

**ARIAS SOCIETY**

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

Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)
Tel: +91 361-2332004, email: spd@arias.in, website: www.arias.in

No. ARIAS-11014/14/2022-ACCSDP-ARIAS/ I/56703/2022

Dated Guwahati the 15th October' 2022

From : Smt. Roshni Aparanji Korati, IAS.
State Project Director, Arias Society

Sub : Request for Quotation for Design, Printing, Fabrication & Installation of PFC Finder and Framed banners for Public Facilitation Centers across Assam under ACCSD Project.

- i. 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] for implementation of Assam Citizen Centric Service Delivery Project (ACCSDP). Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the implementing agency for ACCSDP.
- ii. The ARIAS Society through ACCSDP is now intending to install 1068 PFC Finder Boards on the path/road leading PFCs across Assam in order to make Public Facilitation visible to the citizens of Assam & 1050 framed banners in all the districts for giving information about the services and also the PFCs present in the respective districts. There are 356 PFCs in Assam.
- iii. In this connection, ARIAS Society now invites sealed quotation from eligible agencies/firms for "Design, Printing, Fabrication, & Installation of PFC Finder and Framed banners for Public Facilitation Centers across Assam under ACCSDP Project" as per the details given under:

Sl.	Item	Qty	Specification	Place of Installation	Bid Security
1	PFC Finder Boards	1068 Nos.	Acrylic Fibre Iron Signage with Stand and multi colour printing 3x2 feet)	In 356 PFCs across Assam, the list of Locations of PFCs may be downloaded from https://rtps.assam.gov.in/site/pfc_locations .	55,000/-
2.	Framed Banners	1050 Nos.	Multi-colour with Wooden frame (4 x 3 feet size)	(Installation shall include design, fabrication, printing & Transportation)	

* There may be 10% increase or decrease in the quantity.

- IV. The Bidders must quote for at least 100% of the quantities solicited in the RFQ or else the quotation may be rejected.
- V. The RFQ document is attached to this PROCUREMENT NOTICE and it includes documents to facilitate preparation and submission of quotations, criteria for qualification, evaluation procedure, award of contract and

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relevant forms to be filled by the bidders.

- Vi.** The Quotation shall be submitted in a sealed envelope addressed to “The State Project Director, ARIAS Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022, Assam” on or before **31st of October, 2022 by 3.00 PM**. Any quotation or modifications to quotation received after the deadline shall not be considered and returned unopened as received.
- Vii.** The Quotations shall be opened on the same day, i.e., **31st of October, 2022 at 3.30 PM** in the presence of the bidders or their representatives who choose to attend at the office of the undersigned. The sealed envelope should be superscribed as “Quotation for Supply, Printing & Installation of PFC Finder and Framed banners for Public Facilitation Centers across Assam under ACCSD Project; Not to be opened before **31st of October, 2022 (3.30 PM)**.” 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.
- Viii.** The State Project Director, ARIAS Society shall not be held liable for any delay in the receipt of Quotations. A Bidder requiring any clarification of the RFQ document may visit the office of the Purchaser at the address given above.

**Signed by Roshni Aparanji
Korati
Date: 15-10-2022 15:28:55**

**State Project Director
ARIAS Society**

SECTION I

LETTER OF QUOTATION

(to be submitted on the letter head of the bidder)

No. **ARIAS-11014/14/2022-ACCSDP-ARIAS/I/56703/2022**

Dated Guwahati the 15th October, 2022

Our reference no.....

dated.....

To:

The State Project Director
ARIAS Society, Agriculture Complex , Khanapara,
G.S. Road- 781022

Sub: Quotation for Design, Printing, Fabrication & Installation of PFC Finder and Framed banners for Public Facilitation Centers across Assam under ACCSD Project.

Sir,

- a. I/We, the undersigned, hereby submit our Technical and Financial Quotation;
- b. In submitting our Quotation, we make the following declarations:
 - (a) **No reservations:** I/We have examined and have no reservations to the RFQ Document. Bid submitted by me/us are properly signed & sealed so as to prevent any subsequent replacement;
 - (b) **Conformity:** I/We offer to supply in conformity with the RFQ Document and in accordance with the Delivery Schedule specified in the bid document;
 - (c) **Quotation Validity Period:** My/Our Quotation shall be valid for a period of **60 days** from the deadline fixed for the Quotation submission;
 - (d) **Eligibility:** I/We meet the eligibility requirement and have no conflict of interest; I/we have not been temporarily suspended or debarred by the World Bank or blacklisted or suspended by the Central or any State Government;
 - (e) **Fraud and Corruption:** I/We hereby certify that we have taken steps to ensure that no person acting for me/us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices; and I/we will strictly observe the laws against fraud and corruption in force in India namely, "Prevention of Corruption Act, 1988."

