

ASSAM TEA CORPORATION LIMITED

Government of Assam Undertaking

TENDER DOCUMENT [TWO BID] System

ATCL / T – 02 / 2017-18 dated 17-03-17

FOR

SUPPLY OF HERBICIDES

TO

ATCL GARDENS IN DIFFERENT DISTRICTS OF ASSAM

ASSAM TEA CORPORATION LTD

(A Govt. of Assam Undertaking)

Housefed Complex, C Block, 7th floor, Dr. B.N. Saikia Road, Dispur, Guwahati – 781006

Email: ssassam30@gmail.com Tel: 0361-2234058, Fax:0361-2234058

SHORT TENDER NOTICE for Supply of HERBICIDES

TENDER REF. No. ATCL / T-03 / 2017-18 dated 20-03-17

Assam Tea Corporation Ltd invites tenders from bonafide and reputed Manufacturers / Authorised Dealers / Stockists / Distributors for supply of fertilizers to our 15 gardens located in the districts of Nagaon, Biswanath, Golaghat, Sibsagar, Charaideo, Jorhat and Karimganj as per details in tender document which may be downloaded. Our gardens are located as under:

Gardens:	Location:
Cinnamara TE	P.O Cinnamara, Dist. Jorhat, Assam
Sycotta TE	P.O Kharikatia, Dist. Jorhat, Assam
Naganijan TE	P.O Nakachari, Dist. Jorhat, Assam
Deepling TE	P.O Bhojo, Dist. Charaideo, Assam
Rajabarie TE	P.O Rajmai, Dist. Sibsagar, Assam
Negheriting TE	P.O Dergaon, Dist. Golaghat, Assam
Rungamatty TE	P.O Badlipar, Dist. Golaghat, Assam
Messamara TE	P.O Badlipar, Dist. Golaghat, Assam
Amluckie TE	P.O Salana, Dist. Nagaon, Assam
Loongsoong TE	P.O Chapanalla, Dist. Nagaon, Assam
Dejoovalley TE	P.O Salana, Dist. Nagaon, Assam
Bholaguri TE	P.O Gohpur, Dist. Biswanath, Assam
Longai TE	P.O Chandkhira, Dist. Karimganj, Assam
Isabheel TE	P.O Isabheel, Dist. Karimganj, Assam
Bidyannagar TE	P.O Ramkrishna nagar, Dist. Karimganj, Assam

<u>Item</u>	<u>Approximate Quantity</u>
1. GLYPHOSATE 71 SG (EXCEL MIRA)	15 KL
2. GLYPHOSATE 41 SL (EXCEL GLYCEL)	10 KL
3. PARAQUAT DICHLORIDE 24 WSC (SYNGENTA GRAMOXONE)	5 KL

Hard copy of prequalification-technocommercial bid in form of general information as per Annexure II complete in all respects with supporting documents , earnest money etc. may be tendered in the tender box kept in the premises of the ATCL H.O at above address till 1:30 pm of 24th March 2017 which will be opened on the same day from 3:00 pm in presence of bidder representative/s if any. In case 24th March 2017 happens to be a holiday, tenders shall be submitted/ opened on the next working day at the same time. Request for postponements will not be entertained. Fax / email bids or late/delayed tenders shall not be considered. For any queries tenderers are requested to contact at 03612234058 , 9435191433 during office hours.

ATCL reserves the right to change the opening time and date of the tender due to administrative reasons by notifying the same on its website . The Corporation will not be liable for delay in submission of tenders and system errors (if any) during e-tendering.

The undersigned reserves the right to accept, reject any or all offers , to fragment job / supply order/s ,extend the tender in full or part, modify or to cancel the whole process without assigning any reason thereof.

Managing Director

ANNEXURE I :

Important instruction and information for procurement: through physical tender / E – procurement.

