance with clause 17.4 (iv) of ITB their quoted rate/amount will be announced.

18. Correction of Errors

- 18.1 The bids determined to be substantially responsive will be checked by The Tender Committee for any arithmetic errors. Errors will be corrected as follows:
- i) Where there is a discrepancy between the rates in figures and in words, the rate in words will govern; and
 - ii) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
 - (iii) In case of any variance between the amount quoted in the form of Bid (FOB) and the total amount of Bill of quantity (BOQ), the FOB amount will be discarded and the BOQ amount will be taken as the Bid Price, irrespective of the BOQ amount being higher or lower than the FOB amount.
- 18.2 The amount stated in the bid will be corrected by The Tender Committee in accordance with the above procedure and the bid amount adjusted with the concurrence of the Bidder in the following manner:
- i) If the Bid price increases as a result of this correction, the amount as stated in the bid will be the 'bid price' and the increase will be treated as rebate;
 - ii) If the Bid price decreases as a result of this correction, the decreased amount as stated in the bid will be the 'bid price'.
- Such adjusted bid price shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount the Bid will be rejected, and the Bid security may be forfeited in accordance with Sub-Clause 11.6 (b).

19. Terms & Condition:

- 19.1. The bidder should be a eligible person/enterprises/firm/agencies/registered society/NGO
- 19.2 No bid/quotation will be accepted after the stipulated date and time as mentioned.
- 19.3 The proposed supply work may be increased as per need of this office and no payment will be considered against incomplete work and found not satisfactory by this office
- 19.4 The undersigned reserves the right to accept or to reject any or all the bid/quotation without assigning any reasons whatsoever and he does not bind himself to accept the lowest bid.
- 19.5 All taxes including GST, duties, cess, levies or any other tax required in connection with the work payable by the Bidder under the contract, or for any other cause shall be included in the rates, prices submitted by the Bidder. No extra amount will be borne by the Department
- 19.6 The bidders will have to furnish the following with the tender:
- i) One copy of passport size photographs of the bidder
 - ii) Court Fee stamp of Rs.8.25.
 - iii) Copy of authentic certificate of registration/MoA/article of Association etc.
 - iv) The bidder/bidders submitting tenders in the name of a partnership firm/manufacturer/company will have to submit a copy of Notarized Power of Attorney.
 - v) Cost of Bid Document which must be in the form of Demand Draft from any Nationalised bank/Regional/Scheduled Indian bank payable at Guwahati in favour of "**Director of Fisheries, Assam, Guwahati-16**"
 - vi) EMD/Bid Security which must be in the form of Bank Draft/Banker's Cheque/FDR/TDR from any Nationalized/Regional/Scheduled bank payable at Guwahati in favour of "**Director of Fisheries, Assam, Guwahati-16**".
 - vii) Should have minimum 1(one) experience in conduct of similar activities within last 3 years and this financial year, 2020-21. They should submit relevant

documents such as experience/performance/successful completion certificate etc from the authority concerned.

viii) Copy of PAN. The PAN should be in the name of the firm if it is a partnership firm. The PAN should be in the name of Secretary/President in case of registered society. Other than these, the PAN should be in the name of the entity.

ix) Copy of GST registration. The GST should be in the name of the firm if it is a partnership firm. The GST should be in the name of Secretary/President in case of registered society. Other than these, the GST should be in the name of the entity.

x) Bid validity undertaking that the bid shall remain valid for a period of 180 days after the deadline date for bid submission specified in Clause 10.

xi) Copy of Income tax return for the financial years 2016-17, 2017-18 and 2018-19

xii) Bank Details like A/C number, IFSCode, to be submitted in the prescribed format given in this bid document.

xiii) A declaration that the bidder has not been blacklisted/banned by any Government Agencies /Govt. Department /Quasi Govt. Dept /PSU /Board / Council or similar organization. If any Government Agencies/ Govt. Department /Quasi Govt. Dept/ PSU/ Board/ Council or similar organization has banned the bidder and later on lifted the ban, the fact must be clearly stated.

xiv) Any other document mentioned in this Bid Document.