Yours faithfully,

.....

Authorized signature

Name of the Bidder.....

In the capacity of (legal capacity).....

Address of the firm.....

Mobile no.....

Date:.....

SECTION II
BIDDER'S PROFILE

(to be submitted using official letterhead of the Bidder)

Sl. No.	Bidder's information	Details
1)	Name of the Bidder	
2)	Address of the registered office of the bidder with mobile no. & email id	a) Address: b) Mobile number: c) e-mail id:
3)	Particulars of the Authorized Signatory of the Bidder	a) Name: b) Designation: c) Mobile number: d) e-mail id:
4)	Updated Trade License	
5)	PAN no. Details	
6)	Valid GST no. Details	

I / We hereby declare that the information furnished above is true and correct. I/We am/are also attaching copies of license/authorization documents claimed above.

(Signature of the authorized person)

Name of Signatory _____

Date _____

SECTION III

SCOPE OF WORK & TERMS AND CONDITIONS

QUOTATION FOR DESIGN, PRINTING, FABRICATION & INSTALLATION OF PFC FINDER AND FRAMED BANNERS FOR PUBLIC FACILITATION CENTERS ACROSS ASSAM UNDER ACCSD PROJECT

1. 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 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 **“for Design, Printing, Fabrication & Installation of PFC Finder and Framed banners for Public Facilitation Centers across Assam under ACCSD Project”**; **Not to open before 31st October, 2022 at 3.15 PM**. 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 may be rejected by the office as non-responsive and may not be evaluated.
- e) All duties, taxes and other levies payable by the bidder under the contract shall be shown separately.

2. The Quotation shall comprise the following:

- a) Letter of Quotation-Financial Part
- b) Copy of Firm registration/Incorporation certificate.
- c) has been properly signed by the authorized person;
- d) Documents meeting eligibility criteria as mentioned in the RFQ document;
- e) Complete address and contact details of the Bidder in their letter head having the following information:

Name of Firm:

Address for communication:

Telephone No(s): Office; Mobile No:.....;

Electronic Mail Identification (E-mail ID):
- f) GST Registration Certificate
- g) PAN Card & Bank details
- h) Trade License (updated copy).

3. Quotation Prices:

- a) The bidder shall quote the price for Design, Fabrication, Printing, Transportation and installation of PFC Finder Boards & Framed Banners in 356 PFCs across Assam
- b) The rates quoted by the bidder shall be fixed for the duration of the contract period and shall not be subject to adjustment/modification on any account.
- c) Corrections of the quoted rate, if any, shall be made by crossing out, re writing, initialing and dating.
- d) 'Discount' or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.
- e) All duties, taxes and other levies payable under the contract shall be shown separately.
- f) The Prices should be quoted in Indian Rupees only.
- g) In case of discrepancy between the price in figure and words in the financial quote, the price written in words shall prevail. In case of discrepancy between the Unit Cost and Total Cost, the Unit Cost shall prevail.

4. **Validity of Quotation:** Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

5. Bid Security:

- a. The Bidder shall furnish, as part of its bid, a bid security for an amount of Rs. 55,000.00 (Rupees Fifty Five Thousand) only in the form of Bank Guarantee/ Term Deposit / Fixed Deposit Receipt / Demand Draft duly pledged in favour of "**State Project Director, ARIAS Society,**" payable at Guwahati.
- b. The Bid Security must remain valid for a period of 45 (forty five) days beyond the original bid validity period or beyond any period of extension subsequently requested by the Purchaser.
- c. Any bid not accompanied with Bid Security shall be treated as non-responsive by the Purchaser.
- d. Unsuccessful bidder's Bid Securities will be discharged / returned as promptly as possible as but not later than 30 days after the expiration of the period of bid validity prescribed by the Purchaser.
- e. The successful bidder's bid security will be discharged upon the bidder being issued the Supply Order and furnishing of Performance Security by the Bidder.
- f. **The Bid Security may be forfeited:**
 - i) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder.
 - ii) In case of a successful Bidder, if the Bidder fails to furnish Performance Security

6. **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.