Tender Ref. No. ATCL / T-03 / 2017-18 dated 20-03-17

1. Tenders shall be under two stage two part system (Part I: Prequalification-Techno-Commercial Bid and Part II: Price Bid).
2. Prior to Price bid, interested Companies / Firms shall have to qualify in the pre qualification bid.
3. Interested bidders shall have to submit off-line within stipulated date (24th March 2017) the following as per tender document :
 - i. General Bidder Information as per Annexure II format and confirming acceptance of payment and other terms and conditions.
 - ii. Submission of relevant documents wherever applicable
 - iii. Earnest Money Deposit in form of Demand Draft
4. Tenderers may have to submit Price Bid either in hard copy (physical tender) or in E-Tender Portal of Government of Assam. This will be intimated to those qualifying in the pre qualification bid.
5. *Complete e-tender documents shall be available from website www.assamtenders.gov.in from date to be intimated by e mail . The participating bidders should have valid Digital Signature Certificate Class 2 and have to register in the portal www.assamtenders.gov.in The pre qualified bidders shall submit online tender in www.assamtenders.gov.in within date and time to be intimated later on.*
6. Bidders are requested to read the terms & conditions of this tender document prior to submitting pre qualification bid, EMD etc.

Tenderers not complying with the conditions alongwith submission of documentary proof (wherever applicable) will not qualify for participating in Price Bid.

Process of tender:

Step I:

Physical submission of Pre qualification bid -Techno commercial bid with Annexure II (to be downloaded), EMD , supporting documents etc.

Step II:

Physical submission of PRICE Bid by those qualifying in the Pre qualification bid

OR

Submission of online bid through E – tender portal of Govt. of Assam

Whether Price Bid needs to be submitted Physically or through E-Tendering shall be intimated with date and time to the Pre qualified bidders through e mail or corrigendum.

On the basis of submission of EMD and other documents to ATCL; the parties which will participate in online bid will be finalized. Only those qualified bidders will be eligible to submit online bids.

- i. In the event option of e-tendering is resorted, Technical Bid will have to be re-submitted in online form by uploading certain required documents .
- ii. After submission of Technical bid online, Price Bid will also have to be submitted online in template provided in form of Price Sheet.
- iii. Submission of bids (Technical Bid and Price Bid) will have to be done concurrently one after the other.

The Technical Bid window will open first. After online filling up technical bid details including uploading of documents and pressing the SUBMIT button, the second window for online Price bid will open which will have to be filled up for SUBMIT.

Bidders are requested to visit Assam Govt. E-procurement Portal www.assamtenders.gov.in for detailed Bidder instructions, guidelines, registration, digital signature, withdrawal, correction, resubmission, etc. and to acquaint themselves about the bidding process.

PART I : Pre Qualification - Techno Commercial Bid

This part shall consist of physical submission of the following documents :

- a. Filled , signed, dated and sealed Annexure II confirming bidder profile / information and acceptance of the Terms & Conditions
- b. Submission of documents as required in Annexure II
- c. Evidence of supply etc as required under Annexure II
- d. EMD

PART II : Price Bid (applicable for those after qualifying in Pre qualification)

This part shall consist of the following :

- a. Prices when quoted in Price Sheet are to be in Indian rupees (words and figures) only
- b. Price bid shall not contain any technical details and / or Commercial Terms & Conditions.

NO PRICE BID TO BE SUBMITTED ALONG WITH THE PRE QUALIFICATION – TECHNO COMMERCIAL BID

Note:

During e- tendering, the bidders will have to submit online price bid and upload certain documents as part of online technical bid indicatively as follows. Both Technical bid and Financial bid are to be submitted concurrently in website www.assamtenders.gov.in duly digitally signed. The applicable documents to be uploaded shall be informed individually at a later stage. Following are indicative.

