



ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society
(An Autonomous Body under Govt. of Assam)

Project Coordination Unit (PCU) of the World Bank financed
Assam Agri-Business and Rural Transformation Project (APART)
Agriculture complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)
Tel: +91 361-2332125; Fax: +91 361-2332564; email: spd@arias.in

No. ARIAS/APART/1240/2021/23

Dated Guwahati 15th March, 2022

**From : Dr Ashish Kumar Bhutani, IAS
State Project Director, ARIAS Society**

Sub : Request for Quotation related to hiring an Agency for “Developing the Fertilizer Tracking System for Directorate of Agriculture, Khanapara under APART”.

1. The Government of Assam (GoA) through the Government of India (GoI) has received a loan from the International Bank for Reconstruction and Development (IBRD) [the World Bank] towards the cost of the Assam Agri-business and Rural Transformation Project (APART). Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency for the project.
2. The Project is in implementation under eight line departments of GoA including their Directorates/Agencies/Commissionerates. For smooth implementation of the Project, Core Project Implementation Units (CPIUs) have been set up at Administrative Department level headed by the Senior-most Secretary and Operational Project Implementation Units (OPIUs) at Directorate/Agency level.
3. ARIAS Society now intends to hire an agency to develop a “**Fertilizer Tracking System for the Directorate of Agriculture, Khanapara**” and hence seek quotations from reputed & eligible bidders for the aforementioned service.
4. In this connection, you are requested to submit your Quotation in sealed envelope addressed to “**The State Project Director, ARIAS Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022 (Assam)**” on or before **11:00 AM of 30th March, 2022**.
5. This Request for Quotation includes documents to facilitate preparation and submission of quotations, criteria for qualification, evaluation, and for award of contract; and relevant form to be filled by the bidders.
6. The sealed envelope should be superscribed as “**Developing the Fertilizer Tracking System for the Directorate of Agriculture, Khanapara under APART**”; Not to be opened before **30th March, 2022 at 11.00 AM**”.
7. Quotations received shall be opened on the same day, i.e. **30th March, 2022 at 11.15 AM** in presence of the bidders or their representatives who choose to attend at the office of the undersigned. If the office happens to be closed on the date of opening of the Quotations as specified, the Quotations will be opened on the next working day at the same time. The SPD, ARIAS Society shall not be held liable for any delay in the receipt of Quotations.
8. The SPD, ARIAS Society reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract, without assigning any reason thereof and without thereby causing any liability to any of the bidder.

Sd/-

(Dr. Ashish Kumar Bhutani, IAS)
State Project Director, ARIAS Society

SECTION-I
INSTRUCTIONS TO BIDDERS

- 1) This RFQ documents is in connection with “**Developing the Fertilizer Tracking System for Directorate of Agriculture, Khanapara under APART**”.
- 2) **Preparation and Submission of Quotation:**
 - a) Quotation shall be addressed to “The State Project Director, ARIAS Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022 (Assam).”
 - b) Quotations shall be submitted as per the format given at Annex- I along with other supporting documents as mentioned in the bid with a copy of the RFQ placed in a single sealed envelope, clearly marked as “**Developing the Fertilizer Tracking System for Directorate of Agriculture, Khanapara under APART**”; **Not to open before 30th March, 2022 at 11.15 AM.**” The name of the bidder, address and contact no. should be mentioned on the reverse of the sealed envelope.
 - c) All pages of the quotation shall be signed and stamped by the authorized person to indicate that the bidder has agreed to all terms and conditions of the quotation. Overwriting, alterations, if any, in the quotation should be signed by the authorized signatory.
 - d) Quotation not accompanied by specified documents, self-declarations, signatures and signed copy of this RFQ may be rejected by the office as non-responsive and may not be evaluated.
 - e) Bidders shall ensure deposition of their Quotations received in the office of the SPD, ARIAS Society on or before **11.00 AM of the 30th March, 2022.**
 - f) Any quotation received after the dead line for submission shall be rejected & returned to the bidder.
- 3) **Opening of Quotation:** The quotations shall be opened in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date.
- 4) **The Quotation shall comprise the following:**
 - a) Letter of Quotation as per format given at annexure-I
 - b) Signed copy of RFQ document.
 - c) Evidence in accordance with **Clause 7** establishing Bidder’s qualifications to perform the contract, if its quotation is accepted;
 - d) Complete address and contact details of the Bidder in their letter head having the following information:
 - i. Name of Firm:
 - ii. Address for communication:
Telephone No(s): Office.....; Mobile No:.....;
Electronic Mail Identification (E-mail ID):.....
 - iii. GST Registration Certificate
 - iv. PAN card
 - v. Bank details
- 5) **Quotation Prices**
 - a) The contract shall be for the full quantity as specified in the Price Quotation Form. Corrections of the quoted rate, if any, shall be made by crossing out, re-writing, initialing and dating.
 - b) The rates quoted by the bidder shall be fixed for the duration of contract and shall not be subject to adjustment/modification on any account.
 - c) ‘Discount’ or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.
 - d) All duties, taxes (including GST) and other levies payable by the contractor under the contract shall be included in the total price.
 - e) The Prices should be quoted in Indian Rupees only.
- 6) **Validity of Quotation:** Quotation shall remain valid for a period not less than **45 days** after the deadline date specified for submission.
- 7) **Qualification Criteria:** to qualify for award of the contract, the bidder :-