19.7. Quoted Value/Rate:

- The Bidder should quote his rate in terms of Rupees only
- The Bidder is required to quote a firm offer in the price Bid (Form of Bid), and BOQ inclusive of all prevailing taxes, including GST, duties, cess, and any other tax etc as applicable for the assignment.
- No extra amount will be considered by the Department.

19.8. No claim of compensation for submission of quotation: No Bidder shall be entitled to claim any expenses /charges incurred by him or incidental therein in connection with submission of bid.

19.9. The Bidders are subjected to disqualification, if they have:

i) Made misleading or false representations in the forms, statements and attachments submitted in proof of the requirements.

ii) Record of poor performance such as abandoning the assignment, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.

iii) Indulged in unlawful means in obtaining/submitted Bids.

iv) Been black listed by the competent authority.

19.10 The successful bidder must have to complete the activities within stipulated period mentioned in the formal order from the undersigned following signing the agreement with the undersigned and deposit of Performance Security Deposits.

19.11 The performance of activities, if not found conforming as per terms and condition will invite necessary action including penalty.

19.12 The bidders are required to produce the original documents for verification by authority as and when asked for.

19.13 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.

19.14 Evaluation will be done combine for all the activities. Offered rate of all the items together (including tax) shall be considered for evaluation and not on single items

- 19.15 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 to the bidder in due course of item.
- 19.16 The training /workshop will be conducted under the supervision of concerned DFDO/ Branch Officer/Nodal Officer of RKVY.
- 19.17 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.
- 19.18 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.
- 19.19 The training will be imparted at least 25% of invited resource person from KVK, Fishery College, ICAR institutes etc. besides departmental officials and list of Resource person, faculty of Fishery College, ICAR Institutes have to be enclosed.
- 19.20 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.

20 Indicative Estimates of detail expenditure:

20.1 (A) Conduct of Training and visit of farmers

Sl	Particulars	Quantity (Unit/ No/Day)	Rate (Rs)	Amount(Rs)
1	Backdrop Banner	1	Rs.400/-	Rs.400/-
2	Training Kit(folder, pen, pad)	25	Rs.50/person	Rs.1250/-
3	Venue arrangement	2 days	Rs.2000/day	Rs.4,000/-
4	Lunch for two days (total two lunch) (Including Officials)	60 in two days	Rs.100/person	Rs.6,000/-
5	Breakfast, pre and post lunch tea during training (for two days)(two time in a day)(Including Officials)	60 in two days	Rs.20/person	Rs.1200/-
6	Drinking Water (For Two Days)	60 in two days	Rs.10/person	Rs.600/-
7	Travelling Expenses (to and fro for two days	50 in two days	Rs.100/person	Rs.5,000/-
8	Hiring of vehicle from training spot to farm visit	-	Rs. 5,000/-	Rs.5,000/-
9	Honorarium to invited resource person (Outside the Department)	2	Rs.1000/-	Rs.2,000/-
10	Photography	-	Rs. 500/-	Rs.500/-
11	Miscellaneous(including Xerox, cleaning, inauguration session, POL, board-market etc and all other relevant materials	-	Rs.1550/-	Rs.1550/-
Total Amount in a batch = Rs.27,500/- (Twenty Seven Thousand Five Hundred)only.				
Total Amount in 50 batch = 50 * 27500 = Rs. 13,75,000.00				

Total batch=50

1. There will be 25 nos of trainees in one batch for 2 days programme; the second day is absolutely for local farm visit i.e. exposure visit.
2. Total amount is inclusive of service providers margin, including GST, duties, cess, and any other tax etc as applicable for the assignment.
3. The model estimate including all unit costs mentioned above are indicative only, but within the approved amount
4. Based on field situation, number of interested trainees may be increased, but within the approved sanctioned amount only.