- i. Valid Firm Registration certificate from competent authority
- ii. Dealership certificate / authorization letter with reference to tender item/s
- iii. Copies of valid PAN / TIN / VAT / CST / Service Tax registration
- iv. Tax /VAT / IT etc clearance certificate wherever applicable
- v. Bank Solvency certificate
- vi. Copy of filled up Annexure II
- vii. Copy of EMD
- viii. Copy of literature, catalogue etc
- ix. Compliance certificate as per format

Conditions for E-tendering:

- i. **All the key dates and deadlines will be followed as per time schedules to be intimated unless explicitly amended through a corrigendum. The pre qualified bidders can download the bid document details from the Assam Government e-tendering website www.assamtenders.gov.in Amendment /Addendum to the tender if any and further notifications shall appear in this website.**
- ii. **All amendments issued will be published on the website www.assamtenders.gov.in It is the prerogative of the Bidders to visit the aforementioned site for corrigendum, addendum and amendment notices. These notices have to be read in conjunction with the tender document.**
- iii. **Prequalified bidders must complete bid submission of Online tendering System. Otherwise their bids will not be available during Online Tender Opening.**
- iv. **The Bidder must be registered with the Electronic Tendering System (ETS) of assam government e-tendering website www.assamtenders.gov.in**
- v. **Documents required to be uploaded shall be scanned, uploaded and submitted online**
- vi. **Additional related documents may be required to be submitted physically if requested by the Corporation.**
- vii. **A bidder will be required to encrypt & sign its online bid using own Digital signature Certificate (Class 2 or Higher with both Signing and Encryption Certificates).**

Opening of Tenders:

- i. Prequalification bids / documents shall be opened and checked physically on 24th March 2017
- ii. Online technical bids shall be opened online for evaluation on date and time to be intimated by ATCL
- iii. The Price Bids of those bidders who successfully submitted required documents shall be opened online on date and time to be intimated by ATCL

- iv. Before acceptance of bids ATCL may verify the original documents for validation of documents submitted.

Validity of tender: Throughout the supply / contract period.

Agreement: As and when decided by ATCL, successful bidders may require to enter into agreements within 10 days from date of intimation.

Security Deposit (Performance Security): As and when decided by ATCL, successful bidders may require successful bidders to submit Security Deposit @ 3% of order value in form of Bank Draft / Demand Draft which would be retained throughout the contract / supply period. If supplier/s fail to execute the order or fail to perform the services as per agreement / order, the security deposit will be forfeited. On successful completion of the supply / contract, the SD will be refunded to the tenderer.

Communication: All notice or communication relating to or arising out of this tender on any of the terms thereof shall be considered duly served on or given to the bidder if delivered or left at the mentioned premises, place of business or by e mail.

Annulment of the award / forfeiture of SD and fresh award: Failure of the successful bidder to comply with the requirements of signing of contract agreement / supply agreement / performance security within stipulated time period shall constitute sufficient grounds for annulment of the award and forfeiture of the bid security. Under such circumstances proposal / bid of next technically qualified bidder shall be considered or go for fresh bid depending on circumstances.

Tentative quantity: The quantity will be decided as per requirement on basis of requisition as required time to time throughout 2017-18.

Inspection & Quality: If occasion arises, ATCL or its authorized representatives shall have right to inspect the goods/ material during continuation of the contract / supply order before dispatching to its gardens / establishments . It shall also have the right not to re order based on facts brought out during such inspections.

Penalty: In case there is unexplained delay in delivery beyond stipulated period as mentioned in supply order other than Force Majeure, ATCL reserves right to reduce price @ 0.5% of the value of delayed goods per week of delay or part thereof subject to maximum of 5% of the total order value.

- i. Once the maximum price reduction is reached, termination of the contract / supply order may be considered
- ii. Non performance of the contract / supply provisions shall make the successful bidder liable for disqualification to participate in any tender for the next 2/3 years in addition to forfeiture of EMD and performance security.

Adjudication / Review Board: Any dispute arising out of or during execution of the contract/ supply shall be settled by mutual agreement otherwise the matter shall be forwarded to Govt. / Board of Directors ATCL for decision.

Laws Governing the Contract / Order and Jurisdiction: The contract / supply shall be governed by the laws in force in India. In the event of any dispute arising out of the tender / order requiring intervention by law, such dispute would be subject to the jurisdiction of Courts within city of Guwahati, Kamrup (M) district.

