



**Seven Sisters Development Assistance (SeSTA)**

A society registered under Societies Registration Act. XXI of  
1860.

Registration No: KAM(M)/240/A-28/431

**TENDER DOCUMENT FOR**

**SUPPLY OF Vegetable Seed**

Tender Fee Rs. 2,000/- (non-refundable)

Date of Tender Opening:	10/08/2021 at 11:00hrs
Last date of Tender submission:	14/08/2021 at 17:00hrs
Opening of Technical Bids:	16/08/2021 at 11:00hrs
Opening of Financial Bids:	16/08/2021 at 14:00hrs

**Seven Sisters Development Assistance (SeSTA)** is a culmination of efforts to initiate development work to empower communities in remote rural areas of NE India. Registered in the year 2011, under Societies Registration Act (SRA), 1860, SeSTA was conceived to put systematic effort for socio-economic development of NE by building capabilities of poor communities, promoting and strengthening their institutions to facilitate them out of poverty and meaningfully participate in the global economy.

SeSTA collectivizes women to form Self Help Groups (SHGs), builds their capabilities and strengthens livelihood systems to alleviate mass poverty in far flung villages of Northeast India. Scientific agriculture interventions in food crop and vegetable crops, Natural Resources Management and supporting the intensification and diversification of other livelihoods portfolio like goat rearing, piggery, fisheries, mushroom cultivation, access to clean energy, work on gender justice and governance has helped economically and socially empower communities in these villages.

Seven Sisters Development Assistance (SeSTA) invites for e-tender for supplying Nursery sapling, Feed and medicine for supporting farmers. The e-bidding documents should be sent through designated email id of SeSTA on or before the stipulated date and time. The technical bid and the financial bid must be in separate folders with name "**Technical Bid - (name of suppliers)**" and "**Financial Bid - (name of suppliers)**" and both folders must be placed in third folders – with name "**Tender Document – (name of suppliers)**". The email is to be addressed to: The Executive Director/Programme Director with subject, "**Tender documents for supply of Nursery Sapling**". The tender documents to be sent in the email id: [sestaho@sesta.org](mailto:sestaho@sesta.org) latest by 17:00 hrs 14/08/2021.

The bids will be opened on 16<sup>th</sup> August 2021 at 11:00 AM, at SeSTA Bongaigaon Office, Ward No. 3, Bagheswaripara, Bongaigaon, Pin – 783380, Assam. The terms and conditions are as follows:

Any queries related to this tender may be addressed only through email to [sestaho@sesta.org](mailto:sestaho@sesta.org)

**Terms & Conditions:**

1. The tenderer/bidder may be a sole proprietorship, proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted and deals in sales/supply of agricultural inputs, implements and equipments. **(Copy of registration of firm to be attached).**
2. The Bidder must have a **minimum average financial turnover** of Rs. 20 lakhs in past 2 financial years.
3. Applicant should not have been blacklisted by the Depts./Ministries of the Govt.

of India/State Govt. /PSUs (**A self-declaration has to be submitted**).

- Interested bidders who wish to participate in the tender shall pay Rs. 2,000/ (Rupees Two Thousand only) non-refundable as Tender Fee in the form of electronic transfer to the bank account as given below:

**Account Name: SESTA -MAIN**  
**Account No: 1501104000033868**  
**IFSC Code: IBKL0001501**  
**MICR Code: 783259002**

**Bank Name and Branch: IDBI Bank and Bongaigaon Branch**

- The interested bidder shall pay 2% Earnest Money Deposit (EMD) of the total value i.e. **Rs 98,400/-** (Rupees Ninety Eight Thousand Four Hundred Only).
- The EMD of the unsuccessful bidders will be discharged/ returned at the earliest after completion of the tender process. The successful bidder's EMD will be discharged upon the bidder's completion of the work as per the contract bid and terms submitted to SeSTA and also as per SeSTA's satisfactory. The EMD may be forfeited:
  - If the bidder withdraws his/her bid during the period of bid validity specified by the bidder in the Bidform;
  - In the case of successful bidder, if the bidder fails to sign the contract; or refuses to honour his/her own quoted price for any of the items or part thereof.
  - In both the above cases bidder will not be eligible to participate in the tender for one year from the date of issue of Letter of intent.
- The receipt of Tender Fees and EMD is to be placed in a different folder with name "Deposit Receipt" and placed inside the **Tender Document folders** along with financial bid and technical bid.
- The tenderer /bidder should submit duly filled check list of technical bids (**Annexure 1**) along with supporting documents and catalogues of Sapling, Feed and Medicine quoted in the folder of technical bid.
- One supplier may quote for one or more than one implement(s)/Input and accordingly S/he should submit technical and financial bids and the EMD separately for each implement(s)/Input. All the folders should be put in a single folder.
- The Bidder's name stated on the proposal shall be the exact legal name of the firm.
- The tender should be submitted in accordance with the instructions and conditions and any tender not conforming thereto is liable to be rejected. The instruction shall form the part of the tender and contract. The tender shall be complete with all documents.
- The financial bids of those bidders will be considered who qualify under technical bid. The financial bids of successful bidders will be opened on 16th August 2021 at the same address as opening of technical bids.
- The prices quoted must be inclusive of all taxes, loading & unloading, transport insurance (wherever applicable) and transportation charges to deliver the

Materials at different location/Operation office of SeSTA. Address where delivery is to be done along with quantity is attached in **Annexure 3**. The applicable rates of GST and amount should be clearly mentioned in the financial bids.

14. The Specifications of the seed **Annexure 2**.
15. Submitted quotations should be valid for at least 30days.
16. The vendor should supply seed within 30 days of placing the purchase order.
17. Vendors should attach the relevant brochure/leaflet for the seeds/options quoted.
18. Vendors should attach users list with their contact details including address, email id and phone number.
19. Late/delayed tenders received due to any reason, whatsoever, will not be accepted under any circumstances.
20. The Bidder shall bear all costs associated with the preparation and submission of its Bid. Seven Sisters Development Assistance (SeSTA) shall, in no case, be responsible or liable for these costs, regard less of the conduct or the outcome of the Bidding process.
21. The tenderer should sign at each page of the technical and financial bid documents and all its annexures. No page should be removed/detached from the tender document.
22. In case two or more agencies are found to have quoted the same rates, the competent authority, Seven Sisters Development Assistance (SeSTA) shall decide about the agency to which the offer shall be granted based on the past credentials/report on the past performance of the firm, and length of experience etc. The decision of the competent authority, Seven Sisters Development Assistance (SeSTA) shall be final and binding, and no communication in this regard will be entertained. 60% Payment in advance on acceptance of Purchase order and 35% will be released after delivery of the implements in good condition.
23. Remaining 5% payment will be released after satisfying all the conditions as per the tender terms and condition, satisfactory functioning of the implements/equipment supplied and after furnishing of Guarantee/Warranty documents and performance security.
24. Seven Sisters Development Assistance reserve the rights to cancel the tender process, without giving any reasons.

## Annexure 1

### Format for technical bid of the tender

#### Tender submitted for Supply of vegetable Seeds

Sl. No.	Description of requirement	Enclosed	Enclosure No.
1.	Whether the firm is registered with proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted engaged in sales and supply of agricultural implements/equipment and inputs	Yes/No	
2.	Copies of seed certificate from the competent authority.	Yes/No	
3.	Declaration by the bidder that he /she has not been blacklisted by the Department /Ministries of the Govt.of India/State Govt./PSUs	Yes/No	
4.	Copies of Balance Sheet and Income Tax Return for last 2 years duly certified by CA	Yes/No	
5.	Copy of Registration Certificate of the firm	Yes/No	
6.	Copy of PAN/TAN/GST issued by Income Tax Dept.	Yes/No	
7.	Partnership deed, if applicable	Yes/No	
8.	Details of other organizations where similar machines/software's have been supplied (copy of work orders to be attached)	Yes/No	
9.	Receipt of electronic transfer of Rs 2,000/- as tender fee put in separate folder along with Technical Bid	Yes/No	
10.	Receipt of electronic transfer of Rs 98,400/- as EMD put in separate folder along with Technical Bid	Yes/No	
11.	Financial Bid proforma/quotation completed and put in a Separate folder.	Yes/No	

Declaration of the Tenderer: -

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal) Name:

Place:

Seal:

Date:

Office Address:

**Annexure 2**

**List of seeds required with quantity and Price**

Sl. No.	Name of seed*	Unit	Quantity of seed required per unit (In gm)	Rate per unit (Max)**	Total No of HH (Units)	Estimated value in INR	EMD In INR
1	Brinjal	gm	5	22	20000	440000	8800
2	Tomato	gm	5	22	20000	440000	8800
3	Chilly	gm	5	22	20000	440000	8800
4	Knolkhol	gm	5	15	20000	300000	6000
5	Radish	gm	5	15	20000	300000	6000
6	Carrot	gm	5	15	20000	300000	6000
7	Palak	gm	25	20	20000	400000	8000
8	Coriander	gm	25	50	20000	1000000	20000
9	Cabbage	gm	5	20	20000	400000	8000
10	Beet Root	gm	5	25	20000	500000	10000
11	Beans	gm	10	20	20000	400000	8000
12							
<b>Total</b>						<b>4920000</b>	<b>98400</b>

\* Mention the varieties, company and other details like packaging date, expiry date, germination %, purity % and any other relevant details worth mentioning

\*\* Lowest rates will be preferred

\*\*\* The rates per item of seeds might vary from the given rates but total amount should not exceed the estimated total amount

## Annexure 3

Place of Delivery of the Materials along with quantity

SI No.	Address	Seed quantity in Grams											
		HH	Brinjal	Tomato	Chilly	Knolkhol	Radish	Carrot	Palak	Coriander	Cabbage	Beet Root	Beans
	Per HH Quantity (Gms)		5	5	5	5	5	5	25	25	5	5	10
1	Sidli, Behind Sidli Police Station, Chirang - 783373	1750	8750	8750	8750	8750	8750	8750	43750	43750	8750	8750	17500
2	Boitamari, Near Boitamari Police Outpost, Bongaigaon - 783384	1650	8250	8250	8250	8250	8250	8250	41250	41250	8250	8250	16500
3	Borobazar, Ulubari Anchlik Ex-Army Association Campus, Chirang, 783390	1900	9500	9500	9500	9500	9500	9500	47500	47500	9500	9500	19000
4	Manikpur, Near Central Bank of India, Patiladoha, Bongaigaon 783392	1750	8750	8750	8750	8750	8750	8750	43750	43750	8750	8750	17500
5	Pakabetbari, Vill: Kayakuchi, Pakabetbari, Barpeta 781352	1900	9500	9500	9500	9500	9500	9500	47500	47500	9500	9500	19000
6	Barkhetri, Vill: Chanda, PO: Mukalmua, Nalbari 781126	1600	8000	8000	8000	8000	8000	8000	40000	40000	8000	8000	16000
7	Mushalpur, c/o: MantuBaumatary, vill: Pub Bangnabari, Baksa, 781343	1600	8000	8000	8000	8000	8000	8000	40000	40000	8000	8000	16000
8	Dhanubhanga, Rangjuli, Goalpara 783130	1500	7500	7500	7500	7500	7500	7500	37500	37500	7500	7500	15000
9	Kushdhowa, Near AmjongaJatiya Vidyalaya, Goalpara 783124	1600	8000	8000	8000	8000	8000	8000	40000	40000	8000	8000	16000
10	Lumbajong, Amlapatty, Diphu, KarbiAnglong, 982460	1500	7500	7500	7500	7500	7500	7500	37500	37500	7500	7500	15000
11	Ujani Majuli, Jengraimukh, Majuli - 785105	1750	8750	8750	8750	8750	8750	8750	43750	43750	8750	8750	17500
12	Majuli Development Block, Kamalabari 785106	1500	7500	7500	7500	7500	7500	7500	37500	37500	7500	7500	15000
<b>Total</b>		<b>20000</b>	<b>100000</b>	<b>100000</b>	<b>100000</b>	<b>100000</b>	<b>100000</b>	<b>100000</b>	<b>500000</b>	<b>500000</b>	<b>100000</b>	<b>100000</b>	<b>200000</b>

### Scoring

Sr. No.	Criteria	Full Score
1	<b>Experience in Years</b> >10 years – 10 points 5 to 10 years – 7 points 3 to 5 years – 5 points <3 years – 0	10
2	<b>Average Turnover in last 3 years</b> >Rs. 40Lakhs – 10 points 30 to 40Lakhs – 7 points 20 to 30Lakhs – 5 points <20Lakhs – 0	10
3	Specification of goods (Like quality of seed and variety <u>etc as mentioned in annex. 2</u> )	30
4	After sale service	10
5	Financial – Bid Value	40