20.2 (B) Awareness programme 26 districts

Sl	Particulars	Quantity (Unit/No/Day)	Rate (Rs)	Amount(Rs)
1	Backdrop Banner	1	Rs.1000/-	Rs.1000/-
2	Venue arrangement including PA system	1	Rs.8000/-	Rs.8000/-
3	Participant Kit(folder, pen, pad)	100	Rs.50/person	Rs.5000/-
4	Official Kit(folder, pen, pad)	20	Rs.100/- Officer	Rs.2000/-
5	Felicitation to VIPs and relevant expenditure pertaining to inauguration programme (sarai, Zapi, etc.)	5	Rs.300/-	Rs.1500/-
6	VIP and Official refreshment	15	Rs.200/-unit	Rs.3000/-
7	Refreshment for participants	100	Rs.60/person	Rs.6000/-
8	Drinking Water	120	Rs.20/-unit	Rs.2400/-
9	Photography		Rs.2000/-	Rs.2000/-
10	Distribution of leaflet on scientific fish farming	100 copies	25/-copy	Rs.2500/-
11	Honorarium to resource persons (Outside the Department)	2	1500/RP	Rs.3000/-
12	Miscellaneous(including Xerox, cleaning, inauguration session, POL, board-market etc and all other relevant materials		Rs.3600/-	Rs.3600/-
Total:- Rs.40,000.00				(Forty thousand) only
Total Amount in 26 batch = 26 * 40000 = Rs. 10,40,000.00				

Total Batch=26

1. There will be 100 nos of participants in a 1 day awareness programme in 26 districts of Assam.
2. Total amount is inclusive of service providers margin, including GST, duties, cess, and any other tax etc as applicable for the assignment.
3. The model estimate including all unit costs mentioned above are indicative only, but within the approved amount
4. Based on field situation, number of participants may be increased, but within the approved sanctioned amount only.

20.3 (C) 6(Six) zonal workshops

Sl	Particulars	Quantity (Unit/No/Day)	Rate (Rs)	Amount(Rs)
1	Backdrop Banner and welcome banner	2	Rs.1500/-	Rs.3000/-
2	Venue arrangement including PA system and projector	1	Rs.30,000/-	Rs.30,000/-
3	Participant Kit(folder, pen, pad)	100	Rs.100/-	Rs.10,000/-
4	Official Kit(folder, pen, pad)	25	Rs.150/-	Rs.3750/-
5	Inauguration programme including flower decoration etc.		Rs.5000/-	Rs.5000/-
6	Felicitation to VIPs on inauguration programme (sarai,Zapi,etc.)	5	Rs.1000/-	Rs.5000/-
7	To and fro Travelling Expenses for participants other than host district	50	Rs 400/person	Rs.20,000/-
8	To and fro Travelling Expenses for participants of host district	50	Rs 200/person	Rs.10,000/-
9	VIP and Official refreshment	25	Rs.150/-	Rs.3750/-
10	Breakfast, pre and post lunch tea during the programme for participants (two time)	100	Rs.100/person	Rs.10,000/-
11	VIP and Official Packet Lunch	25	Rs.350/-	Rs.8750/-
12	Participants packet lunch	100	Rs.200/-	Rs.20,000/-
13	Drinking Water	150	Rs.20/-unit	Rs.3000/-
14	Photography		L.S	Rs.1500/-
15	Distribution of multicolor booklet like handbook on scientific fish farming	100 copies	Rs. 60/- copy	Rs.6,000/-
16	Honorarium to resource persons	4	Rs.1000/-	Rs.4000/-
17	Miscellaneous(including Xerox, cleaning, transportation cost , board-market etc and all other relevant materials		Rs.6250/-	Rs.6250/-
Total Rs. 1,50,000.00				(One lakh fifty thousand)only
Total Amount in 6 batch = 6 * 150000 = Rs. 9,00,000.00				

Total Programme=06

1. There will be 100 nos of participants in a 1 day zonal workshop in 6 districts of Assam.
2. Total amount is inclusive of service providers margin, including GST, duties, cess, and any other tax etc as applicable for the assignment.
3. The model estimate including all unit costs mentioned above are indicative only, but within the approved amount
4. Based on field situation, number of participants may be increased, but within the approved sanctioned amount only.