Marking on Envelope:

Pre qualification Bid offer shall be submitted in sealed envelope with bidder's distinctive name & address superscribed as follows:

Part I:

1. Part I – Pre Qualification - Techno Commercial Bid
2. Tender No.
3. Due date of opening

Part II: (after pre qualification) – in case Physical Bid is resorted by the Corporation (not applicable for online bids)

1. Part II – Price Bid
2. Tender No
3. Due date of opening

Unsealed envelopes or envelopes not super scribed as above may not be accepted / considered.

Bid submission:

Part I bids shall be addressed to the Managing Director and sent / delivered to the following address on or before the due date:

Part II bids (as and when applicable) shall also be addressed to the following address in case physical submission is required. This will be intimated to the pre qualified bidders separately by e mail or corrigendum.

Managing Director

Assam Tea Corporation Ltd

Housefed Complex, C – Block, 7th Floor, Dr. B. N. Saikia Road, Dispur, Guwahati – 781006, Assam.

Physical Bids wherever applicable can be submitted by post/ courier also with due allowance for any postal / courier delay. Bids shall reach ATCL H.O. latest by 01:30 pm of the tender due date. Bids received after the due date and time are liable to be rejected.

Bid opening:

1. Part I (Prequalification-Techno Commercial Bid) will be opened on the due date at ATCL H.O as specified in presence of bidders / bidder representatives who may like to attend.

2. Part II (Price Bid) will be opened only for such offers, which qualify in Part I. Date and time of Price bid /opening Price bid shall be intimated to the qualified bidders only.
3. Not more than two representatives will be permitted to be present for tender opening

List of Annexures:

Important instruction & info:	Annexure I
General information/ Bidder Profile:	Annexure II
General Terms & Conditions:	Annexure III
Price sheet format (indicative) :	Annexure IV
All corrigendum or clarifications if any shall be hosted on website of ATCL www.assamteacorp.in or www.assamtenders.gov.in	

Tender schedule:

1.	Tender Ref. No.	ATCL / T – 03 / 2017-18 dated 20-03 -17
2.	Mode of tender	Physical submission of Part I (Pre Qualification - Techno Commercial Bid). Parties qualifying in pre qualification bid shall be intimated by e mail whether Part II needs to be submitted in physical form or through E – tendering portal of Govt. of Assam
3.	EMD and others	EMD as mentioned in tender document - shall have to be deposited in form of DD in favour of Assam Tea Corporation Limited payable at Guwahati. For clarification contact through mail ssassam30@gmail.com or contact Group Engineer, ATCL at 09435191433
4.	Last date of submission of EMD & other documents (Part I) – Physical	24th March 2017 within 01:30 PM
6.	Date & time of opening of Part I – Physical	24th March 2017 from 3:00 PM
7.	Date of availability of bidding document on e-procurement portal	On/after submission of prequalification Bid Part I – Physical
8.	Date & time of submission of E-Technical Bid (through e-portal)	To be intimated by email or through corrigendum
9.	Date & time of submission of E-Financial Bid Part II (Physical or through E Portal)	To be intimated by email to eligible bidders or through corrigendum
10.	Venue, Date & time of opening of ONLINE Part I & II	To be intimated by email or corrigendum
11.	CORRIGENDUM	as and when applicable

ANNEXURE II : BIDDER PROFILE : General Information to be submitted by Bidders

(to be submitted in Bidder Company letter head)

The applicants are required to furnish full information to the queries in this form with relevant supporting documents for evidencing the information furnished in the application.

1. Name of the Company /Firm :
2. Name of proprietor / owner:
3. Address in full :

- Telephone No., :
- Fax No. :
- Email ID :
- Cell No. :

