

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

PRESS NOTICE

SHORT NOTICE INVITING TENDER

No. AF(S) 73/2019-20/10538

Dtd. 9th October 2019

Sealed quotation is hereby invited from eligible person/enterprise/firm/agencies in plain paper affixing court fees stamp of Rs 8.25 (Rupees eight and twenty five paise) only 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) of the total estimated value as detailed below for providing service in relation to conduct of workshops in Morigaon, Nagaon and Guwahati.

| Activity | District | Estimated value |
|--|----------|--|
| Total no. of workshops- 3 | Morigaon | Rs. 3.00 lakh (Rupees three lakh only) |
| Duration of each workshop- 1 day | Guwahati | Rs. 1.00 lakh (Rupees one lakh only) |
| Total estimated cost- 5.00 lakh | Nagaon | Rs. 1.00 lakh (Rupees one lakh only) |

The detail bid document is to be downloaded from the departmental website (fisheriesdirector.assam.gov.in) from **11/10/2019** onwards. However, the bidders have to submit the cost of bid documents i.e. 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**” amounting to Rs. 200/- (Rupees Two hundred only) at the time of submission of bid documents. 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 NIT.

The bids will be received upto **1.30 PM on 25/10/2019** and will be opened on the same day at 2.00 PM in the office of the undersigned in presence of tenderer or their authorized representative. If the specified date for 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 at the appointed time and location on the same day.

The tender 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.

Sd/-
Director of Fisheries
Assam, Guwahati – 16

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

SHORT NOTICE INVITING TENDER

No. AF(S) 73/2019-20/10538

Dtd. 9th October 2019

Sealed quotation is hereby invited from eligible person/enterprises/firm/agencies in plain paper affixing court fees stamp of Rs 8.25 (Rupees eight and twenty five paise) only along with EMD as valid Demand Draft from any Nationalized Bank in favour of Director of Fisheries, Assam, Guwahati-16 @ 2% of the total estimated value (1% for SC, ST & OBC) for providing service in relation to conduct of workshops in Morigaon, Nagaon and Guwahati under 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 who is an aspirant participant to this NIT 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 25/10/2019 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. If the specified date for 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 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 fisheriesdirector.assam.gov.in |
| Last date and time of submission of tender documents | 25/10/2019 up to 01.30 PM |
| Date and time of opening of tender | 25/10/2019 at 02.00 PM |
| Tender EMD (in Rs.) for the activity | 2% (i.e. Rs. 10,000/) of total estimated cost (1% i.e. Rs. 5,000/ 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.

Activity- Workshops

- Total no. of Workshops - 3
- Duration of each workshop - 1 day
- Places - Morigaon, Nagoan and Guwahati
- Total estimated cost - Rs. 5,00,000.00 (3,00,000 + 1,00,000 + 1,00,000)
- Modal estimate - At Annexure I & II

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

1. Tenderer 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 in line Department. They should submit relevant documents such as experience/ performance/ successful completion certificate etc. from the authority concerned and proof of conducting minimum 3 such programmes (workshop/ training/ awareness programmes etc.) should be enclosed in support of their claim.
3. Should have GST registration certificate, if applicable.
4. Should submit
 - Copy 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 NIT 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 (fisheriesdirector.assam.gov.in) from 11/10/2019 onwards. However, the bidders have to submit the cost of bid documents i.e. 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**” amounting to Rs. 200/- (Rupees Two hundred only) at the time of submission of bid documents. 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 NIT.
2. The bidder shall write NIT ref. number on the top of the main envelop while submitting the tender.
3. Financial bid should be submitted separately activity wise. However, would be evaluated together and L₁ will be considered.
4. All the information must be submitted in English. The respective bidder shall sign on all reference, information and certificates etc.
5. 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.
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, subject to fulfillment of all terms and conditions.
9. 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 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 released by the competent government authority.
13. The bids shall remain valid for a period of one year (12 calendarer 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. Workshops will be conducted under the supervision of concerned DFDO/ Director of Fisheries, Assam.

17. The concerned District Fishery Development Officers or the Director of Fisheries, Assam or his authorized representatives shall be responsible for the following in relation to the workshop and accordingly intimate the service provider in advance:
 - Finalization and intimation to the participants & Resource persons
 - Preparation of detail workshop schedule including date & time, titles etc.
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 workshops within the stipulated time as per the schedule finalized in consultation with the departmental officer concerned. Workshop 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 workshop the successful bidder shall submit bills/vouchers in triplicate along with original copies of the following within 7 days of completion of the workshop for necessary approval of payment. All these documents should be duly countersigned by the District Fishery Development Officers or the Director of Fisheries, Assam, or his authorized representative.
 - Completion report
 - Date-wise venue-wise attendance sheet with participants address, signature & date, mobile no and e-mail address etc
 - Clear photographs of 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 participants with signature and date for the fixed allowance (Ref sl. No. 11 of modal estimate)

Performance security:

1. Within 3 (three) days of receipt of the notification of award of the contract, as a security for due performance of contract the supplier shall furnish performance security to the purchaser for an amount equivalent to 5% of 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.

Sd/-
Director of Fisheries,
Assam, Guwahati

No. AF(S) 73/2019-20/10538-A

Dtd. 9th October 2019

Copy to:

(1) W.I.O, for publication in the website.