- i. should be operating in India for at least last 5 (Five) years (FY 2020-21, 2019-20, 2018-19, 2017-18 & 2016-17) as on the last date of bid submission. (*Attach Certificate of incorporation and/or Certificate of commencement of business*);
- ii. must have executed contracts of similar software/customized product for Design, Development, Implementation and Maintenance of software (**not less than contract value of Rs 10.00 Lakhs**) in the last 5 years (FY 2016-17, 2017-18, 2018-19, 2019-20 & 2020-21). (Attach copy of minimum two (2) work orders/completion certificates);
- iii. should have minimum annual financial turnover of **Rs. 50.00 Lakhs** in each of the last three financial years (FY 2018-19 & 2019-20, 2020-21); (*Attach CA certified statement copy for the last three years*)
- iv. should not be blacklisted/debarred/suspended/banned from business dealing by the World Bank/any Ministry/Department of State/Central Government/PSU as on date of filling the responses of this RFQ; (*Self Declaration on agency's Letterhead*)
- v. List of personnel with designation, qualification & years of experience. (*Attach CV*)

The bidder shall provide the documentary evidences to substantiate their eligibility against the above criteria.

- 8) **Signing of Quotations:** The name and position held by each person signing the quotation and related documents must be typed or printed below the signature.
- 9) **Evaluation of Quotations:**
 - a) The SPD, ARIAS Society 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 above;
 - b) Evaluation shall be carried out on the basis of the total price quoted for all the services.
 - c) Mere submission of quotation does not entitle a bidder for award of contract.
- 10) **Award of contract:**
 - a) The SPD, ARIAS Society shall 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 SPD, ARIAS Society also reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
 - c) The bidder whose quotation is accepted will be notified of the award of contract by the SPD, ARIAS Society prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
- 12) **Liquidated damage:** In case of delay in Service Delivery, a Liquidated damage @0.5% of the contract price for every 7 (seven) days of delay shall be imposed and the corresponding amount shall be deducted from the bill(s).
- 13) **Force Majeure:**
 - (a) **Definition:** For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
 - (b) If either Party is prevented from or delayed in performing any of its obligations under the contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances thereof within ten (10) days after the occurrence of such event. The Party who has given such notice shall be excused from the performance of its obligations under this contract for so long as the relevant event of Force Majeure continues and to the extent that such Party's performance is prevented or delayed. The occurrence of any event of Force Majeure affecting either party shall not give rise to any claim for damages or additional costs and expenses suffered or incurred by reason of Force Majeure.
 - (c) **Extension of Time:** Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- 14) **Corrupt/Fraudulent Practices:**
 - (a) ARIAS Society requires that the bidder should observe the highest standards of ethics in discharge of the service.

- (b) ARIAS Society can declare the bidder ineligible from competing in any future assignments after giving opportunity of being heard, either indefinitely or for a stated period of time, if at any time it is found that the bidder has engaged in corrupt and fraudulent practices in acquiring, or in executing this work.
- 15) Any dispute between the Parties will be resolved amicably. In case the dispute is not resolved even within one month of notifying of occurrence of such dispute by one party to the other party, the same shall be dealt as per Indian Arbitration and Conciliation Act, 1996.