4. Status of organization (Proprietorship / Ltd / Pvt Ltd etc):
5. Holder of Digital Signature Certificate (DSC) CLASS 2 : (YES / No / Applied For):
6. Registered in Assam Govt. e-Procurement portal : (YES / No / Applied For):
7. Trade license No. (attach copy of license):
8. Dealership etc. certificate (attach valid copy of certificate):
9. Number of years in Fertilizer business:
10. For manufacturers : Factory particulars, (attach copy of manufacturing license):
11. Banker's detail (name of Bank):
12. Bank branch :
13. Bank address (attach copy of Banker's certificate):
14. EMD deposited:
15. Details of EMD (DD No. Bank etc):
16. Details about UREA allotment by BVFCL etc with supporting documents:
17. Sales Tax Registration No.
 - i. State /VAT (attach copy of certificate)
 - ii. Central (attach copy of certificate)
 - iii. I.T. Permanent Account No.(attach copy of certificate):
 - iv. Details of experience in supply of Fertilizer to reputed Tea Companies:
 - v. Details of experience in supply of Fertilizers to ATCL gardens:
(Attach experience particulars against (iv) (v) in form of order / supply copies during last two years along with other supporting documents – attach separate sheet wherever required.
 - vi. Delivery capacity within 7-10 days from order:.....MT
 - vii. Entire supply shall reach site/s within..... days from date of order

Declaration:

I / We hereby certify that the particulars furnished by me / us above are true to the best of my / our knowledge and belief and mis-representation of facts will render me / us liable to any action as may be deemed fit by Assam Tea Corporation Ltd and have sole discretion to reject or accept my / our tender / quotation.

I / We also hereby declare that the terms and conditions in the tender document are acceptable to me / us.

(Name & Signature of Applicant)
Office Stamp / Seal

Place:

Date:

List of enclosures:

- 1.
- 2.

ANNEXURE III : General Terms & Conditions:

Materials are to be supplied as per specification and delivered at each individual garden (site). Rates when quoted are to be FOR destination basis.

- i. Quoted rate should be all inclusive; but VAT/Sales tax, delivery cost should be shown separately as per proforma / format / price sheet against each garden / site.
- ii. Tenderers may quote against one of more Herbicide depending on their dealership / stockist / distributorship status.
- iii. Rates should however be quoted for delivery to all locations / sites and not selectively
- iv. VAT etc shall be deducted at source and deposited by ATCL.
- v. Bidders shall quote rates (both in figures and words) in English language and international numerals only.
- vi. Any format not properly filled, partially filled or not filled will make the bids liable for rejection. Bidders are requested to note that all columns, rows and spaces provided for filling up the data must be filled with relevant data without fail. In case any bidder fails to do so or fills up irrelevant data, ATCL is not bound to seek clarifications on such items and will be free to reject the bid summarily.
- vii. The rate should remain firm during pendency of the contract / supply order
- viii. Subject to fund availability, payment will normally be made by garden / ATCL HO within **60 days** from the date of receipt of material at the garden as follows:
 - i. 70% within 20 days from receipt of materials at site / garden
 - ii. Balance 30% will be released after 60 days from receipt of materials at site/ garden on satisfactory report from Garden in-charge / test report.
- ix. Random sampling may be done which will be collected and sealed in presence of supplier / dealer representative for quality assurance testing at accredited labs. The test report will be final and binding on both sides.
- x. If test reports are found unsatisfactory or items/ herbicide found unsuitable in any respect, all such quantity of items / herbicide will have to be replaced by supplier / dealer at no extra cost. Without replacement, no payment shall be released against such items / herbicide which are found defective or with adverse test report.
- xi. The herbicide packages / containers should have clear markings regarding manufacturing and expiry dates. Packages / containers with smudged markings will not be accepted. The manufacturing date / batch of supplied items should be of most recent batch with ample expiry date period.