21. ELIGIBILITY CRITERIA:

- a) This Invitation for Bids is open to bidders who are a person /enterprises /firm /agencies /registered society / NGO as mentioned in the NIQ.
- b) The Bidders are required to produce the original documents for verification by the authority as and when asked for.
- c) The Bidder should submit all necessary documents as specified in the NIQ.

22. RIGHT TO ACCEPTANCE / REJECTION OF BID:

- 22.1 The right of acceptance of Bid rests with the Tender Committee who does not bind itself to accept the lowest Bid and also reserve the right to reject any or all the Bid(s) received without assigning any reason whatsoever. Any dispute arises in future will be finalized by the Director of Fisheries, Assam.
- 22.2 Bids imposing any extra conditions of their own will not be entertained.
- 22.3 No price escalation will be granted.

23. AWARD OF CONTRACT:

- a) After fulfillment of criteria in the evaluation process and approval from competent authority the notification of award i.e., L.O.A. (**Letter of Acceptance**) will be issued in favour of successful Bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated price. However, lowest evaluated price shall not be the sole criteria for award of contract.
- b) Within 15 (fifteen) days of receipt of the notification of award i.e., L.O.A, on signing the agreement and submission of **Performance Security Deposit** by the bidder, the Director of Fisheries, Assam will award the contract to the Bidder. The Performance Security Deposit is 10% of the total contract value in the form of a Bank Guarantee/TDR/FDR from any Nationalized/Regional/Scheduled bank **payable at Guwahati** in favour of **“Director of Fisheries, Assam, Guwahati-16”** with a validity for 12 months from the date of commissioning of the supplied item. If the successful bidder, upon receipt of notification of award, fails to furnish the Performance Security Deposit within the stipulated time, the notification of award issued shall be automatically get withdrawn and cancelled. During course of time the **Performance Security Deposit** may need revalidated and in that case, bank charge/cost if any should be borne by the supplier.
- c) On acceptance of the Bid, the Bidder shall name in writing his accredited representative(s), who would be responsible for taking instructions from the Department.
- d) The Tender Committee reserves the right of accepting the whole or any part of the Bid and the Bidder shall be bound to perform the same at the rate quoted.
- e) On submission of the Performance Security Deposit and signing of agreement by the successful bidder, the EMD/Bid Security will be returned to him by the authority.

24 PENALTY FOR DELAYED AND UNSATISFACTORY SERVICES:

In case of any delayed and unsatisfactory services as reported by concerned DFDO the Director of Fisheries, Assam, Guwahati will forfeit PSD/SD as penalty. The Director of Fisheries, Assam, Guwahati reserves the right to cancel the order in case of inordinate delay and unsatisfactory service.

25. PAYMENT PROVISION:

- a) There is no provision of mobilization/ any other advance to the approved bidder.
- b) The Bidder should produce delivery challan in triplicate and invoice/bill in triplicate for making payment.
- c) Payment terms: 100% on completion of entire allotted works. Part payment may be done on successful completion and submission of documents as per norms. Payment will be made only after fund released by the competent government authority to the undersigned and availability of fund
- d) After successful completion of the training/workshop the successful bidder shall submit bills/vouchers in triplicate along with original copies of the following within 15 days of completion of the training/ workshop for necessary approval of payment. All these documents should be duly countersigned by the District Fishery Development officer or the Directorate of Fisheries, Assam or his authorized representative)
 - Completion report issued by concerned DFDO.
 - Date-wise venue-wise attendance sheet with trainee/participants 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 proper marking for each photographs.
- e) Necessary tax and levies, as applicable, shall be deducted from the payment as per procedure

26. ARBITRATION AND LAWS:

In case of any dispute or difference arising out of or in connection with the tender conditions / order and Contract, the Director of Fisheries, Assam, Guwahati and the Supplier will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Director of Fisheries, Assam, Guwahati. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Guwahati only. The resolution of the Arbitrator shall be final and binding on both the parties.