SECTION-II
SCOPE OF WORK

A. BACKGROUND:

1. The Government of Assam (GoA), through the Government of India has received a loan of US\$200 million from the World Bank (W.B.) for implementation of the **Assam Agribusiness and Rural Transformation Project (APART)**. The Project Development Objective (PDO) is to “**add value and improve resilience of selected agriculture value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam**”. The project will adopt a value chain and clusters approach to achieve the targeted objectives. The prioritized value chains are those of (i) cereals (rice, maize), (ii) pulses, (iii) spices and condiments (ginger, turmeric, mustard), (iv) fruits (banana, Pineapple) & vegetables, (v) livestock (pork, milk) & fish and (vi) specialty commodities (eri and muga silk).
2. APART supports, value addition in the production and post-harvest segments of selected agricultural value-chains; facilitate agribusiness investments through inclusive business models that provide opportunities to smallholder farmers as well as stimulate the establishment of new small and medium agribusiness enterprises; and support resilience of agricultural production systems in order to better manage increasing production and commercial risks associated with climate change and marketing of agro produce, in the targeted districts. The project adopted a cluster based strategy within the targeted districts to generate economies of scale; promote vertical and horizontal links between local agricultural enterprises; enable diffusion of innovations; leverage network externalities; and channel public support for services and infrastructure. By adopting a cluster approach, the project aims to enable all the value chain participants to develop competitive and innovative products that meet market demands rapidly and successfully.
3. There are four interrelated components of the project: **The first component is Enabling Agri-Enterprise Development**, with sub components being (i) Enhancing state capacity to attract private investments, (ii) Setting up Enterprise Development and Promotion Facility (EDPF) (iii) Agribusiness Investment Fund Support (iv) Establishing Stewardship Councils. **The second component is Facilitating Agro Cluster Development** with sub-components being- (i) Support establishment of cluster level Industry Associations (IAs), (ii) Supply Chain Support: rehabilitation of access roads, warehouse & warehouse receipts development, upgradation & modernization of agricultural wholesale markets. **The third component is Fostering Market-led Production and Resilience Enhancement** with sub components being (i) promoting climate resilient technologies and their adoption (ii) Facilitating market linkages through market intelligence & product aggregation (iii) Facilitating access to and responsible use of financial services. **The fourth component is Project Management, Monitoring and Learning** with sub components being (i) Institutional Strengthening, ICT (iii) Project Management, MIS and M&E. More details about the project may be seen at the following url-<http://www.arias.in/apart>.
4. The ARIAS Society now intends **to develop a Fertilizer Tracking System which would help in movement of fertilizer with necessary approvals of the Agriculture Department**. The Fertilizer Tracking System will comprise of indents, allocations and sub-allocation of fertilizer with necessary approvals from Directorate of Agriculture officials including the MIS reports.

B. OBJECTIVES OF THE ASSIGNMENT:

5. The primary objective of the project is to develop a Fertilizer Tracking System for the Department of Agriculture, Assam.
6. In the current system, there is an iFMS portal, which shows the details of stock status with districts, warehouses, wholesalers, retailers, in transit. However, the current system it is not clear which company is sending which fertilizer to which rake point in Assam, transparency in allocation and sub-allocation of the rake to wholesalers and retailers with proper approvals from concerned authorities.
7. Developing a Fertilizer Tracking System, would enable the Directorate of Agriculture to track and control the movement of fertilizer, wherever there is scarcity. The aim of the FTS is to help the department in planning the fertilizer arrival, allocation and sub-allocation so as to make sure fertilizer is distributed equitable among districts as per their requirement and prevent sale of fertilizer at more than

Government notified price.

8. In order to have a better control on the fertilizer distribution and price, APART aims to develop a Fertilizer Tracking System (FTS) for the Agriculture Department.

C. SCOPE OF WORK:

9. The scope of the consultancy assignment includes the following:
 - i. Requirements gathering from the department officials on the information checklists, workflows, approval hierarchy, compliance requirements and necessary nodes of integration etc.
 - ii. Develop the Functional requirements of the Fertilizer Tracking System (FTS).
 - iii. Develop the web based and mobile application for Fertilizer Tracking System (FTS) for Agriculture Department. The FTS shall include following functionalities:
 - a. Maintain master of all the stakeholders of the system viz., Directorate Officials, District Officials, Fertilizer Companies, Wholesalers and Retailers
 - b. User management
 - c. Submit indent, allocation and sub-allocation by relevant parties to concerned authorities
 - d. Approve/ modify/ reject indent, allocation and sub-allocation requests by concerned authorities
 - e. Uploading of utilization documents by concerned authorities
 - f. Fertilizer stock status updation by relevant parties
 - g. MIS Reports for management/admin
 - iv. Elaborate User Acceptance Testing of the FTS.
 - v. Project Management - Implementation Assistance, Progress tracking and Impediment Management of developing the Fertilizer Tracking System.
 - vi. Training of the concerned team from the Agriculture Department on the usage of the FTS application.
 - vii. Training and Knowledge transfer on the Fertilizer Tracking System application to the concerned IT team of ARIAS Society and Agriculture Department.
 - viii. Post implementation support on the application for 12 months