- xii. The acceptance of bid will rest with ATCL and does not bind it to accept the lowest or any bid. ATCL also reserves right to increase or decrease the quantities of the items , negotiate the tender, modify / alter scope if required.
- xiii. Decision for awarding contract / order is vested with the Managing Director so as to reject, split / fragment as deemed fit. Managing Director reserves the right to fragment the job / order without assigning any reason thereof. In all matters, interpretations etc decision of the Managing Director will be final and binding.
- xiv. To ensure smooth supply throughout the contractual period so as to avoid disruption of operations in gardens and based on location etc., the total quantity of order may be fragmented among L1/L2 etc at accepted rate.. However preference for higher allocation will be given to the L1 and so on. For new / qualified bidder, allocation of trial order may be considered.
- xv. Although offers will be evaluated keeping in mind the lowest cost to ATCL, for the sole reason that L1 rate is the lowest, bidder cannot claim award of contract / supply order. The undersigned gives no assurance to the L1 bidder to award the supply order at its quoted rate. If it is found that the L1 rate is on the higher / lower side, the undersigned may/ may not negotiate the rate / price with L1 bidder to arrive at acceptable rate or altogether reject the L1 offer without assigning any reason thereof.
- xvi. Delivery schedule: Within 7-10 days at site from date of order.
- xvii. Order / contract shall not be sub contracted, assigned or otherwise transferred without prior consent from ATCL.
- xviii. Goods will have to be delivered at site in good / acceptable condition. Goods, packages found in damaged condition will not be accepted. Goods with acceptable expiry dates only will be accepted. The Corporation is not liable to compensate any transit loss, damages, pilferages etc.
- xix. The tenderers should indicate their capacity / capability of supply for the season matching the delivery schedule.
- xx. Risk purchase: In the event of failure on the part of the supplier to complete the supply within agreed delivery schedule, ATCL reserves the right to cancel the order with or without notice or arrange balance material from alternative source at the cost and risk of supplier.
- xxi. Earnest money deposit: The tenderers are required to ensure that earnest money is deposited along with the tender in the following manner.

EMD amount: _____ Rs. 50,000/- against each tender

EMD to be submitted in form of DD favouring Assam Tea Corporation Ltd payable at Guwahati.

No interest will be paid on EMD

EMD will be forfeited if the successful bidder/s withdraws before finalization, after opening of tender / award of contract or unable to carry out order.

The EMD of successful bidders will be converted into security deposit and will be released on completion of the delivery of the goods and receipt of satisfactory report. EMD of the unsuccessful tenderers will be released within 21 days after finalization of tender.

- xxii. Incomplete quotation/ offer or without earnest money is liable to be rejected. Conditional tenders will be rejected.
- xxiii. If a tender is found not substantially responsive, it will be rejected and cannot subsequently be made responsive by the tenderer by correction of the non conformity. The tenders will be scrutinized by the Purchase Committee to determine whether they are complete and meet the essential and important major requirements, conditions etc as prescribed in the tender documents. The tender which do not meet the major requirements is liable to be treated as non responsive and shall be liable to be summarily rejected.
- xxiv. The offers must be valid for our acceptance for 60 days from the date of financial bid.

- xxv. Submission of tender by any bidder confirms his acceptance of terms and conditions of tender.
- xxvi. All notices / corrigendum and correspondence to the bidder/s shall be sent by email. Hence bidders are required to ensure that valid mail Id is provided.
- xxvii. All disputes subject to jurisdiction of appropriate courts within Guwahati, Kamrup (M) only.

ANNEXURE IV:

Indicative Price Sheet Format for Herbicide : The rates in financial / Price bid (figures and words) are to be quoted strictly as per following physical format or online template format only. Rates quoted in any other manner are liable for rejection. If any discrepancy is found between amount expressed in words and figure, the amount in words will prevail.

Price sheet for HERBICIDE :

Item description	Delivery Location / site	Basic rate (Rs) per Ltr/KG	VAT /CST %	VAT/CST Per KG/Ltr Amt (Rs)	Freight per Ltr/KG (Rs)	OTHERS, like handling, loading (if any) Amt (Rs)	All inclusive rate (Rs) per Ltr/KG – FOR Destination basis
Glyphosate 71 SG (EXCEL – MIRA)	Cinnamara TE						
	Negheriting TE						
	Amluckie TE						
	Longai TE						
Glyphosate 41 SL (EXCEL – GLYCEL)	Cinnamara TE						
	Negheriting TE						
	Amluckie TE						
	Longai TE						
Paraquat Dichloride 24 WSC (SYNGENTA-GRAMOXONE)	Cinnamara TE						
	Negheriting TE						
	Amluckie TE						
	Longai TE						

DATE :.....

SIGNATURE OF TENDERER

(SEAL)