27. JURISDICTION:

The courts at Guwahati alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than courts at Guwahati shall have jurisdiction in the matter.

28. CORRUPT OR FRAUDULENT PRACTICES

The Director of Fisheries, Assam, Guwahati will reject a proposal for award if it determine that the Bidder recommended for award has engaged in corrupt or fraudulent in competing for the contract in question and will declare the firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract with other department and any other agencies, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for the contractor, or in execution.

29.. WHERE THE BIDDER/SUPPLIER WILL QUOTE HIS RATE ? :

The Bidder/Supplier have to quote the rate/value in the “Form of Bid” and “BOQ” against the work in compliance to the provision of the para 19.7 (“Quoted Value/Rate” under “Terms and Condition”).

Director of Fisheries, Assam
Guwahati – 780016

SECTION – III

FORM OF BID

FORM OF BID

To

The Director of Fisheries,
Assam, Guwahati

1. We offer to Execute the work described below and remedy any defects therein in conformity with the terms & conditions Bill of Quantities and Addenda at following rate:

SL	Item	Rate quoted by bidder/supplier inclusive of all the taxes, royalty, cess, duties, charges and GST etc (No extra amount will be demanded by the undersigned) (In figure and word to be quoted by bidder in compliance to the provision of the clause 19.7 of this bid document)
1	Tender for the following activities as Service Provider: (A) Conduct of Training and visit of farmers (B) Awareness programme in 26 districts and (C) Six zonal workshops under RKVY-RAFTAAR, 2019-20	

2. We undertake, if our Bid is accepted, to commence the work as soon as in reasonably possible time after the receipt of the award of contract and to complete the work comprised in the Contract within the stipulated time intimated by the authority.
3. We agree to abide by this Bid for the period of **180** days from the date fixed for receiving the same, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. Unless and until a formal Agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
5. We understand that you are not bound to accept the lowest or any tender you may receive.
6. We accept the appointment of expert proposed by the Director of Fisheries, Assam, Guwahati as the Dispute Review Expert.
7. Certified that I will not claim anything in any shape from the Government if the work/supply order is curtailed or stopped at any stage for any reason thereof.
8. I, the undersigned, do hereby agree not to discontinue/slow progress the awarded work even if there is no Running bill payment.
9. I, the undersigned, do here by certify that all the statements made in the required attachments are true and correct.
10. I do here by accept all T& C as per the Bid Document

Dated this _____ day of _____ /2020

Name of bidder/supplier _____

Signature of bidder/supplier _____

Address _____

SECTION – IV

BILL OF QUANTITY

BILL OF QUANTITIES

Description of the Work:- Tender for the following activities as Service Provider:

(A) Conduct of Training and visit of farmers (B) Awareness programme in 26 districts and (C) Six zonal workshops under RKVY-RAFTAAR, 2019-20

We offer to execute the work and remedy any defects therein in conformity with the terms & conditions at following rates inclusive of all the taxes, royalty, cess, duties, charges and GST etc.

(A) Conduct of Training and visit of farmers

Sl	Particulars	Quantity	Rate (Rs)		Amount(Rs)
			In figure	In words	
1	Backdrop Banner	1 No.			
2	Training Kit(folder, pen, pad)	25 No.			
3	Venue arrangement	2 days			
4	Lunch for two days (total two lunch) (Including Officials)	60 Nos.			
5	Breakfast, pre and post lunch tea during training (for two days)(two time in a day)(Including Officials)	60 Nos.			
6	Drinking Water (For Two Days)	60 Nos.			
7	Travelling Expenses (to and fro for two days	1 job			
8	Hiring of vehicle from training spot to farm visit	1 job			
9	Honorarium to invited resource person (Outside the Department)	2 Nos.			
10	Photography	1 job			
11	Miscellaneous(including Xerox, cleaning, inauguration session, POL, board-market etc and all other relevant materials	1 job			
Total Amount in a batch = Rs					
Total Amount in 50 batch = Rs.					