D. KEY TASKS TO BE CARRIED OUT BY THE CONSULTANT, THE DELIVERABLES TO BE SUBMITTED AND THE PAYMENT TERMS:

10. The key tasks to be carried out by the consultants during the assignment period and the payment terms are mentioned below:

#	Tasks	Details	Deliverables	% Payment	Timelines from the date of signing the contract
a.	Preparation of Functional specification of FTS	The functional specification document should comprise of all the functionalities of the FTS module. Requirement gathering to be conducted with the agriculture department and accordingly the functionalities have to be developed.	Functional specifications	70%	21 days from the date of signing the agreement

b.	Development and implementation of FTS	The consultant will have to develop the FTS web based and mobile application portal with the below modules: i. Master of all the stakeholders of the system viz., Directorate Officials, District Officials, Fertilizer Companies, Wholesalers and Retailers ii. User management iii. Submit indent, allocation and sub-allocation by relevant parties to concerned authorities iv. Approve/ modify/ reject indent, allocation and sub-allocation requests by concerned authorities v. e Uploading of utilization documents by concerned authorities vi. Fertilizer stock status updation by relevant parties vii. MIS Reports for management/admin	Source code for the FTS application with the below modules: i. Master of all the stakeholders of the system viz., Directorate Officials, District Officials, Fertilizer Companies, Wholesalers and Retailers ii. User management iii. Submit indent, allocation and sub-allocation by relevant parties to concerned authorities iv. Approve/ modify/ reject indent, allocation and sub-allocation requests by concerned authorities v. Uploading of utilization documents by concerned authorities vi. Fertilizer stock status updation by relevant parties vii. MIS Reports for management/admin		
c.	Computerized Management Information System (MIS)	The consultant will also have to develop the Fertilizer Tracking System on the mentioned modules of the FTS applications.	MIS on the FTS application		
d.	User Acceptance Testing	The consultant will have to conduct the User Acceptance Testing on the FTS application before making it live	UAT test results conducted on the FTS application		
e.	Training	The consultant will have to conduct the training of the concerned team from the	User manuals on the	10%	45 days from the date of signing

		Agriculture Department on the usage of the FTS application. The consultant will also have to conduct the Training and Knowledge transfer on the FTS application to the concerned IT team of ARIAS Society and Agriculture Department.	application		the contract
f.	Post Implementation Support	The consultant will have to provide post implementation support for a minimum period of 1 year	Documentation on the FTS application, High Level Design and Technical Design of the FTS application, Documentation on the enhancements done in the FTS application during the post implementation support, changes or enhancements to the FTS applications during the Post implementation support period.	20%	At the end of 12 months of signing the contract
g.	Project Management	The consultant will have to provide Implementation Assistance, Progress tracking and Impediment Management of developing the FTS solution. The consultant will also have to provide reports on the status of the project on a weekly basis	Reports on the progress of the projects bi-weekly or monthly basis.		

The Consultant will submit the above mentioned reports/ documents to the Client (i.e. the State Project Director, ARIAS Society) during the assignment period, both in soft and in hard copies. The soft copies shall also include all the analysis, documentations on the code done by the consultants etc. A final E- copy of the report should be submitted to the Client. All the reports and documents shall be in English language and in mutually agreed formats.

Also, after submission/ completion of each deliverable the Consultant may be asked to make a presentation/ demo to the client at a mutually agreed date, time and venue

E. CONSULTANCY PERIOD:

11. The consultant's services shall commence with effect from the date of signing of the contract agreement. The assignment will be for a period of 12 months.

F. SERVICES TO BE PROVIDED BY THE CLIENT:

12. The client would provide the Consultant with the following reports/documents/services:
 - a) Necessary support in gathering information regarding the fertilizer distribution system and master of all the stakeholders available with the Agriculture department to develop the modules of the FTS

application.

- b) Facilitate access to relevant available data that is required to fulfill the tasks outlined in the TOR.
- c) Provide, where appropriate, administrative support to the Consulting firm in the conduct of this assignment.
- d) Application hosting and the related activities will be the responsibility of the vendor for one year, after one year the Directorate of Agriculture shall take over the hosting of the application.
- e) Reasonable support towards collection of data related to fertilizer distribution, in terms of prior intimation to the concerned offices.