7. **Quotation Submission:** Bidders may submit their sealed envelopes containing the bids by post or by hand or drop in the box earmarked by the Employer. The copies of all the supporting documents shall be signed/self attested by the Bidder.
8. **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 in section IV Eligibility Criteria;
 - b) Evaluation shall be carried out on the basis of the total price quoted for;
 - c) mere submission of quotation does not entitle a bidder for award of contract.
9. **Award of contract:**
- i) The State Project Director, ARIAS Society will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest responsive price.
 - ii) Notwithstanding the above, the SPD, ARIAS Society 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.
 - iii) The bidder whose quotation is accepted will be notified of the award of the contract by the SPD, ARIAS Society.
 - iv) In case, any defect is noticed/ reported, the same will have to be rectified immediately by the firm.
10. **The vendor shall be responsible for:**
- a. Designing, Fabrication, Printing, Transportation & Installing the PFC Finder Boards on path/road leading PFCs. There must be at least 3(three) PFC finder boards in each PFC Location. (Total PFCs in Assam- 356)
 - b. Designing, Fabrication, Printing, Transportation & the framed banners in all the districts giving information about the services and also the PFCs present in the respective districts. Each District (old) may have 30 such boards located in different places where there is public gathering.
11. **Delivery:**
- a. The Bidder shall complete printing, supply & installation of the PFC Finder Boards & Framed Banners within 90 (ninety) days from the date of issue of the supply order in case of delay due unforeseen event the same needs to be communicated and approved by the State Project Director, ARIAS Society.
 - b. The Bidder may download the list of the Location for of PFCs from [https://rtps.assam.gov.in/site/pfc locations](https://rtps.assam.gov.in/site/pfc%20locations).
 - c. The Designs of the IEC material to be pre approved by the officials of ARIAS Society before carrying out installation work.

12. **Performance Security:** Within seven (7) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the 5% of the contract values as Performance Security drawn from nationalized bank/scheduled bank in favour of the 'State Project Director, ARIAS Society' and payable at Guwahati. The Performance Security may be in the form of Bank Guarantee/ FDR / Term Deposit which shall have a validity period of minimum 45 days beyond the completion of the warranty period, i.e. 3 years.
13. **Payments:**
 - a) No advance payment shall be made.
 - b) 100% on completion of installation & submission of bills in triplicate.
 - c) All taxes (including GST, etc.) shall be dealt with as per the Govt. laws.
14. The ARIAS Society also reserves the right to terminate the bidding process/contract at any time without assigning any reason thereof

SECTION-IV
ELIGIBILITY CRITERIA

Sl. No	Eligibility Criteria	Supporting Document Required	Yes/No
1)	The bidder should be operating in India for atleast last 5 (Five) years (FY 2021-22, 2020-21, ,2019-20, 2018-19 & 2017-18) as on the lastdate of bid submission.	Attach Certificate of incorporation and/orCertificate of commencement of business	
2)	The bidder should have minimum annual financial turnover of Rs. 50.00 Lakhs in each of the last three financial years (FY2018-19, 2019-20 & 2020-21).	Statements duly certified by CharteredAccountant.	
3)	The bidder must must have executed atleast 3(three) similar projects in the last 5 years (<i>from state/central govt .department/ministries/PSUs</i>) (FY 2021-22, 2020-21, 2019-20, 2018-19 & 2017-18).	Attach copy of minimum three (3) workorders/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)	The bidder shall submit Bid Security for an amount of Rs. 55,000.00 (Rupees Fifty Five Thousand) only in the manner cited at Clause-5 of the RFQ document	Bid Security instrument in Original	
6)	PAN Card & Bank details	Self attested copy.	
6)	Updated Trade License Self attested updated copy.	Self attested updated copy.	
7).	Valid GST No. Self attested registration details.	Self attested registration details.	

Letter of Quotation-Financial Part

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

RFQ No.: ARIAS-11014/14/2022-ACCSDP-ARIAS/1/56703/2022 Dated Guwahati the 15th of October, 2022

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 for Design, Printing, Fabrication & Installation of PFC Finder and Framed banners for Public Facilitation Centers across Assam under ACCSD Project.**

Sir,

- 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.
- 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 purchaser wish to take.
- The total price of our Quotation, including any unconditional discounts offered is:

Total price of the Quotation: **[insert the total price of the quotation including GST and any other taxes, and the cost of design, fabrication, printing, distribution, Transportation & Installation which will be payable on completion of installation- in words and in figures]**

- Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: **[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate 'None']**

Format of Quotation

#	Item	Specifications	Unit	Unit cost in Rs (a)	GST In Rs (b)	Total cost incl. GST in Rs. (c)=(a)+(b)
1	PFC Finder Boards.	Acrylic Fibre Signage with Stand and multi colour printing (3x2) feet=6 ft	1068			
2	Framed Boards	Multi-Colour with Iron/Wooden frame (4 x 3) feet size= 12sq ft	1050			

**Payment of GST and other taxes payable for the goods at the time of invoicing shall be at actual.*

NB: There may be 10% increase or decrease in quantity.

We agree to print, supply & install the above goods in accordance with the technical specifications for a total contract price (including all taxes and duties) of Rs. (Amount in figures) (Rs amount in words) within the period specified in the Request for Quotations.

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]*