Sd/-
Director of Fisheries,
Assam, Guwahati

Annexure I

Model estimate for conducting one day seminar cum workshop at Morigaon district under the scheme
Fishery Extension Services, SOPD-G, 2019-20

| | |
|---|-----------------|
| Place: | Morigaon |
| Total Nos. of Participants - | 360 |
| 2 Officers from each districts (avg) - | 50 |
| Officers from Admin Deptt., State H/Q, home district etc- | 50 |
| Invited Guests/ Resource persons - | 10 |
| Farmers/ participants- | 250 |

| Sl. | Item | Unit | Rate (Rs) | Amount(Rs) |
|------------------|---|------|-----------|--------------------|
| 1 | Venue and Hall arrangement (including hall rent), Welcome gate, PA system and projector etc | 1 | L.S | 40,000.00 |
| 2 | Backdrop Flex Banner & welcome banner | 3 | L.S | 5,000.00 |
| 3 | Dias arrangement/hall decoration | - | L.S | 5,000.00 |
| 4 | Participants kit (folder, note pad, pen) | 350 | 80 | 28,000.00 |
| 5 | VIP kit (folder, note pad, pen) | 10 | 150 | 1,500.00 |
| 6 | Felicitation to VIPs, special invitee etc. (Gamucha, bouquet etc.) | 10 | 450 | 4,500.00 |
| 7 | Refreshment for participants (Breakfast, post lunch tea) | 360 | 70 | 25,200.00 |
| 8 | Packet lunch for participants | 360 | 250 | 90,000.00 |
| 9 | Drinking water with glass | - | L.S | 5,000.00 |
| 10 | Still Photography | - | L.S | 3,000.00 |
| 11 | Allowances to farmers participants towards travelling etc | 250 | 200 | 50,000.00 |
| 12 | Honorarium to Resource persons | 5 | 2,000 | 10,000.00 |
| 13 | Certificates of farmers participation | 250 | 50 | 12,500.00 |
| 14 | Transportation/ logistics etc | - | LS | 10,000.00 |
| 15 | Misc. (including Xerox, cleaning) and unseen expenditure etc. | - | L.S | 10,300.00 |
| SUB TOTAL | | | | 3,00,000.00 |

Note:

- (1) Total amount is inclusive of service provider's margin, all applicable tax etc.
- (2) The model estimate including all unit costs mentioned above are indicative only. However, total amount should not exceed the approved amount.
- (3) Based on field situation, number of interested participants may be increased, but within the approved estimated amount only.

Sd/-
Director of Fisheries
Assam, Guwahati

MODELEstimate for One Day Seminar & Workshop:

1. Total workshop = 2 nos. (one in Nagaon and one in Guwahati)
2. Participants per Programme = 50 nos.(For total 2 programme it is 100 nos)

| Sl No. | Particulars | Quantity | Rate (Rs) | Amount (Rs.) |
|--------|--|-----------|---------------------------|---|
| 1 | Backdrop Banner and welcome banner | 2 | Rs. 2000/- (L.S) | Rs. 2000/- |
| 2 | Venue arrangement including PA system and projector | 2 | L.S. | Rs. 30,000/- |
| 3 | Participant kit (folder, pen, pad) | 50 | Rs. 80/- | Rs. 4,000/- |
| 4 | Official kit (folder, pen, pad) | 10 | Rs. 200/- | Rs. 2000/- |
| 5 | Inaguration programme including flower decoration etc. | | L.S | Rs. 5000/- |
| 6 | Felicitation to VIPs on inauguration programme (sarai, Zapi etc.) | 5 | Rs. 500/- | Rs. 2,500/- |
| 7 | VIP and official refreshment | 15 | Rs. 200/- | Rs. 3,000/- |
| 8 | Breakfast, pre and post lunch tea during the programme for participants (two time) | 50 | Rs. 80/- per participants | Rs. 4,000/- |
| 9 | VIP and official packet lunch | 15 | Rs. 300/- | Rs. 4,500/- |
| 10 | Participants packet lunch | 50 | Rs. 200/- | Rs. 10,000/- |
| 11 | Drinking water | 75 | Rs. 20/- unit | Rs. 1,500/- |
| 12 | Distribution of multicolor booklet like hanhbook on scientific fish farming | 50 copies | Rs. 100/- per copy | Rs. 5,000/- |
| 13. | Videography | | | Rs.5000/- |
| 14 | Honorarium to resource persons | 5 | Rs. 1000/- | Rs. 5,000/-- |
| 15 | Miscellaneous (including Xerox, cleaning, POL, board -marker etc and all other relevant materials) | | L.S | Rs. 4,000/- |
| 16 | Travelling expense (to & from) to invited co-op members | L.S | Rs. 500/- | Rs. 12,500/- |
| | Total | | | Rs. 1,00,000/- (Rupees One Lakh) only. |

Total Programme = 2

Total expenditure = Rs. (2x 1,00,000.00) = Rs. 2,00,000/- (Rupees Two Lakhs) only.

Note: 1. Total amount is inclusive of tax ec.

2. The model estimate including all units costs mentioned above are indicative only, but within the approved amount.

3. Based on field situation, number of interested participants may be increased, but within the approved sanctioned amount only.