G. REVIEW MECHANISM

13. The State Project Director (SPD), ARIAS Society either by himself/herself or through a Committee constituted for the purpose will review the performance of the Consultant bi-monthly and also as & when felt necessary.

In addition, the SPD or the committee will review the deliverables, reports and the performance of the Consultant after every 1 month during the period of the assignment, wherein all the key experts of the consultancy firm will have to remain present.

SECTION III

AGENCY PROFILE (On Agency's Letter Head)

Sl. No.	Details	Attached Proof (Yes/No) (Also mention Page No.)
1)	Name of the Agency	
2)	Type of Firm: Proprietary/Partnership/Pvt. Ltd, Public Ltd Company etc.	
3)	5 years of establishment	
4)	PAN Number	
5)	GST Number	
6)	Name of Authorized Person with designation, email id & Mob. No.	
7)	Bank Details	

Signature:

Full name and designation:

Date:

(Seal of the Agency)

SECTION-IV
ELIGIBILITY CRITERIA

Sl. No.	Eligibility Criteria	Supporting Document Required	Yes/No
1)	The bidder should be operating in India for at least last 5 (Five) years (FY 2020-21, 2019-20, 2018-19, 2017-18 & 2016-17) as on the last date of bid submission.	Attach Certificate of incorporation and/or Certificate of commencement of business	
2)	The bidder should have minimum annual financial turnover of Rs. 50.00 L in each of the last three financial years (FY2018-19, 2019-20 & 2020-21).	Statements duly certified by Chartered Accountant.	
3)	The bidder must have executed contracts of similar software/customized product for Design, Development, Implementation and Maintenance of software (not less than contract value of Rs 10.00 Lakhs) in the last 5 years i.e. FY 2020-21, 2019-20, 2018-19, 2017-18 & 2016-17.	Attach copy of minimum two (2) work orders/completion certificates.	
4)	The agency should not been blacklisted/debarred/suspended/banned from business dealing by the world bank/any Ministry/Department of State/Central Government/PSU as on date of filling the responses of this RFQ.	Self declaration on official Letter Head	
5)	Name of employees with designation to be associated with this work, if awarded.	CV of personnel 1) mention designation, qualification, yrs of experience 2)..... 3), etc.	

Letter of Quotation-Financial Part

(This form must be submitted only using the official letterhead of the firm/agency).

RFQ No.: ARIAS/APART/1240/2021/23

Our Reference: No.....

Dated.....

To,

The State Project Director
Assam Rural Infrastructure and Agricultural Services (ARIAS) Society
Agriculture Complex, Khanapara, Guwahati- 781022.

Sub: Quotation for Developing the Fertilizer Tracking System for Directorate of Agriculture, Khanapara under APART.

Sir,

1. We, the undersigned, hereby submit our Quotation:
2. In submitting our Quotation, we make the following declarations:
 - (a) **No reservations:** We have examined and have no reservations to the RFQ document;
 - (b) **Conformity:** We offer to provide service in conformity with the RFQ document and in accordance with the specifications specified in the RFQ document;
 - (c) **Quotation Validity Period:** Our Quotation shall be valid for the period of 30 days, from the deadline fixed for the Quotation submission;
 - (d) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices, and we will strictly observe all the laws against fraud and corruption in force in India including the "Prevention of Corruption Act 1988."
 - (e) 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.
 - (f) It is hereby declared that particulars furnished herewith 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 SPD, ARIAS Society wish to take.

Sl.	Particulars	Qty (a) & Unit	Unit cost in Rs (b)	Total cost in Rs. (c)=(a)x (b)	GST in Rs (d)	Total cost incl. GST in Rs. (e)=(c)+(d)
1	Cost for Developing the Fertilizer Tracking System as per the scope of work mentioned in the RFQ document. (Including remuneration of Key experts, data entry operators etc. & other related cost)	1 (one)				
Total Amount (In Rs.) =						

Total Amount (in words.).....

(Note: The lowest evaluated responsive bidder shall be decided on the total amount quoted inclusive of GST and other taxes as applicable)

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory _____

In the capacity of [insert legal capacity of person signing the Letter of Quotation]

Name of Bidder _____

Telephone no. _____ email id _____

Address _____

Dated on _____ day of _____, _____ [insert date of signing]