(B) Awareness programme 26 districts

Sl	Particulars	Quantity	Rate (Rs)		Amount(Rs)
			In figure	In words	
1	Backdrop Banner	1 No.			
2	Venue arrangement including PA system	1 No..			
3	Participant Kit(folder, pen, pad)	100 Nos.			
4	Official Kit(folder, pen, pad)	20 Nos.			
5	Felicitation to VIPs and relevant expenditure pertaining to inauguration programme (sarai, Zapi, etc.)	5 Nos.			
6	VIP and Official refreshment	15 Nos.			
7	Refreshment for participants	100 Nos.			
8	Drinking Water	120 Nos.			
9	Photography	1 job			
10	Distribution of leaflet on scientific fish farming	100 Nos.			
11	Honorarium to resource persons (Outside the Department)	2 Nos.			
12	Miscellaneous(including Xerox, cleaning, inauguration session, POL, board-market etc and all other relevant materials	1 job			
Total Amount in a batch = Rs					
Total Amount in 26 batch = Rs.					

(C) 6(Six) zonal workshops

Sl	Particulars	Quantity	Rate (Rs)		Amount(Rs)
			In figure	In words	
1	Backdrop Banner and welcome banner	2 No.			
2	Venue arrangement including PA system and projector	1 No..			
3	Participant Kit(folder, pen, pad)	100 Nos.			
4	Official Kit(folder, pen, pad)	25 Nos.			
5	Inauguration programme including flower decoration etc.	1 job			
6	Felicitation to VIPs on inauguration programme (sarai,Zapi,etc.)	5 Nos.			
7	To and fro Travelling Expenses for participants other than host district	50 Nos.			
8	To and fro Travelling Expenses for participants of host district	50 Nos.			
9	VIP and Official refreshment	25 Nos.			
10	Breakfast, pre and post lunch tea during the programme for participants (two time)	100 Nos.			
11	VIP and Official Packet Lunch	25 Nos.			
12	Participants packet lunch	100 Nos.			
13	Drinking Water	150 Nos.			
14	Photography	1 job			
15	Distribution of multicolor booklet like handbook on scientific fish farming	100 Nos.			
16	Honorarium to resource persons	4Nos.			
17	Miscellaneous(including Xerox, cleaning, transportation cost , board-market etc and all other relevant materials	1job			
Total Amount in a batch = Rs					
Total Amount in 6 batch = Rs.					

SECTION – V

UNDERTAKING ETC.

FORMAT OF

UNDERTAKING REGARDING NOT BLACKLISTED:-

I/we/ M/s
(sole applicant/ Lead Member/ Member/ Affiliate, the names and addresses of the registered office) on behalf of (Bidder)..... do hereby declare and solemnly affirm that the individual/firm/company have not been blacklisted by Central Government/ State Government/ PS/Autonomous body/ Supreme Court/ High Court of any State/ District Court of any State from participating in any Projects.

We further confirm that we are aware that, our Application for the captioned project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of Bidding Process or thereafter during the agreement period and the amount paid (including performance security deposit) shall stand forfeited without any further intimation.

Dated this the.....day of 2020

Name of Applicant.....

Signature of the Authorized Person.....

Name of the Authorized Person.....

**FORMAT OF
MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

To
The Director of Fisheries
Assam, Guwahati-6

Date: //

Sub: Authorization for release of payment / dues from Deptt. of Fisheries, Assam, Guwahati through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company:

2. Address of the Party:

City _____ Pin Code _____

E-Mail ID _____ Mob No: _____

Permanent Account Number _____

3. Particulars of Bank:

Bank Name:	Branch Name:
Branch Place:	Branch City:
PIN Code:	Branch Code:
MICR No.:	

(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)

IFS Code: (11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Director of Fisheries, Assam, Guwahati responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

**Signature & Seal of the
Authorized Signatory of the Party**

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

**Signature & Seal of the
Authorized Official from the Bank**

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.